

# ACA Small Business Checklist

## Checklist Results

There is no way to eliminate all the risks associated with starting a small business. However, you can improve your chances of success with good planning and preparation. In this section, you will find helpful resources and important factors to consider. Additionally, the [U.S. Small Business Administration \(SBA\), Business Guide: 10 Steps To Start Your Business](#) covers steps related to planning, making key financial decisions, and completing a series of legal activities. For information on business licensing, see [I am ready to start my business in Arizona](#).

### Business Licensing"

#### Business Licensing

One of the most common questions individuals ask when starting a business is, "Where do I get an Arizona business license?" This question is based on the assumption that 1) everyone needs a license, 2) there is only one type of license needed, and 3) licensing is handled by one central licensing office. None of which is true in Arizona. Another common question is, "Can you tell me what licenses my business needs?" Determining business compliance requirements will take research on your part.

Complete [I am ready to start my business in Arizona](#) or [I am expanding or relocating my business to Arizona](#) to create a checklist that will direct you to most of the business forms you may need and information for contacting licensing agencies. To learn more about Transaction Privilege (Sales) Tax, Business, and Regulatory licensing, see below.

#### Types of Business Licensing:

Any license(s) you need to be in business, could be - and often is - generically referred to as a "business" license, however, there are basically three different types of "business" licenses in Arizona: Transaction Privilege (Sales) Tax (TPT), Business, and Regulatory (professional/special). (22)

- **Transaction Privilege (Sales) Tax (TPT) License** - If you plan to sell a product or engage in an activity subject to transaction privilege (sales) or use tax\*, you will most likely need to obtain the state transaction privilege tax (TPT) license - commonly referred to as a sales tax, resale, wholesale, vendor or tax license - from the [Arizona Department of Revenue \(ADOR\)](#). For questions about whether or not your business activity is subject to transaction privilege (sales) or use tax, check with the [Arizona Department of Revenue](#). (22)

- **Business License** - Arizona does not issue nor require a state business license, however, most city/town offices issue business licenses. Some may only require businesses that are based within their jurisdiction to obtain their license; others may require anyone conducting business within their city/town limits to obtain their license. There is not a "blanket state license" that allows you to "opt out" of obtaining any local licenses which may be required. For questions about whether or not your business activity is subject to one or more business licenses, check with each [city/town office](#) in which you plan to be based and/or conduct business. (22)

- **Regulatory (Professional/Special) Licensing/Permits** - If your business is involved in activities supervised and regulated by one or more federal, state, and/or local governmental office, then you may need to obtain special licenses, certification, or permits, in addition to any other licenses/permits that may be required. For questions about whether or not your business activity is subject to regulatory compliance/licensing, use the links provided to below to begin your research. You may wish to consult with your [attorney](#). (22)

- **Federal** - Examples of regulated industries include: agriculture; alcohol; appliances; automobiles; aviation; clothing and textiles; finance; firearms, ammunition and explosives; fish and wildlife; franchises, business opportunities, and investments; funerals; human resources; jewelry; mining and drilling; non-profits; radio and television broadcasting; real estate and mortgages; tobacco; transportation and logistics, etc. (22) Visit the [U.S. Small Business Administration \(SBA\) Apply for licenses and permits: Federal Licenses & Permits](#) web page for a brief list of business activities that require a federal license or permit. (22)

- **State** - Examples of regulated business activities/occupations include: construction contracting, transporting for hire, massage, adult care home, child care, home inspection, pest control, selling alcohol, tobacco, etc. For questions about whether or not your business activity is subject to state regulatory compliance/licensing, check with the appropriate [state regulatory agencies](#) and review the [Arizona Revised Statutes](#) and the [Arizona Administrative Code](#) (where the official rules of the state of Arizona are published.)

- **Local** - Examples of regulated business activities/occupations include: food-related businesses, street vendors, hanging flyers, knocking on doors, selling second-hand items or antiques, selling ammunition/firearms, pet grooming, selling scrap metal, auctioneers/auction houses, carnivals, fortune telling, pawn shops, alarm-related businesses, massage businesses, etc. The county health departments issue permits to - and perform inspections on - businesses like food establishments, pet shops, public accommodations, public and semi-public swimming pools, mobile food vendors, and trailer parks. The county regulates water, wastewater and solid waste related activities. For questions about whether or not your business activity is subject to any business compliance requirements at the local level, check with the different [city/town/](#) [county](#) departments - such as planning and zoning, building, business licensing, regulatory (special) licensing, environmental health, fire, and police/sheriff's office.

- **Industry Certifications** - Industry certification may be available for certain professions, such as auto mechanics, travel agents and speech therapists. In addition, industry associations may be aware of governmental requirements for your industry. To find out more, contact your industry association. Chapter 8 of our online Arizona Entrepreneur's Edge Resource Guide (pdf) includes a listing of [associations](#). A more comprehensive list of national and local industry associations is available through the Encyclopedia of Associations. Check with your [local library](#) for this multi-volume directory.

## **BUSINESS COUNSELORS**

Some organizations, such as the [Arizona Small Business Development Centers \(AZSBDC\) Network](#) and [SCORE](#) offer small business entrepreneurs confidential business counseling services at no charge, local and online workshops, as well as, resources, templates and tools to assist entrepreneurs.

## **FEEDBACK/SUGGESTIONS**

Didn't find what you needed? Find a bad link? Identify information that needs to be added/updated? Call Program Manager at 602-845-1274. Thank you.

Did you find this Checklist Program easy to use and helpful? [Click here to take our quick customer service survey](#). We welcome your feedback and suggestions - and appreciate your support - to enhance this free, online tool!

## **DISCLAIMER**

The ACA Checklist Program is not intended to be comprehensive and should not be used as the sole reference when starting a business in Arizona. Regulations and other legal requirements change constantly and there may be some obligations for your specific business activity this Checklist Program does not cover. We strongly suggest you consult an [attorney, accountant or other business consultant](#).

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Thank you for using the ACA Checklist Program. We hope you will take advantage of this statewide "go-to" resource for each phase of your business development. We wish you much success in your business endeavor.

Sincerely, Arizona Commerce Authority - Small Business Services