



## **BUSINESS LICENSE APPLICATION INSTRUCTIONS**

### **PLEASE READ CAREFULLY**

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**Fountain Hills Town Code Section 8-1-1 requires that** “it is unlawful for any person, whether as principal or agent, either for himself or for another person, or for any corporation, or as a member of any firm or co-partnership, to commence, practice, transact or carry on any trade, calling, profession, occupation or business within the town limits without first having procured a license from the town to do so”.

The application must be filed with the Town Clerk, accompanied by a license application fee of \$50.00 and a license issued to lawfully operate a business in the Town of Fountain Hills. All blanks must be completed; if not applicable, mark N/A. Applicant must comply with all Federal and State regulations governing the business in which he/she is engaged. Checks should be made out to, Town of Fountain Hills.

Applications are reviewed by staff for completeness (incomplete applications will not be processed). Within 20 days the applicant will be issued the license or be notified in writing that the application is missing required information; the applicant will be provided an additional 60 days to provide the missing information. If the information is not provided the license will be denied; no fees will be refunded for an application that is denied.

Certain business applications will require review by the Planning Division for compliance with zoning regulations. Businesses must comply with local zoning regulations as well as the Town Code (both available on Town website at [fh.az.gov](http://fh.az.gov)). Within 50 business days of submission the applicant will receive either the issued license or a letter of denial which shall serve as notification that the application is deemed substantially complete.

Issuance of a business license by the Town of Fountain Hills shall in no way be construed as permission to operate a business that is in violation of any other law or regulation to which such activity may be subject.

The business license must be on display in some conspicuous place or location within the place of business.

The licensee shall inform the Town Clerk’s office in writing of any changes in business information or uses within 30 days.

When more than one trade, calling, profession, occupation or business is carried on, transacted or practiced by the same person, corporation or partnership at one fixed place of business, only one license shall be required.

No license issued shall be assigned or transferred to any other person, corporation or partnership without first obtaining permission from the Town of Fountain Hills.

If the business will be conducted within a residential zoning district the Town of Fountain Hills Zoning Ordinance (Chapter 5, Section 5.14, Part A-J) has specific regulations (Section VII) that must be acknowledged prior to commencing business.

A duplicate or replacement business license is available for an additional fee of \$10.

**For questions regarding this application, please contact the Town of Fountain Hills Finance Division at 480-816-5100 or the Town website [www.fh.az.gov/webmaster](http://www.fh.az.gov/webmaster).**

**BUSINESS LICENSE APPLICATION**  
 (\$50.00 license fee must accompany application)



**OFFICE OF THE TOWN CLERK**  
 16705 E. Avenue of the Fountains  
 Fountain Hills, AZ 85268  
 Ph: (480) 816-5100  
 Fax: (480) 837-3145 TTY: 1-800-367-8939  
 Website: www.fh.az.gov

**IMPORTANT:** This application must be **approved before** you may lawfully engage in business in the Town of Fountain Hills.  
 A separate license is necessary for **each** business location.  
 (Please print legibly or type the information on this application)

Check one: →	<input type="checkbox"/> New Business to Fountain Hills <input type="checkbox"/> New Owner of Existing Business <input type="checkbox"/> Name Change Only <input type="checkbox"/> Location Change	<b><u>TERM OF LICENSE</u></b> One Year
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<b>SECTION 1: BUSINESS INFORMATION</b>		<u>OFFICE USE ONLY</u>
Legal Business Name:		<u>Payment (check one)</u> <input type="checkbox"/> Cash <input type="checkbox"/> Check # <input type="checkbox"/> Credit Card  Amount \$ _____ Date: _____
Doing Business As (DBA) (Example Mel's Diner Inc):		
<b><u>Physical</u></b> Location of Business (Street, City, State, Zip Code) - do not use a P.O. Box or Route Number (if business is located within the Town of Fountain Hills borders please complete <u>Section VI</u> ) Actual location where business is conducted or, if rental property, where property is located. If more than one rental property, enter one address on this application and attach supplement listing all others in Fountain Hills.		
Business Phone Number:	Business Fax Number:	
Social Security Number (Sole Proprietors) <u>or</u> Federal Employer Identification Number (FEIN) issued by the Internal Revenue Service (IRS):		
AZ Sales Tax/TPT # (Issued by the Arizona Department of Revenue for businesses with taxable activity):	Applicant Email:	
Start Date of Business/Activity in Fountain Hills:		

<b>SECTION II: MAILING ADDRESS &amp; PHONE NUMBER</b>	
Business Mailing Address (if different from above):	
Name and Title of Point of Contact for the Business (Example, owner, manager, accountant, etc.):	Contact Phone Number:

<b>SECTION III: BUSINESS OWNERSHIP &amp; TAX RECORDS LOCATION (check applicable box)</b>		
Type of Ownership <input type="checkbox"/> Individual/Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> LLC/LLP	<input type="checkbox"/> Corporation <input type="checkbox"/> Sub-Chapter S Corporation <input type="checkbox"/> Association <input type="checkbox"/> Trust	<input type="checkbox"/> Joint Venture <input type="checkbox"/> Other _____

**Owners, Partners, LLC Members, or Officers (For additional names, please attach list)**  
**List owners, principal partners/officers of business with home addresses and telephone numbers**

Name (First, MI, Last)	Title	Complete Residential Address	Telephone Number

**Location of the Tax Records (Street Address, City, State and Zip Code) if different from business location**  
 Enter address of where records are kept (example, accountant, home office) if different from business location

Name	Address	City	State, Zip Code	Telephone Number



- Describe any anticipated high noise levels. \_\_\_\_\_
- Will there be any detectable odors generated by the business? If so, describe. \_\_\_\_\_
- Provide information on the frequency of deliveries. \_\_\_\_\_  
(times per hour/day/week/month)
- Describe any special trash considerations for the business. \_\_\_\_\_
- Describe any outside business activities. \_\_\_\_\_

**SECTION VII: BUSINESS HOME OCCUPATION REQUIREMENTS**

The Town of Fountain Hills Zoning Ordinance (Chapter 5, Section 5.14, Part A–J) requires that anyone conducting a business activity out of their home must comply with the following regulations:

- A. Such occupation shall be clearly incidental and subordinate to the use of the property and dwelling unit for dwelling purposes, shall be conducted entirely within the dwelling or garage, and shall not change the residential character thereof. Carports, accessory buildings, and yards may not be used.
- B. There shall be no more than twenty-five (25) percent of the gross floor area of the dwelling devoted to this occupation.
- C. There shall be no employees other than members of the immediate family residing in the dwelling unit where the home occupation is being operated.
- D. No business shall be conducted which requires delivery vehicles or other services not customary to a residence.
- E. There shall be no external evidence of the activity such as outdoor storage, displays, noise, dust, odors, fumes, vibration, or other nuisances discernible beyond the property lines.
- F. No signs signifying the business or any commercial product or service are allowed. Signs on business vehicles, regardless of their storage, shall not display the address of the home occupation.
- G. Customer/patron and shipping/receiving trip generation shall not exceed five (5) trips a day.
- H. An exception to these requirements shall be made for the operation of a group home for the handicapped and adult care, day care centers, home day care centers, model homes, and swim schools.
- I. Any home occupation desiring to use hazardous materials, as defined in this ordinance, must first secure a special use permit. No home occupation may use hazardous material without a special use permit. Special use permits for the use of hazardous materials will only be issued after the Town and Fire District are assured that proper handling, storage, and disposal safeguards can and will be followed for the health, safety, and welfare of the neighborhood and community.
- J. The following uses that are not permitted as a home occupation include, but are not necessarily limited to, the following: the physical sale or distribution of commodities on the premises and motor vehicle repair. The Planning and Zoning Administrator or his/her designee shall render decisions on home occupations permitted with appeal to the Town Council.

**ALL FOUNTAIN HILLS BASED BUSINESS APPLICATIONS ARE REVIEWED BY THE PLANNING & ZONING DEPARTMENT. IF APPLICABLE, THEIR APPROVAL IS REQUIRED PRIOR TO THE ISSUANCE OF YOUR LICENSE.**

**RETURN THE APPLICATION WITH THE \$50.00 FEE TO THE BUSINESS LICENSE DIVISION.  
(Incomplete forms will not be processed.)**

I certify that the statements made in this application are true and complete to the best of my knowledge. I accept the license authorized and issued in response to this application with the condition that I report timely and pay any and all taxes due by me to the Town.

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Nature of business: \_\_\_\_\_



# COMMERCIAL SIGNS

Below is a brief outline of the most commonly used signage regulations for businesses that are located within Commercial, Industrial, or Lodging zoning districts. This outline is not comprehensive and business owners should take the opportunity to review the entire ordinance using the provided link below, or contact town staff for assistance.

**These signage rules do not apply to home-based businesses as such businesses are not permitted to have commercial signage.**

All Commercial property is allowed a "Total Aggregate Sign Area" which is based on the size of the building and the number of tenants. This "Total Aggregate Sign Area" defines the total amount of signage, in square feet, that the property may have.

Commercial Plazas in Fountain Hills have typically adopted Comprehensive Sign Plans in order to ensure that the plaza signage, as well as the individual tenant signage, does not exceed the "Total Aggregate Sign Area". These Comprehensive Sign Plans are on file with the Fountain Hills Development Services Department.

## A-Frame Signs

A business may have one A-Frame sign per street the business or plaza fronts on. The maximum size that an A-Frame Sign can be is six square feet. A-Frame Signs may be placed on-site or within the public right-of-way in front of the business up to within one foot of the back of the curb, or to within three feet of the back of the curb if there are balloons or other attachments. If there are attachments they may be a maximum of six feet in height as measured from the ground. A-Frame Signs may not be placed on public sidewalks, on roadway pavement, within the Shea Blvd right-of-way, or any medians. A-Frame Signs may be out between the hours of 7 AM to 9 PM only. A-Frame Signs do not count as part the business' Total Aggregate Sign Area. **The permitted use of A-Frame Signs in Fountain Hills shall end on December 31, 2018.**

## Banners

A Banner is permitted for one-time only Grand Opening Events for up to a maximum of 30 Days. A permit is required to erect a Grand Opening Banner. A Banner is also permitted for up to a maximum of two weeks per month if a business is holding an event on the property. A renewable monthly event permit is required for such events. A Banner may be up to thirty two (32) square feet in size. A Banner may never be located off-site. Banners do not count as part the business' Total Aggregate Sign Area. **The permitted use of Banners in Fountain Hills shall end on December 31, 2018.**

## Real Estate Signs

Real Estate Signs must be located on the property they advertise. The maximum allowed sign size is six square feet. Real Estate Signs may not be lighted. In addition, during open house events up to five "Open House" A-Frame style signs may be placed off-site and within the public right-of-way so as to lead prospective buyers to the property. Open House Signs located within the public right-of-way may be up to within one foot of the back of the curb, or to within three feet of the back of the curb if there are balloons or other attachments. If there are attachments they may be a maximum of six feet in height. Open House Signs may not be placed on public sidewalks or within roadways. Open House Signs may not be left out after the Open House event concludes. No permit is required for Real Estate or Open House signs.

## Freestanding Signs

Freestanding Signs are also known as "Monument Signs" and "Pole Signs". Any stand-alone business may have one Freestanding Sign per street the business fronts on. Any commercial plaza may have one Freestanding Sign per street the business fronts on. Also, a plaza may form a "Sign District" and have one additional "Shared Monument Sign". There are size and location restrictions that will apply. The area of a Freestanding Sign counts as part of the business' Total Aggregate Sign Area. Electronic Message Signs may now be used as Freestanding Signs if desired. A permit is required to erect a Freestanding Sign.

## Wall Signs

Any business may install one or more exterior Wall Sign(s). The sizes and locations of Wall Signs are up to the business owner's discretion so long as they are located on the building or leased space the business occupies and they are within the Total Aggregate Sign Area allocation. Electronic Message Signs may now be used as Wall Signs if desired. A permit is required to erect a Wall Sign.

## **Window Signs**

Any business may use up to a maximum of 50% of their window area as signage. Such signage does not count as part the business' Total Aggregate Sign Area. Neon Signs up to 6 square feet in size and, Electronic Message Signs may now be used as Window Signs if desired. No permit is required for window signage unless there is an electrical connection being made.

## **Interior Signage**

Signs that are located within the business and at least six feet (6') back from a window are not regulated by the Fountain Hills Sign Ordinance and do not count as part of the business' Total Aggregate Sign Area. A sign permit may be required depending on the type of signage being installed. Business owners should check with the Fountain Hills Building Safety Division for clarification when appropriate.

## **Contractor Signs**

Contractors may install one sign on the property they are working on. Subcontractors may not have additional signs displayed but may be listed on the Contractor Sign. The maximum size of a Contractor Sign is eight square feet. The sign may not be illuminated. Contractor Signs may only be displayed during construction and must be removed no later than the date of final inspection. Contractor signs may be made of any durable material, including banners. No permit is required for Contractor Signs. Such signage does not count as part the business' Total Aggregate Sign Area.

## **Sign Walkers**

Business owners may have "Sign Walkers", or "Sign Spinners" in front of the business or plaza. Sign Walkers may be employed any day of the week and there are no limits on the length of time they are out. Sign Walkers may not block sidewalks, impede traffic, or create a hazardous condition in any way. Sign Walkers may never install umbrellas, tables, chairs, or similar apparatus. Such signage does not count as part the business' Total Aggregate Sign Area. A sign permit is not required.

## **Electronic Message Signs**

Electronic Message Signs must be on-site. Electronic Message Signs may not resemble traffic signals. Flashing or changing text or graphics must have a minimum eight second delay between changes and must stop at 10:00 PM. To reduce night-time glare, after 10:00 PM the background colors must be darker than the text. Such signage counts as part the business' Total Aggregate Sign Area. A permit is required to erect an Electronic Message Sign.

## **Changing the Face of a Sign**

Many signs can be changed by simply removing a plexi-glass or similar face and replacing it with a new face. A permit is not required for such changes. If additional alterations or repairs are also needed business owners should check with the Fountain Hills Building Safety Division to see if those changes require a permit.

## **Other Temporary Signs**

There are numerous temporary signs which are sometimes used but that are not permitted by the Fountain Hills Sign Ordinance. Corrugated plastic or cardboard signs on wire-frame bases, springboard signs, feather or flag banners, pennants, and wind dancers are all examples of signs that are not permitted unless they are included as part of an event as described under Banners above. If in doubt, contact the Fountain Hills Development Services Department for clarification.

Contact Information:

### **Fountain Hills Development Services Department**

16705 E. Avenue of the Fountains  
Fountain Hills, AZ 85268  
Phone: 480-816-5122

#### **Development Services Director**

Bob Rodgers  
480-816-5138  
[rrodgers@fh.az.gov](mailto:rrodgers@fh.az.gov)

#### **Code Enforcement Officer**

Roy Jaffe  
480-816-5193  
[rjaffe@fh.az.gov](mailto:rjaffe@fh.az.gov)

#### **Senior Planner**

Marissa Moore  
480-816-5139  
[mmoore@fh.az.gov](mailto:mmoore@fh.az.gov)

The following is a web link to the full Sign Ordinance: <http://www.fh.az.gov/zoning-ord-chapter-6.aspx>