

Helpful Online Business License Application Tips

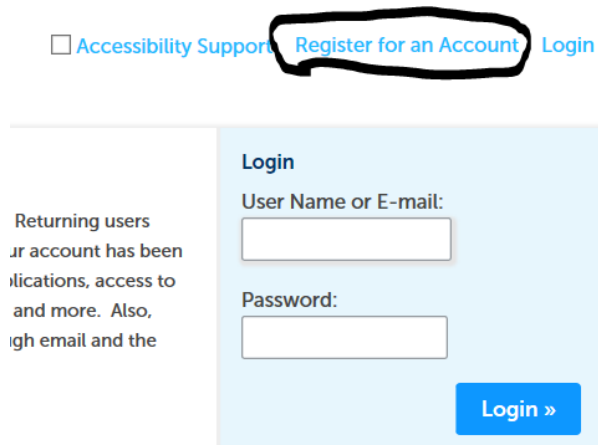
- 1) Navigate to the City of Prescott's website at www.prescott-az.gov. Click on Business Tab then Business Licenses. If you already have a tax license or sales tax is not applicable, and click the "APPLY NOW" button, otherwise first complete step one to obtain a tax license number.

2. Apply for Business License

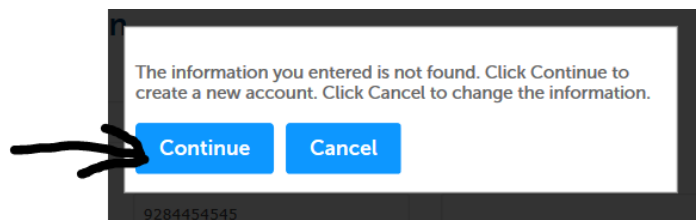
- [Business License FAQs](#)
- Special licensing requirements for [Vacation Rentals](#)
- Special licensing requirements for [Structured Sober Living Homes](#)



- 2) Click on "Register for an Account" located at top right of the page.



- 3) Create your own user name and password, as well as a security question. Under contact information click on "Add New". Fill in all boxes then click "Continue", a pop up box will appear. Click the "Continue" button again.



- 4) After you see contact added successfully, click on continue registration. You will get a message that your account has been successfully created then you will login in using your user name and password.

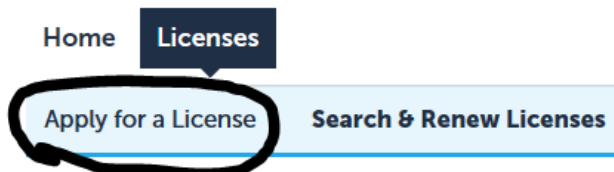
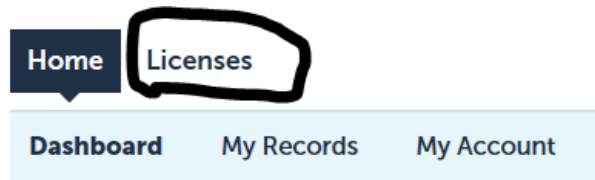


Register for an Account



Your account has been successfully created.
Congratulations. You have successfully created an account with the Agency and can login immediately. If you have registered as a licensed professional, additional activation by the Agency may be required. If activation is necessary, another e-mail will be sent notifying you when activation is complete.

- 5) Once you login, the landing page is the dashboard. You will click on “Licenses” at the top left corner of the page next to “Home”, and then click on “Apply for a License”.



- 6) Then you will choose the right license for you, either Business license or Contractor license. Example: (business located inside City limits).

Select a License Record Type

First select the category of license you are applying for. For assistance please contact...



Search

- ▶ Business License
- ▶ Contractor License



- 7) Next, click on “Select from Account” this will auto-fill from your registration information.
(If you need to edit or change this information, you will need to click on account management on the top right of the page. Then navigate to contact information and click on Actions – view)

Applicant

Address provided for Applicant shall be mailing address.

Select from Account



- 8) After you click on “Select form Account”, you should get a message “Contact added successfully”, and then click on “Continue Application”.

Address provided for Applicant shall be mailing address.

✓ Contact added successfully.

Continue Application »



- 9) Completing the business address (physical location) section is different depending if the application is for business location is for in City limits or Outside City limits:

Outside City limit Applications: Enter the physical location of your business and continue application.


In City limit Applications: This is a search function, the less information you enter for the search the better. It is best to not complete the entire address and parcel number. After the search, it will populate the information from the City’s property database.

- First, enter only the street number and street name in the proper fields and click search.
- Next, you will either select the correct address from the list or it will automatically populate. If you are selecting from a list for the correct address, click the Select button at the bottom of result list. This will fill in all the required boxes then click Continue Application.
- You will not be able to edit the property owner information. This comes directly from the Yavapai County recorder’s database for property ownership.

*Street No.: Direction: *Street Name: Street Type:

Unit No.: Unit Type:


City: State: *Zip:




10) The next step will be the Contact List. Here you can either “Select from Account” if the owner information is the same as the registration/applicant information or “Add New” for new or additional business owner contacts. “Select from Account” will pull Associated Contact information (your information) and Associated Owner (property owner) Information. Click on “Associated Contact” this should have your mailing address then click continue.

Contact List

Addresses provided for contacts shall be mailing addresses.


Required Contact Type	Minimum
 Business Owner/Officer	1



Showing 0-0 of 0

Showing 1-2 of 2

	Category	Type
<input checked="" type="radio"/>	Associated Contact	Organization
<input type="radio"/>	Associated Owner	

 Discard Changes


11) After you click on Continue you should get a message Contact added successfully. If you need to add another contact person just click the “Add New” button and fill in the required fields. Click on “Continue” and the information will be added to your contact list. Then click Continue Application.

Required Contact Type	Minimum
✓ Business Owner/Officer	1

[Select from Account](#) [Add New](#)

✓ Contact added successfully.

12) The next step will be Business Information. Complete all the required fields, make sure to add your Arizona State (Sales Tax) Number if applicable. Then Continue Application. Now you will be at the review stage. You can edit anything that may not be right and once all looks good check the box for your signature and then Continue Application.

 By checking this box, I agree to the above certification.

[Continue Application »](#)

13) Payment of fees is the final step. At the Pay Fees screen click continue, once you have paid you can print your receipt. The method of payment online is with a credit or debit card. If you must pay any other means, you can save the application under the review screen and mail in a check for the balance due referencing the assigned temporary application number.

Contact the Tax & Licensing Division for any questions:

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