



TOWN OF QUARTZSITE

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Arizona Relay Service (928)927-3762 (TDD)

We are an equal opportunity employer

www.ci.quartzsite.az.us

QUARTZSITE, ARIZONA - VENDOR PERMIT REQUIREMENTS

NON-FOOD VENDOR

Must provide the attached double-sided “Vendor Application” & “Licensing Eligibility Form” filled out with current information. Sign both forms. (Submit to Quartzsite Town Hall in person, by mail (prior to December 1st), e-mail, or fill out on-Line @ www.ci.quartzsite.az.us, or on site to a Field Vendor Clerk.)

1. Licensing Eligibility Requirements Form with appropriate ID.
 - a) A Valid U.S. Driver’s License.
 - b) A Birth Certificate, or a U.S. Passport, or a State/Federal ID Form with Photo
 - c) Other form(s) of identification are: U.S Certificate of birth abroad; Foreign Passport with U.S. Visa; I-94 Form with photo; U.S. Citizenship and Immigration Services Employment Document; U.S. Certificate of Naturalization; U.S. Certificate of Citizenship; Tribal Certificate of Indian Blood; Tribal or Bureau of Indian Affairs Affidavit of Birth.
2. **Vendors must possess** a valid Arizona Department of Revenue Transaction Resale Tax Number (TPT) or a completed Tax Application before applying for a Vendor Permit. Tax numbers will be verified with the Arizona Department of Revenue. If the number is not valid, the Vendor will need to call **(602-716-6108)** or **(602-716-6407)** or **(602-716-6438)**.
3. The Vending Location and Space Number.

FOOD/BEVERAGE VENDOR, HANDLER, or SELLER

A **current Health Permit** and a **Fire Inspection Certification** must be obtained **prior** to receiving a Quartzsite Vendor Permit (**Proof will be required**).

1. Contact the following:
 - a) La Paz County Health Department in Parker, AZ, to apply for a Vendor Health Permit (928-669-1100).
 - b) Contact the Quartzsite Fire Department for a Fire Inspection (928-927-6556).
2. **Vendors must provide** the attached double-sided “Vendor Application” & “Licensing Eligibility Form” filled out with current information. **Sign both forms.** (Submit to Quartzsite Town Hall in person, by mail (prior to December 1st), e-mail, or fill out on-Line @ www.ci.quartzsite.az.us, or on site to a Field Vendor Clerk.)
3. **Follow steps 1 thru 3 as listed above under NON-FOOD VENDOR .**



LICENSING ELIGIBILITY FORM

LICENSING ELIGIBILITY REQUIREMENTS (ARS §41-1080)

Form with three rows: FULL Name: Last, First, Middle (As it appears on the License or Identification used); Home or Business Mailing Address; City, State, Zip

To become or remain eligible for a Vendor Sales Permit, complete this form and provide a photocopy showing both sides of your identification. Only provide one of the following forms of identification. (Mark an "X" next to the one you are submitting):

- 12 checkbox items listing identification requirements: Arizona Driver License, Driver License from another State, Birth Certificate, Certificate of Birth Abroad, United States Passport, Foreign Passport with Visa, I-94 Form, Citizenship & Immigration Services document, Naturalization, Citizenship, Tribal Certificate of Indian Blood, Tribal or Bureau of Indian Affairs Affidavit of Birth.

Arizona House Bill 2745 was signed in 2008 containing a "Licensing Eligibility" section (Arizona Revised Statutes 41-1080) preventing a State Agency from issuing a new or renewed license unless one of the forms of identification listed in the law is provided.

By my signature below, I hereby certify, under penalty of perjury that the copy of the document I am providing is a true and accurate copy of the original document and that I am legally authorized to be present in the United States.

FULL SIGNATURE OF LICENSEE

DATE

APPLICATION FOR TOWN OF QUARTZSITE VENDOR PERMIT

ANY PERSON OPERATING AS A VENDOR IN THE TOWN OF QUARTZSITE MUST COMPLETE AN "APPLICATION FOR VENDOR PERMIT". THIS PERMIT IS FOR QUARTZSITE ONLY AND DOES NOT TAKE THE PLACE OF ANY LICENSE REQUIRED BY THE STATE OF ARIZONA; OR OTHER FEDERAL, STATE OR COUNTY REQUIREMENTS.

Regular Vendor Permit **\$50.00** (Non-Refundable)

- Valid for 180 days from Date of Purchase or Start Date
- Permits are **transferrable** from one location to another when only **one** location is operated at a time
- Permits are **non-transferrable** from one Vendor to another Vendor
- **PERMITS WILL NOT BE MAILED TO VENDOR AFTER DECEMBER 1**

Extension of Regular Permit **\$15.00** (Non-Refundable)

- Extension is for a 30 day maximum to a Regular Vendor Permit

Special Events Permit **\$15.00** (Non-Refundable)

- Issued for a Town approved Special Event for no more than 3 consecutive days at one location
- **Cannot be transferred to another location**
- **Cannot be extended**

Permit Valid From: _____ **TO:** _____

NAME OF BUSINESS: _____

OWNER OR VENDOR NAME: _____ PHONE: _____

PERMANENT OR MAIL ADDRESS: _____

DRIVERS LICENSE NO. & U.S.STATE: _____ EXPIRATION DATE: _____

PASSPORT, BIRTH CERIFICATE OR OTHER FORM OF IDENTIFICATION _____

AZ RESALE TAX #: _____ (SEE HIGHLIGHTS BELOW) EFFECTIVE DATE: _____

FOOD/BEVERAGE SELLER LA PAZ COUNTY HEALTH PERMIT #: _____ EFFECTIVE DATE: _____

DESCRIPTION OF BUSINESS/MERCHANDISE: _____

BUSINESS/VENDING LOCATION: _____ SPACE #: _____

NUMBER OF YEARS YOU HAVE BEEN VENDING IN QUARTZSITE: _____

PAYMENT: CASH _____ CHECK NO. _____ CREDIT CARD ONLY ACCEPTED AT TOWN HALL

VALIDATED BY: _____ DATE: _____

APPLICANT SIGNATURE *: _____ DATE: _____

REFUSAL TO COMPLY WILL RESULT IN EITHER A CRIMINAL OR CIVIL CITATION FOR VIOLATION OF A.R.S. 13-2704 (A). IF FOUND RESPONSIBLE, A PENALTY SHALL BE A FINE OF \$250.00 FOR THE FIRST OFFENSE. IF FOUND RESPONSIBLE FOR A SECOND OFFENSE A FINE OF AT LEAST \$250.00 & INELIGIBILITY TO OBTAIN A FUTURE VENDOR SALES PERMIT FOR FIVE (5) YEARS. EACH DAY A VIOLATION CONTINUES SHALL BE A SEPARATE OFFENSE PUNISHABLE AS HEREIN ABOVE DESCRIBED. * I CERTIFY THE FACTS TO BE TRUE AND CORRECT IN ACCORDANCE WITH A.R.S. §13-2704

Applicant: Vendor applications must include a valid Arizona resale tax number or completed Arizona Department of Revenue Transaction Privilege Tax Application form before submission for a vendor permit. The tax form must include a physical address as well as a mailing address to receive the tax license; included with your license will be a bill for processing please remit to the Arizona Department of Revenue.

MAIL APPLICATION TO: TOWN OF QUARTZSITE
PO BOX 2812
QUARTZSITE, AZ 85346-2812

ON-LINE AT: www.ci.quartzsite.az.us

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