

# ACA Small Business Checklist

## Checklist Results

### City/Town Offices

Each city/town office sets its own rules. Therefore, if you wish to conduct business in more than one city or town, you will need to check with each city/town directly regarding any business compliance requirements they may have for your business. There is not a "blanket state license" that allows you to "opt out" of obtaining any local permits which may be required.

If your business activity is subject to city/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 city/town requirements. See [Engaging in Activities Subject to Transaction Privilege \(Sales\)/Use Tax](#).

If your business will be based and/or operate in an unincorporated region of the county, contact the [county office](#).

For economic and demographic information on many of Arizona's incorporated communities, visit our [Community Profiles](#). (22)

#### 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

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### 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/Compliances 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/Compliances**

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; 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.

### **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. 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. 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