

ACA Small Business Checklist

Checklist Results

License and registration requirements are not the same for every business. Not all businesses need a license and some may need more than one.

Select from the list below to create a checklist pertinent to your particular business that will direct you to most of the business forms you may need and information for contacting licensing agencies. For additional information regarding Transaction Privilege Tax, Business, and Regulatory licensing, see the [Business Licensing](#) page.

PLEASE NOTE: While creating your checklist, if you do not find your particular business occupation/activity, there may be several items that will direct you to most of the information you need. For example, if you plan to open a bowling alley, activities you might select include: selling a product, selling food/beverage, amusement, rental, etc.

For information on Business Resources, Counseling and Assistance Organizations, Financing Options and Funding Sources, and Business Considerations - including buying a business, see [I am thinking about starting a business in Arizona](#).

I will be a Sole Proprietorship"

I will be a Sole Proprietorship

Arizona is a community property state and a [husband and wife](#) can operate as a sole proprietorship. The creation of a business as a sole proprietorship requires no formal Arizona filing (as would be required for a corporation or limited liability company, for instance.)

Generally, an individual can operate under their social security number as a sole proprietor with no employees, however, if they wish to obtain an Employer Identification Number (EIN), they can do so. For more information, see the Employer Identification Number (EIN) section below or [click here](#). (23)

I plan to operate my business under a trade/DBA (Doing Business As) name"

Registering a Trade/DBA (Doing Business As) Name

The registration of a trade name (sometimes referred to as a "business name," "fictitious name" or a "DBA" short for "Doing Business As") is not legally required in Arizona but is a recommended business practice.

Note: If you are filing as a corporation or LLC with the Arizona Corporation Commission, it is not necessary to register your corporate name as a trade name with the Arizona Secretary of State's office as names are cross-referenced with the Corporation Commission. (23)

Contact: [Arizona Secretary of State, Business Services Division](#) Mailing Address: Trade Name/Trademark, 1700 W. Washington Street, 7th Floor, Phoenix, AZ 85007-2808 In-Person Filing: State Capitol Executive Tower, [1700 W. Washington Street, Suite 220, Phoenix, AZ 85007](#) Arizona State Complex Building, [400 W. Congress, First Floor, Suite 141, Tucson, AZ 85701](#) Phoenix 602.542.6187 or Tucson 520.628.6583 or Arizona toll free 800.458.5842

Avondale"

Avondale

The City of Avondale requires any business or individual based within their city limits to obtain their business license prior to transacting business, unless exempt. If you intend to operate a home-based business, you must complete and submit a Home Occupation Supplemental Questionnaire along with the business license application. If you intend to sell door-to-door, you must obtain a peddler's identification card from Avondale's City Clerk's Department. (24)

Contact: [City of Avondale, Finance and Budget Department, Revenue Division: Business License](#), 623.333.2001

The City of Avondale imposes a [transaction privilege tax](#) (TPT) on the gross receipts from various types of business activities. If your business activity is subject to city transaction privilege (sales)/use tax, you will need to obtain a TPT license from the Arizona Department of Revenue in addition to any city requirements. See [Engaging in Activities Subject to Transaction Privilege \(Sales\)/Use Tax](#). (24)

County: Maricopa

Maricopa County

If your business will be based and/or operate in an unincorporated region of the county, check with the county Planning and Development Department for possible zoning laws and/or restrictions. (23)

Contact: [Maricopa County Planning and Development Department](#), 602.506.3301

The Maricopa County Environmental Services Department issues permits to and performs inspections on businesses like food establishments (which includes restaurants, caterers, vending machines, micro markets, retail grocery stores, bakeries, delis, meat markets, mobile food vendors, etc.), special events, farmers' markets, public accommodations, public/charter school grounds, public and semi-public swimming pools, campgrounds, and trailer parks. In addition, the Department regulates water, wastewater and solid waste-related activities (which includes waste transportation vehicles, refuse containers, chemical toilets, portable restroom units, portable waste holding tanks or construction debris landfills.) (23)

Contact: [Maricopa County Environmental Services Department](#), 602.506.6616

The Maricopa County Air Quality Department regulates potential sources of air pollution under the Clean Air Act and the Maricopa County Air Pollution Control Regulations. Commonly permitted facilities include gas stations, paint/auto body shops, manufacturing facilities, woodworking facilities, dry cleaners, landfills, power generating facilities, construction sites, and facilities with boilers or emergency generators, as well as, demolition/renovation activities that may involve asbestos. The Business Assistance office is available to help businesses navigate through the applicable regulations and permit process and offers technical guidance and courtesy site visits. (23)

Contact: [Maricopa County Air Quality Department](#), 602.506.6010

The Maricopa County Clerk of the Board provides application processing and assistance for statutorily mandated procedures to applicants and/or requestors so they can conduct or maintain community related activities. This includes Bingo Licenses, Fireworks Display Permits, Liquor Licenses & Permits, Off-Track Betting (OTB)/County Fair Licenses, Public Service Franchises, and Uniform Video Service Licenses. (23)

Contact: [Maricopa County Clerk of the Board, Licenses & Permits](#), 602.506.3766

The Maricopa County Sheriff's Office issues pawnbroker licenses within Maricopa County and verifies compliance with statutory requirements. (23)

Contact: [Maricopa County Sheriff's Office, Judicial Enforcement Division \(JED\), Civil Unit: Pawn Detail](#), 602.876.1844

Buckeye"

Buckeye

Most people or companies planning to do business within the incorporated areas of the city are required to obtain a city business license. (24)

Contact: [City of Buckeye, Finance Department: About Business Licenses](#), 623.349.6153

The City of Buckeye imposes a transaction privilege (sales)/use tax on the gross receipts from various types of business activities. If your business activity is subject to city transaction privilege (sales)/use tax, you will need to obtain the state transaction privilege tax (TPT) license from the Arizona Department of Revenue in addition to any city requirements. See [Engaging in Activities Subject to Transaction Privilege \(Sales\)/Use Tax](#). (24)

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Maricopa County

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Cave Creek"

Cave Creek

The Town of Cave Creek requires every business operating or conducting business within their town to obtain their business license, regardless of whether the business is located within their town limits. If you are operating a business out of a town residence, you will need to apply for a Home Occupation Permit in addition to the Business License. (24)

Contact: [Town of Cave Creek: Business License | Peddler's License](#), 480.488.1400

The Town of Cave Creek imposes a transaction privilege (sales)/use tax on the gross receipts from various types of business activities. If your business activity is subject to town transaction privilege (sales)/use tax, you will need to obtain the state transaction privilege tax (TPT) license from the Arizona Department of Revenue in addition to any town requirements. See [Engaging in Activities Subject to Transaction Privilege \(Sales\)/Use Tax](#). (24)

County:Maricopa

Maricopa County

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Chandler"

Chandler

Doing Business in Chandler, Arizona

Whether you are an established Chandler business, looking to start a business here, or want to move your business to our community, here are a couple things to know: (24)

- The City of Chandler Economic Development Team supports businesses of all types and sizes. If your business is looking for the right space, has questions about land use/zoning, or needs assistance with navigating city processes, connect with a member of our team.

- **Phone:** 480-782-3030

- **Email:** economicdevelopment@chandleraz.gov

- You also can [view our team directory](#) to contact an Economic Development staff member

- The City of Chandler requires located in the city to obtain a Business Registration. You can now apply, renew, and pay for your Business Registration and most Specialty Licenses online.

- The annual fee is \$45.00

- Visit the [Business Registration & License Renewal Portal](#)

- The City of Chandler imposes a transaction privilege (sales)/use tax on the gross receipts from various types of business activities. If your business activity is subject to city transaction privilege (sales)/use tax, you will need to obtain the state transaction privilege tax (TPT) license from the Arizona Department of Revenue in addition to any city requirements.

- To schedule an appointment, apply, file, or ask the City Tax & License team a question, [click here](#).

- More information on this can be found here: [Engaging in Activities Subject to Transaction Privilege \(Sales\)/Use Tax](#)

- **Small Business Resources:** The City of Chandler Economic Development team provides small business owners with tips on how to create a business plan, information on funding sources, requirements for doing business in Chandler, and City resources to help businesses establish a location.

- Download the [Chandler Small Business Guide](#)

- **For Entrepreneurs and Innovators:** The city and ASU's J. Orin Edson Entrepreneurship + Innovation Institute have partnered to launch the [Chandler Endeavor Venture Innovation Incubator](#). Based at the [ASU Chandler Innovation Center \(ACIC\)](#) in Downtown Chandler, this free program offers six-month cohort tracks with customized strategy development, monthly topic-driven workshops, access to prototyping equipment, and dedicated office space for clients. ACIC also houses a free coworking space with access to open workstations,

reservable conference room, and private meeting areas.
- For additional Startup support and resources, [click here](#).

[Download City of Chandler Community Profile](#)

County: Maricopa

Maricopa County

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El Mirage"

El Mirage

[10000 N. El Mirage Road, El Mirage, AZ 85335](#) For Business Licensing: 623.242.2491 (agent BizConnectPro) For assistance with sales tax services: 480.940.1130 (agent Albert Holler & Associates)

County: Maricopa

Maricopa County

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Contact: [Maricopa County Planning and Development Department](#), 602.506.3301

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Contact: [Maricopa County Sheriff's Office, Judicial Enforcement Division \(JED\), Civil Unit: Pawn Detail](#), 602.876.1844

Fountain Hills

Unless exempt, the Town of Fountain Hills requires all businesses located in and/or doing business within the town, to be licensed by them before beginning operation. (24)

Contact: [Town of Fountain Hills, Administration, Finance Department: Business Licenses & Fees 16705 E. Avenue of the Fountains, Fountain Hills, AZ 85268](#) 480.816.5100

The Town of Fountain Hills imposes a transaction privilege tax on the gross receipts from various types of business activities. If your business activity is subject to [town transaction privilege \(sales\)/use tax](#), you will need to obtain the state transaction privilege tax (TPT) license from the Arizona Department of Revenue in addition to any town requirements. See [Engaging in Activities Subject to Transaction Privilege \(Sales\)/Use Tax](#). (24)

County: Maricopa

Maricopa County

If your business will be based and/or operate in an unincorporated region of the county, check with the county Planning and Development Department for possible zoning laws and/or restrictions. (23)

Contact: [Maricopa County Planning and Development Department](#), 602.506.3301

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Contact: [Maricopa County Clerk of the Board, Licenses & Permits](#), 602.506.3766

The Maricopa County Sheriff's Office issues pawnbroker licenses within Maricopa County and verifies compliance with statutory requirements. (23)

Contact: [Maricopa County Sheriff's Office, Judicial Enforcement Division \(JED\), Civil Unit: Pawn Detail](#), 602.876.1844

Gilbert

The Town of Gilbert requires every commercial and home-based business located within their town limits to have their business license.

Contact: [Town of Gilbert, Development Services: Business Licensing 90 E. Civic Center Dr., Gilbert, AZ 85296](#)
480.503.6700

The Town of Gilbert imposes a transaction privilege tax on the gross receipts from various types of business activities. If your business activity is subject to town transaction privilege (sales)/use tax, you will need to obtain the state transaction privilege tax (TPT) license from the Arizona Department of Revenue in addition to any town requirements. See [Engaging in Activities Subject to Transaction Privilege \(Sales\)/Use Tax](#). (24)

County: Maricopa

Maricopa County

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Contact: [Maricopa County Planning and Development Department](#), 602.506.3301

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The Maricopa County Sheriff's Office issues pawnbroker licenses within Maricopa County and verifies compliance with statutory requirements. (23)

Contact: [Maricopa County Sheriff's Office, Judicial Enforcement Division \(JED\), Civil Unit: Pawn Detail](#)
, 602.876.1844

Glendale"

Glendale

A Glendale Business License is required for any person or business with a physical business location in Glendale city limits. In addition, depending on your type of business, special regulatory licenses may also be required. (24)

Contact: [City of Glendale, Licensing Office, Licensing & Sales Tax](#), 623.930.3190

The City of Glendale imposes a transaction privilege (sales)/use tax on the gross receipts from various types of business activities. If your business activity is subject to city transaction privilege (sales)/use tax, you will need to obtain the state transaction privilege tax (TPT) license from the Arizona Department of Revenue in addition to any city requirements. See [Engaging in Activities Subject to Transaction Privilege \(Sales\)/Use Tax](#). (24)

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The [Glendale IDEA Center \(Glendale Innovation Development and Entrepreneurial Assistance Center\)](#) is a space where business people, entrepreneurs, innovators and networkers can come together to share ideas, tips, and skills, learn more about starting and growing a business, form partnerships or just make connections. (24)

County: Maricopa

Maricopa County

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Contact: [Maricopa County Planning and Development Department](#), 602.506.3301

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Goodyear"

Goodyear

The City of Goodyear requires all those engaged in business, including home businesses and private owners renting more than one property, within their jurisdiction to apply for their Business Registration Permit. (24)

Contact: [City of Goodyear, Finance Department - Business Registrations 190 North Litchfield Road, Goodyear, AZ 85338](#) 623.932.3015 The City of Goodyear imposes a transaction privilege (sales)/use tax on the gross receipts from various types of business activities. If your business activity is subject to city transaction privilege (sales)/use tax, you will need to obtain the state transaction privilege tax (TPT)/license from the Arizona Department of Revenue in addition to any city requirements. See [Engaging in Activities Subject to Transaction Privilege \(Sales\)/Use Tax](#). (24)

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Litchfield Park"

Litchfield Park

The City of Litchfield Park requires any business located or conducting business within their City limits to obtain their City Business License. A permit is required from the City Clerk's office to peddle or solicit in the city. (24)

Contact: [City of Litchfield Park, Finance Department: Business Licenses](#), 623.935.4364

The City of Litchfield Park imposes a transaction privilege (sales)/use tax on the gross receipts from various types of business activities. If your business activity is subject to city transaction privilege (sales)/use tax, you will need to obtain the state transaction privilege tax (TPT) license from the Arizona Department of Revenue in addition to any city requirements. See [Engaging in Activities Subject to Transaction Privilege \(Sales\)/Use Tax](#). (24)

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The Maricopa County Environmental Services Department issues permits to and performs inspections on businesses like food establishments (which includes restaurants, caterers, vending machines, micro markets, retail grocery stores, bakeries, delis, meat markets, mobile food vendors, etc.), special events, farmers' markets, public accommodations, public/charter school grounds, public and semi-public swimming pools, campgrounds, and trailer parks. In addition, the Department regulates water, wastewater and solid waste-related activities (which includes waste transportation vehicles, refuse containers, chemical toilets, portable restroom units, portable waste holding tanks or construction debris landfills.) (23)

Contact: [Maricopa County Environmental Services Department](#), 602.506.6616

The Maricopa County Air Quality Department regulates potential sources of air pollution under the Clean Air Act and the Maricopa County Air Pollution Control Regulations. Commonly permitted facilities include gas stations, paint/auto body shops, manufacturing facilities, woodworking facilities, dry cleaners, landfills, power generating facilities, construction sites, and facilities with boilers or emergency generators, as well as, demolition/renovation activities that may involve asbestos. The Business Assistance office is available to help businesses navigate through the applicable regulations and permit process and offers technical guidance and courtesy site visits. (23)

Contact: [Maricopa County Air Quality Department](#), 602.506.6010

The Maricopa County Clerk of the Board provides application processing and assistance for statutorily mandated procedures to applicants and/or requestors so they can conduct or maintain community related activities. This includes Bingo Licenses, Fireworks Display Permits, Liquor Licenses & Permits, Off-Track Betting (OTB)/County Fair Licenses, Public Service Franchises, and Uniform Video Service Licenses. (23)

Contact: [Maricopa County Clerk of the Board, Licenses & Permits](#), 602.506.3766

The Maricopa County Sheriff's Office issues pawnbroker licenses within Maricopa County and verifies compliance with statutory requirements. (23)

Contact: [Maricopa County Sheriff's Office, Judicial Enforcement Division \(JED\), Civil Unit: Pawn Detail](#), 602.876.1844

Maricopa"

Maricopa

The City of Maricopa does not issue nor require a city business license, with the exception of certain regulated businesses. (24)

, 520.316.6990

County:Pinal

Pinal County

If your business will be based and/or operate in an unincorporated region of Pinal County, contact the Planning and Zoning Department for possible zoning laws and/or restrictions. Pinal County does not require a business license if the business is in an unincorporated part of the county; however, home-based businesses will need to obtain a Home Occupation Permit. (23)Download: [Home Occupation Permit Application](#) Contact: [Pinal County Planning and Zoning Department 31 North Pinal Street, Building F, Florence, AZ 85132](#) 520.866.6442The 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. (23)Contact: [Pinal County Environmental Health Services 971 N. Jason Lopez Circle, Building D, Florence, AZ 85132](#) 520.866.6864

Mesa"

Mesa

Beginning on January 3, 2022, most businesses that collect sales tax (retailers, wholesalers, restaurants, etc.), service businesses and home-based businesses operating in Mesa will need a city business license. Some exemptions apply. (24)

The City of Mesa Licensing Office issues various regulatory licenses. Examples include liquor licenses, special event licenses and all specialty licenses such as massage establishments, secondhand stores, pawnbrokers, scrap metal dealers, auctioneers, peddlers and solicitors, mobile food vendors, sexually oriented businesses and employees, teen-age dance halls, fortune tellers and park and swaps. (24)

Contact: [City of Mesa, Licensing 55 N. Center St., Mesa, AZ 85201](#) 480.644.2316

The City of Mesa imposes a transaction privilege (sales)/use tax on the gross receipts from various types of business activities. If your business activity is subject to city transaction privilege (sales)/use tax, you will need to obtain the state transaction privilege tax (TPT) license from the Arizona Department of Revenue in addition to any city requirements. See [Engaging in Activities Subject to Transaction Privilege \(Sales\)/Use Tax](#). (24)

County:Maricopa

Maricopa County

If your business will be based and/or operate in an unincorporated region of the county, check with the county Planning and Development Department for possible zoning laws and/or restrictions. (23)

Contact: [Maricopa County Planning and Development Department](#), 602.506.3301

The Maricopa County Environmental Services Department issues permits to and performs inspections on businesses like food establishments (which includes restaurants, caterers, vending machines, micro markets, retail grocery stores, bakeries, delis, meat markets, mobile food vendors, etc.), special events, farmers' markets, public accommodations, public/charter school grounds, public and semi-public swimming pools, campgrounds, and trailer parks. In addition, the Department regulates water, wastewater and solid waste-related activities (which includes waste transportation vehicles, refuse containers, chemical toilets, portable restroom units, portable waste holding tanks or construction debris landfills.) (23)

Contact: [Maricopa County Environmental Services Department](#), 602.506.6616

The Maricopa County Air Quality Department regulates potential sources of air pollution under the Clean Air Act and the Maricopa County Air Pollution Control Regulations. Commonly permitted facilities include gas stations, paint/auto body shops, manufacturing facilities, woodworking facilities, dry cleaners, landfills, power generating facilities, construction sites, and facilities with boilers or emergency generators, as well as, demolition/renovation activities that may involve asbestos. The Business Assistance office is available to help businesses navigate through the applicable regulations and permit process and offers technical guidance and courtesy site visits. (23)

Contact: [Maricopa County Air Quality Department](#), 602.506.6010

The Maricopa County Clerk of the Board provides application processing and assistance for statutorily mandated procedures to applicants and/or requestors so they can conduct or maintain community related activities. This includes Bingo Licenses, Fireworks Display Permits, Liquor Licenses & Permits, Off-Track Betting (OTB)/County Fair Licenses, Public Service Franchises, and Uniform Video Service Licenses. (23)

Contact: [Maricopa County Clerk of the Board, Licenses & Permits](#), 602.506.3766

The Maricopa County Sheriff's Office issues pawnbroker licenses within Maricopa County and verifies compliance with statutory requirements. (23)

Contact: [Maricopa County Sheriff's Office, Judicial Enforcement Division \(JED\), Civil Unit: Pawn Detail](#), 602.876.1844

Paradise Valley

County: Maricopa

Maricopa County

If your business will be based and/or operate in an unincorporated region of the county, check with the county Planning and Development Department for possible zoning laws and/or restrictions. (23)

Contact: [Maricopa County Planning and Development Department](#), 602.506.3301

The Maricopa County Environmental Services Department issues permits to and performs inspections on businesses like food establishments (which includes restaurants, caterers, vending machines, micro markets, retail grocery stores, bakeries, delis, meat markets, mobile food vendors, etc.), special events, farmers' markets, public accommodations, public/charter school grounds, public and semi-public swimming pools, campgrounds, and trailer parks. In addition, the Department regulates water, wastewater and solid waste-related activities (which includes waste transportation vehicles, refuse containers, chemical toilets, portable restroom units, portable waste holding tanks or construction debris landfills.) (23)

Contact: [Maricopa County Environmental Services Department](#), 602.506.6616

The Maricopa County Air Quality Department regulates potential sources of air pollution under the Clean Air Act and the Maricopa County Air Pollution Control Regulations. Commonly permitted facilities include gas stations, paint/auto body shops, manufacturing facilities, woodworking facilities, dry cleaners, landfills, power generating facilities, construction sites, and facilities with boilers or emergency generators, as well as, demolition/renovation activities that may involve asbestos. The Business Assistance office is available to help businesses navigate through the applicable regulations and permit process and offers technical guidance and courtesy site visits. (23)

Contact: [Maricopa County Air Quality Department](#), 602.506.6010

The Maricopa County Clerk of the Board provides application processing and assistance for statutorily mandated procedures to applicants and/or requestors so they can conduct or maintain community related activities. This includes Bingo Licenses, Fireworks Display Permits, Liquor Licenses & Permits, Off-Track Betting (OTB)/County Fair Licenses, Public Service Franchises, and Uniform Video Service Licenses. (23)

Contact: [Maricopa County Clerk of the Board, Licenses & Permits](#), 602.506.3766

The Maricopa County Sheriff's Office issues pawnbroker licenses within Maricopa County and verifies compliance with statutory requirements. (23)

Contact: [Maricopa County Sheriff's Office, Judicial Enforcement Division \(JED\), Civil Unit: Pawn Detail](#), 602.876.1844

Peoria"

Peoria

Contact: [City of Peoria, Sales Tax and License 8401 W. Monroe Street, Peoria, AZ 85345](#) 623.773.7160

The City of Peoria imposes a transaction privilege (sales)/use tax on the gross receipts from various types of business activities. If your business activity is subject to city transaction privilege (sales)/use tax, you will need to obtain the state transaction privilege tax (TPT) license from the Arizona Department of Revenue in addition to any city requirements. See [Engaging in Activities Subject to Transaction Privilege \(Sales\)/Use Tax](#). (24)

County:Maricopa

Maricopa County

If your business will be based and/or operate in an unincorporated region of the county, check with the county Planning and Development Department for possible zoning laws and/or restrictions. (23)

Contact: [Maricopa County Planning and Development Department](#), 602.506.3301

The Maricopa County Environmental Services Department issues permits to and performs inspections on businesses like food establishments (which includes restaurants, caterers, vending machines, micro markets, retail grocery stores, bakeries, delis, meat markets, mobile food vendors, etc.), special events, farmers' markets, public accommodations, public/charter school grounds, public and semi-public swimming pools, campgrounds, and trailer parks. In addition, the Department regulates water, wastewater and solid waste-related activities (which includes waste transportation vehicles, refuse containers, chemical toilets, portable restroom units, portable waste holding tanks or construction debris landfills.) (23)

Contact: [Maricopa County Environmental Services Department](#), 602.506.6616

The Maricopa County Air Quality Department regulates potential sources of air pollution under the Clean Air Act and the Maricopa County Air Pollution Control Regulations. Commonly permitted facilities include gas stations, paint/auto body shops, manufacturing facilities, woodworking facilities, dry cleaners, landfills, power generating facilities, construction sites, and facilities with boilers or emergency generators, as well as, demolition/renovation activities that may involve asbestos. The Business Assistance office is available to help businesses navigate through the applicable regulations and permit process and offers technical guidance and courtesy site visits. (23)

Contact: [Maricopa County Air Quality Department](#), 602.506.6010

The Maricopa County Clerk of the Board provides application processing and assistance for statutorily mandated procedures to applicants and/or requestors so they can conduct or maintain community related activities. This includes Bingo Licenses, Fireworks Display Permits, Liquor Licenses & Permits, Off-Track Betting (OTB)/County Fair Licenses, Public Service Franchises, and Uniform Video Service Licenses. (23)

Contact: [Maricopa County Clerk of the Board, Licenses & Permits](#), 602.506.3766

The Maricopa County Sheriff's Office issues pawnbroker licenses within Maricopa County and verifies compliance with statutory requirements. (23)

Contact: [Maricopa County Sheriff's Office, Judicial Enforcement Division \(JED\), Civil Unit: Pawn Detail](#), 602.876.1844

Phoenix"

Phoenix

The City of Phoenix does not have or issue a general business license. Only certain activities are regulated and require a license or require a recommendation/approval from the City.

Examples of regulated activities include: amusements (Coin Operated Games, Concessionaires, Game Centers, Pool Halls, Rides, Teenage Dance Halls), auctions, curb painters, escort bureaus & escorts, massage establishments & managers, sexually oriented businesses & performers, vending (mobile, sidewalk, street, secondhand dealers, swap meet lots, scrap metal dealers, downtown sidewalk), liquor, bingo, off-track betting, and topless bars. (24)

The City of Phoenix imposes a [transaction privilege tax](#) on the gross receipts from various types of business activities. If your business activity is subject to city transaction privilege (sales)/use tax, you will need to obtain the state transaction privilege tax (TPT) license from the Arizona Department of Revenue in addition to any city requirements. See [Engaging in Activities Subject to Transaction Privilege \(Sales\)/Use Tax](#). (24)

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County:Maricopa

Maricopa County

If your business will be based and/or operate in an unincorporated region of the county, check with the county Planning and Development Department for possible zoning laws and/or restrictions. (23)

Contact: [Maricopa County Planning and Development Department](#), 602.506.3301

The Maricopa County Environmental Services Department issues permits to and performs inspections on businesses like food establishments (which includes restaurants, caterers, vending machines, micro markets, retail grocery stores, bakeries, delis, meat markets, mobile food vendors, etc.), special events, farmers' markets, public accommodations, public/charter school grounds, public and semi-public swimming pools, campgrounds, and trailer parks. In addition, the Department regulates water, wastewater and solid waste-related activities (which includes waste transportation vehicles, refuse containers, chemical toilets, portable restroom units, portable waste holding tanks or construction debris landfills.) (23)

Contact: [Maricopa County Environmental Services Department](#), 602.506.6616

The Maricopa County Air Quality Department regulates potential sources of air pollution under the Clean Air Act and the Maricopa County Air Pollution Control Regulations. Commonly permitted facilities include gas stations, paint/auto body shops, manufacturing facilities, woodworking facilities, dry cleaners, landfills, power generating facilities, construction sites, and facilities with boilers or emergency generators, as well as, demolition/renovation activities that may involve asbestos. The Business Assistance office is available to help businesses navigate through the applicable regulations and permit process and offers technical guidance and courtesy site visits. (23)

Contact: [Maricopa County Air Quality Department](#), 602.506.6010

The Maricopa County Clerk of the Board provides application processing and assistance for statutorily mandated procedures to applicants and/or requestors so they can conduct or maintain community related activities. This includes Bingo Licenses, Fireworks Display Permits, Liquor Licenses & Permits, Off-Track Betting (OTB)/County Fair Licenses, Public Service Franchises, and Uniform Video Service Licenses. (23)

Contact: [Maricopa County Clerk of the Board, Licenses & Permits](#), 602.506.3766

The Maricopa County Sheriff's Office issues pawnbroker licenses within Maricopa County and verifies compliance with statutory requirements. (23)

Contact: [Maricopa County Sheriff's Office, Judicial Enforcement Division \(JED\), Civil Unit: Pawn Detail](#), 602.876.1844

Queen Creek"

Queen Creek

The Town of Queen Creek requires a town business license to operate a business within their jurisdiction.

(24)Contact: [Town of Queen Creek, Town Clerk Department: Business Licenses 22358 S. Ellsworth Rd., Queen Creek, AZ 85142](#) 480.358.3000The Town of Queen Creek imposes a transaction privilege (sales)/use tax on the gross receipts from various types of business activities. If your business activity is subject to town transaction privilege (sales)/use tax, you will need to obtain the state transaction privilege (sales) tax (TPT) license from the Arizona Department of Revenue in addition to any town requirements. See [Engaging in Activities Subject to Transaction Privilege \(Sales\)/Use Tax](#). (24)

County:Maricopa

Maricopa County

If your business will be based and/or operate in an unincorporated region of the county, check with the county Planning and Development Department for possible zoning laws and/or restrictions. (23)

Contact: [Maricopa County Planning and Development Department](#), 602.506.3301

The Maricopa County Environmental Services Department issues permits to and performs inspections on businesses like food establishments (which includes restaurants, caterers, vending machines, micro markets, retail grocery stores, bakeries, delis, meat markets, mobile food vendors, etc.), special events, farmers' markets, public accommodations, public/charter school grounds, public and semi-public swimming pools, campgrounds, and trailer parks. In addition, the Department regulates water, wastewater and solid waste-related activities (which includes waste transportation vehicles, refuse containers, chemical toilets, portable restroom units, portable waste holding tanks or construction debris landfills.) (23)

Contact: [Maricopa County Environmental Services Department](#), 602.506.6616

The Maricopa County Air Quality Department regulates potential sources of air pollution under the Clean Air Act and the Maricopa County Air Pollution Control Regulations. Commonly permitted facilities include gas stations, paint/auto body shops, manufacturing facilities, woodworking facilities, dry cleaners, landfills, power generating facilities, construction sites, and facilities with boilers or emergency generators, as well as, demolition/renovation activities that may involve asbestos. The Business Assistance office is available to help businesses navigate through the applicable regulations and permit process and offers technical guidance and courtesy site visits. (23)

Contact: [Maricopa County Air Quality Department](#), 602.506.6010

The Maricopa County Clerk of the Board provides application processing and assistance for statutorily mandated procedures to applicants and/or requestors so they can conduct or maintain community related activities. This includes Bingo Licenses, Fireworks Display Permits, Liquor Licenses & Permits, Off-Track Betting (OTB)/County Fair Licenses, Public Service Franchises, and Uniform Video Service Licenses. (23)

Contact: [Maricopa County Clerk of the Board, Licenses & Permits](#), 602.506.3766

The Maricopa County Sheriff's Office issues pawnbroker licenses within Maricopa County and verifies compliance with statutory requirements. (23)

Contact: [Maricopa County Sheriff's Office, Judicial Enforcement Division \(JED\), Civil Unit: Pawn Detail](#), 602.876.1844

Scottsdale"

Scottsdale

All businesses located in the City of Scottsdale require a Business Registration license - Service or Merchant, and may require an additional Regulatory license. (24)

Contact: [City of Scottsdale, Business Services 7447 E. Indian School Road, Ste. 110, Scottsdale, AZ 85251](#), 480.312.2400

The City of Scottsdale imposes a transaction privilege (sales)/use tax on the gross receipts from various types of business activities. If your business activity is subject to city transaction privilege (sales)/use tax, you will need to obtain the state transaction privilege tax (TPT) license from the Arizona Department of Revenue in addition to any city requirements. See [Engaging in Activities Subject to Transaction Privilege \(Sales\)/Use Tax](#). (24)

County: Maricopa

Maricopa County

If your business will be based and/or operate in an unincorporated region of the county, check with the county Planning and Development Department for possible zoning laws and/or restrictions. (23)

Contact: [Maricopa County Planning and Development Department](#), 602.506.3301

The Maricopa County Environmental Services Department issues permits to and performs inspections on businesses like food establishments (which includes restaurants, caterers, vending machines, micro markets, retail grocery stores, bakeries, delis, meat markets, mobile food vendors, etc.), special events, farmers' markets, public accommodations, public/charter school grounds, public and semi-public swimming pools, campgrounds, and trailer parks. In addition, the Department regulates water, wastewater and solid waste-related activities (which includes waste transportation vehicles, refuse containers, chemical toilets, portable restroom units, portable waste holding tanks or construction debris landfills.) (23)

Contact: [Maricopa County Environmental Services Department](#), 602.506.6616

The Maricopa County Air Quality Department regulates potential sources of air pollution under the Clean Air Act and the Maricopa County Air Pollution Control Regulations. Commonly permitted facilities include gas stations, paint/auto body shops, manufacturing facilities, woodworking facilities, dry cleaners, landfills, power generating facilities, construction sites, and facilities with boilers or emergency generators, as well as, demolition/renovation activities that may involve asbestos. The Business Assistance office is available to help businesses navigate through the applicable regulations and permit process and offers technical guidance and courtesy site visits. (23)

Contact: [Maricopa County Air Quality Department](#), 602.506.6010

The Maricopa County Clerk of the Board provides application processing and assistance for statutorily mandated procedures to applicants and/or requestors so they can conduct or maintain community related activities. This

includes Bingo Licenses, Fireworks Display Permits, Liquor Licenses & Permits, Off-Track Betting (OTB)/County Fair Licenses, Public Service Franchises, and Uniform Video Service Licenses. (23)

Contact: [Maricopa County Clerk of the Board, Licenses & Permits](#), 602.506.3766

The Maricopa County Sheriff's Office issues pawnbroker licenses within Maricopa County and verifies compliance with statutory requirements. (23)

Contact: [Maricopa County Sheriff's Office, Judicial Enforcement Division \(JED\), Civil Unit: Pawn Detail](#), 602.876.1844

Surprise"

Surprise

The City of Surprise requires all businesses based and/or operating within their town to obtain their business license. In addition, businesses may be subject to regulatory licenses and permits. (24)

Contact: [City of Surprise, Finance Department](#), 623.222.1836 or Business.license@surpriseaz.gov The City of Surprise imposes a [transaction privilege \(sales\)/use tax](#) on the gross receipts from various types of business activities. If your business activity is subject to city transaction privilege (sales)/use tax, you will need to obtain the state transaction privilege tax (TPT) license from the Arizona Department of Revenue in addition to any city requirements. See [Engaging in Activities Subject to Transaction Privilege \(Sales\)/Use Tax](#). (24)

County: Maricopa

Maricopa County

If your business will be based and/or operate in an unincorporated region of the county, check with the county Planning and Development Department for possible zoning laws and/or restrictions. (23)

Contact: [Maricopa County Planning and Development Department](#), 602.506.3301

The Maricopa County Environmental Services Department issues permits to and performs inspections on businesses like food establishments (which includes restaurants, caterers, vending machines, micro markets, retail grocery stores, bakeries, delis, meat markets, mobile food vendors, etc.), special events, farmers' markets, public accommodations, public/charter school grounds, public and semi-public swimming pools, campgrounds, and trailer parks. In addition, the Department regulates water, wastewater and solid waste-related activities (which includes waste transportation vehicles, refuse containers, chemical toilets, portable restroom units, portable waste holding tanks or construction debris landfills.) (23)

Contact: [Maricopa County Environmental Services Department](#), 602.506.6616

The Maricopa County Air Quality Department regulates potential sources of air pollution under the Clean Air Act and the Maricopa County Air Pollution Control Regulations. Commonly permitted facilities include gas stations, paint/auto body shops, manufacturing facilities, woodworking facilities, dry cleaners, landfills, power generating facilities, construction sites, and facilities with boilers or emergency generators, as well as, demolition/renovation activities that may involve asbestos. The Business Assistance office is available to help businesses navigate through the applicable regulations and permit process and offers technical guidance and courtesy site visits. (23)

Contact: [Maricopa County Air Quality Department](#), 602.506.6010

The Maricopa County Clerk of the Board provides application processing and assistance for statutorily mandated procedures to applicants and/or requestors so they can conduct or maintain community related activities. This includes Bingo Licenses, Fireworks Display Permits, Liquor Licenses & Permits, Off-Track Betting (OTB)/County Fair Licenses, Public Service Franchises, and Uniform Video Service Licenses. (23)

Contact: [Maricopa County Clerk of the Board, Licenses & Permits](#), 602.506.3766

The Maricopa County Sheriff's Office issues pawnbroker licenses within Maricopa County and verifies compliance with statutory requirements. (23)

Contact: [Maricopa County Sheriff's Office, Judicial Enforcement Division \(JED\), Civil Unit: Pawn Detail](#), 602.876.1844

Tempe"

Tempe

[Home based businesses](#), 480.350.4311

The City of Tempe does not have a general [business license](#). (24)

The City of Tempe requires certain businesses and individuals to obtain a special regulatory license or permit prior to operating. (24)

mail: salestax@tempe.gov

The City of Tempe imposes a transaction privilege (sales)/use tax on the gross receipts from various types of business activities. If your business activity is subject to [city transaction privilege \(sales\)/use tax](#), you will need to obtain the state transaction privilege tax (TPT) license from the Arizona Department of Revenue in addition to any city requirements. See [Engaging in Activities Subject to Transaction Privilege \(Sales\)/Use Tax](#). (24)

County:Maricopa

Maricopa County

If your business will be based and/or operate in an unincorporated region of the county, check with the county Planning and Development Department for possible zoning laws and/or restrictions. (23)

Contact: [Maricopa County Planning and Development Department](#), 602.506.3301

The Maricopa County Environmental Services Department issues permits to and performs inspections on businesses like food establishments (which includes restaurants, caterers, vending machines, micro markets, retail grocery stores, bakeries, delis, meat markets, mobile food vendors, etc.), special events, farmers' markets, public accommodations, public/charter school grounds, public and semi-public swimming pools, campgrounds, and trailer parks. In addition, the Department regulates water, wastewater and solid waste-related activities (which includes

waste transportation vehicles, refuse containers, chemical toilets, portable restroom units, portable waste holding tanks or construction debris landfills.) (23)

Contact: [Maricopa County Environmental Services Department](#), 602.506.6616

The Maricopa County Air Quality Department regulates potential sources of air pollution under the Clean Air Act and the Maricopa County Air Pollution Control Regulations. Commonly permitted facilities include gas stations, paint/auto body shops, manufacturing facilities, woodworking facilities, dry cleaners, landfills, power generating facilities, construction sites, and facilities with boilers or emergency generators, as well as, demolition/renovation activities that may involve asbestos. The Business Assistance office is available to help businesses navigate through the applicable regulations and permit process and offers technical guidance and courtesy site visits. (23)

Contact: [Maricopa County Air Quality Department](#), 602.506.6010

The Maricopa County Clerk of the Board provides application processing and assistance for statutorily mandated procedures to applicants and/or requestors so they can conduct or maintain community related activities. This includes Bingo Licenses, Fireworks Display Permits, Liquor Licenses & Permits, Off-Track Betting (OTB)/County Fair Licenses, Public Service Franchises, and Uniform Video Service Licenses. (23)

Contact: [Maricopa County Clerk of the Board, Licenses & Permits](#), 602.506.3766

The Maricopa County Sheriff's Office issues pawnbroker licenses within Maricopa County and verifies compliance with statutory requirements. (23)

Contact: [Maricopa County Sheriff's Office, Judicial Enforcement Division \(JED\), Civil Unit: Pawn Detail](#), 602.876.1844

Tolleson"

Tolleson

The City of Tolleson requires any business based and/or operating within their city limits to obtain their business license. (24)

Contact: [City of Tolleson: Business Licenses](#), 623.936.7111 The City of Tolleson imposes a transaction privilege (sales)/use tax on the gross receipts from various types of business activities. If your business activity is subject to city transaction privilege (sales)/use tax, you will need to obtain the state transaction privilege tax (TPT) license from the Arizona Department of Revenue in addition to any city requirements. See [Engaging in Activities Subject to Transaction Privilege \(Sales\)/Use Tax](#). (24)

County: Maricopa

Maricopa County

If your business will be based and/or operate in an unincorporated region of the county, check with the county Planning and Development Department for possible zoning laws and/or restrictions. (23)

Contact: [Maricopa County Planning and Development Department](#), 602.506.3301

The Maricopa County Environmental Services Department issues permits to and performs inspections on businesses like food establishments (which includes restaurants, caterers, vending machines, micro markets, retail grocery stores, bakeries, delis, meat markets, mobile food vendors, etc.), special events, farmers' markets, public accommodations, public/charter school grounds, public and semi-public swimming pools, campgrounds, and trailer

parks. In addition, the Department regulates water, wastewater and solid waste-related activities (which includes waste transportation vehicles, refuse containers, chemical toilets, portable restroom units, portable waste holding tanks or construction debris landfills.) (23)

Contact: [Maricopa County Environmental Services Department](#), 602.506.6616

The Maricopa County Air Quality Department regulates potential sources of air pollution under the Clean Air Act and the Maricopa County Air Pollution Control Regulations. Commonly permitted facilities include gas stations, paint/auto body shops, manufacturing facilities, woodworking facilities, dry cleaners, landfills, power generating facilities, construction sites, and facilities with boilers or emergency generators, as well as, demolition/renovation activities that may involve asbestos. The Business Assistance office is available to help businesses navigate through the applicable regulations and permit process and offers technical guidance and courtesy site visits. (23)

Contact: [Maricopa County Air Quality Department](#), 602.506.6010

The Maricopa County Clerk of the Board provides application processing and assistance for statutorily mandated procedures to applicants and/or requestors so they can conduct or maintain community related activities. This includes Bingo Licenses, Fireworks Display Permits, Liquor Licenses & Permits, Off-Track Betting (OTB)/County Fair Licenses, Public Service Franchises, and Uniform Video Service Licenses. (23)

Contact: [Maricopa County Clerk of the Board, Licenses & Permits](#), 602.506.3766

The Maricopa County Sheriff's Office issues pawnbroker licenses within Maricopa County and verifies compliance with statutory requirements. (23)

Contact: [Maricopa County Sheriff's Office, Judicial Enforcement Division \(JED\), Civil Unit: Pawn Detail](#), 602.876.1844

Disc Jockey/DJ Services"

Disc Jockey/DJ Services

If you plan to perform direct customer service activities such as Disc Jockey or DJ Services, see Local Compliance section below to learn about possible license requirements. (22)

Employer Identification Number (EIN)

An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number (TIN) and is used to identify a business entity. Generally, businesses need to obtain an Employer Identification Number (EIN). (21)

Apply Online: [Employer Identification Number \(EIN\)](#) Download: [Form SS-4: Application for Employer Identification Number](#)

Contact: [Internal Revenue Service: Employer ID Numbers](#) Attn: EIN Operation, Cincinnati, OH 45999 800.829.4933 (7am -10pm local time, Monday-Friday)

:

the US Department of Treasury requires all businesses to complete

Beneficial Ownership Information Reporting. See: fincen.gov/boi-faqs

Internal Revenue Service (IRS): [Publication 1635, Understanding Your EIN](#) (includes detailed information on whether or not you need an EIN number), [Instructions for Form SS-4](#)

STATE LICENSING Business License

Contrary to popular belief, Arizona does not issue nor require a "generic" state business license just because you are in business. Therefore, direct customer service activities, such as house cleaning, lawn maintenance, pet sitting, etc., do not typically need a license from the state to be in business.

Transaction Privilege (Sales) Tax (TPT) License

If you plan to sell a product or engage in a service subject to state and/or local 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. For more information, see [Engaging in activities subject to transaction privilege \(sales\)/use tax](#).

Regulatory (Professional/Special) Licensing/Permits

If your business is involved in activities supervised and regulated by one or more state offices, 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 state regulatory compliance/licensing, check with the appropriate [state regulatory agencies](#) and review the [Arizona Revised Statutes](#). For more information, see [Business Licensing](#).

LOCAL COMPLIANCE Zoning

There may be restrictions on where you can locate your business and what improvements you can make to your existing property, so it is necessary to contact the city/town (or county if business will be based in an unincorporated region of the county) planning and zoning division regarding zoning laws before you commit to anything.

Business Licensing

Most city/town offices require businesses based within their jurisdiction - including those that operate from their home via the Internet - to obtain their business license. Businesses operating within their jurisdiction may also need to obtain their business license. This is true even if the business is engaged in an activity that does not require a license from the state.

County offices do not typically issue a general business license, however, they may still have business compliance requirements/restrictions. See Special Licensing/Compliance section below.

There is not a "blanket state license" that allows you to "opt out" of obtaining any local licenses which may be required.

Contact the business licensing division of any city/town/county office in which your business will be based and/or operate to verify any license requirements they may have for your particular business/business activity.

Special Licensing/Compliance

Certain types of businesses or business activities may be subject to special licensing at the local level - in addition to any other business license requirements. Examples include: alarm-related businesses; auctioneers/auction houses; carnivals; coin-operated game machines/centers; concession games; curb painters; escort bureaus; filming; food-related businesses; fortune telling; hanging flyers; knocking on doors; activities involving liquor and related products; massage businesses; mechanical rides; pawn shops/pawnbrokers; pet grooming; pool halls; selling ammunition/firearms; selling scrap metal; selling antiques

or second-hand items, including gold, clothing, and appliances; sexually-oriented businesses; special events; mobile food vendors; street/sidewalk vendors; teenage dance halls; towing services; valet services; 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.

City/town offices generally require pretreatment devices - such as grease traps or sand/oil interceptors - for businesses that discharge to the local sewer system. Types of businesses include restaurants, auto shops, car washes, laundromats, bakeries, and breweries.

Contact the different city/town/county departments directly - such as building, regulatory (special) licensing, environmental, fire, and police/sheriff – to inquire about any business compliance requirements or restrictions they may have for your particular business/business activity.

ENVIRONMENTAL COMPLIANCE

Your business may be subject to [environmental compliance](#) at the state, local and/or federal level. Many industries are subject to environmental compliance, including: Asphalt, Auto Repair, Car Wash, Construction, Dry Cleaner/Laundry, Food Processing, Pest Control, Pharmaceutical, Photographer, Portland Cement Plant, Print Shop, RV/Mobile Home Park, School, Solid Waste Hauler, Spray Painting Booth, Water Company, Woodworking Shop, etc.

BONDING/INSURANCE

Although not generally a legal requirement, bonding and insurance for service businesses may be required or requested by your customers in order to perform your services. Please refer to your [personal insurance agent](#) or a bonding company for assistance on this matter and any additional insurance needs.

BUSINESS TAXES

Our [Business Taxes](#) page includes links to many helpful resources including: Business Basics - A Guide to Taxes for Arizona Businesses; Starting a Business - What New Business Owners Need to Know About Federal Taxes; and Seminars, Workshops and Online Learning.

PROTECT YOUR BUSINESS

Visit [Protecting Small Businesses](#) on the Federal Trade Commission (FTC) website for information to help you avoid scams, protect your computers and networks, keep your customers' data safe – and protect your bottom line. Stay connected by subscribing to the FTC's Business Blog.

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? Encounter a problem? Call the Program Manager at 602-845-1274.

Did you find this Checklist Program easy to use and helpful? We welcome your feedback and suggestions - and appreciate your support - to enhance this free, online tool! Email: smallbiz@azcommerce.com and add in the subject line.

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