



**City of Phoenix**  
City Clerk Department  
License Services Section

# REGULATORY LICENSE APPLICATION

Account # \_\_\_\_\_ (staff use only)

Please check one:

**New Application**

**Information Update**

**License Type:**

Scrap Metal Dealer

Auction House

Swap Meet

**Business Name ("dba"):**

**Date:**

/ /

**Business Location:**

Street Address (include Apt./Suite #)

City, State, Zip

**Mailing Address for City notices:**

Street Address (include Apt./Suite #)

City, State, Zip

**Storage Location of Merchandise:**

**Type of Merchandise Sold:**

**Business Phone:** ( )

**Business Fax:** (optional) ( )

**Business Owner:** (if an individual, list full name. If a company, list exact company name as set forth in organizational documents and list individual applicants below.)

**Business Type:** (please check one)

- Individual                       Corporation  
 Partnership                       LLC  
 Other (specify) \_\_\_\_\_

**If a corporation, partnership, limited liability company (LLC), or other fictitious entity:** Please list the full legal name and title of each controlling person and designated agent of the business to be licensed. *Controlling person* means any person who has a 20% or greater interest in the ownership or the earnings of the applicant or the business. *Designated agent* means the individual designated by the applicant or licensee to receive city notices.

**A fictitious entity (corporation, partnership, LLC, etc...) must designate one of its officers, members or general partners to complete and sign all application forms required of an applicant when there are no controlling persons.**

*Each listed individual must fill out an "Additional Applicant" form.*

Name	Title	Name	Title

**If a company:** Please attach a copy of your Articles of Incorporation, Articles of Organization, Partnership Agreement, or other organizational documents.

**PLEASE COMPLETE OTHER SIDE**



**REGULATORY LICENSE APPLICATION  
ADDITIONAL APPLICANT FORM**

(staff use only) BLS # \_\_\_\_\_  
NON-PLT # \_\_\_\_\_

**Business Name ("dba"):**

**Full Legal Name:**

**Other names used in past 5 years:**  
*(include maiden name)*

**Applicant's Residence Address:**

Street Address *(include Apt./Suite #)*

City, State, Zip

**Place of Birth:**

**Date of Birth:**

**Applicant's Mailing Address (if different):**

Street Address *(include Apt./Suite #)*

City, State, Zip

**Home Phone Number:**

(     )

**Message Number:**

(     )

**Height:**

**Weight:**

**Eye Color:**

**Hair Color:**

*Written proof of age must be submitted with this application. Acceptable proof includes picture driver's license or other current photo identification document issued by a governmental agency.*

**Type of I.D.:**

**I.D. Number:**

**State:**

**Expires:**

**Have you been convicted of, or entered a plea of guilty or "no contest" to any criminal offense?**

No    Yes   *If yes, please list the date, jurisdiction and disposition:*

\_\_\_\_ Additional info attached

**Have you ever had a business license denied, suspended, or revoked?**

No    Yes   *If yes, please list the date, jurisdiction, and reason:*

\_\_\_\_ Additional info attached

**Have you ever entered into a Consent Agreement with the City of Phoenix City Clerk Department?**

No    Yes   *If yes, please list the date of the Consent Agreement.*

\_\_\_\_ Additional info attached

**I swear under penalty of law that I have read the foregoing application and that all the information and statements made herein are true and correct.**

Staff initials:

Applicant Signature

Title *(if applicable)*

Date

Approved    Disapproved

Approved    Disapproved

License Services Supervisor

Police

Attach memo  
for disapproval

Date

Date



**City of Phoenix**  
CITY CLERK DEPARTMENT  
LICENSE SERVICES

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## ADDITIONAL APPLICATION INFORMATION

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The following information is provided pursuant to Arizona Revised Statutes (A.R.S.) Section 9-834(H).

**9-834. Prohibited acts by municipalities and employees; enforcement; notice**

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by Section 12-820.01 or 12-820.02.

A full copy of the Arizona Revised Statutes may be found on-line at: [www.azleg.gov](http://www.azleg.gov).