



17-STEP BUSINESS LICENSE PROCESS FOR THE CITY OF TUCSON

TREO is a "one stop shop" for assistance and growth for businesses, with staff available to provide assistance with development services and the permitting process.

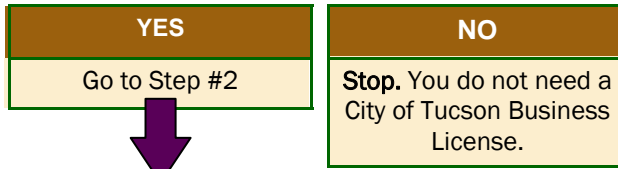
For information or referrals on any of your business questions, you can call TREO's Business Resources Hotline at 520-243-1905 from 8:00 a.m. to 5:00 p.m. Monday through Friday.

The following 17-step business licensing process was created to assist City of Tucson business license applicants in successfully completing the business licensing process. This guide will be applicable to the majority of businesses seeking an Occupational License, Business Privilege License, or Liquor License to operate or conduct business within the City of Tucson. **Please read every step before starting your license process!**

Note: Some professions and careers (e.g. attorney, cosmetologist/barber, psychologist, mortician, etc.) require additional State of Arizona licensing or certification requirements.

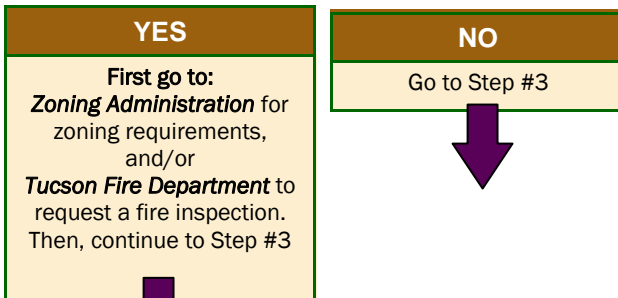
Step 1

Will your business be located within the city limits of Tucson? OR
Will you conduct business within the city limits?



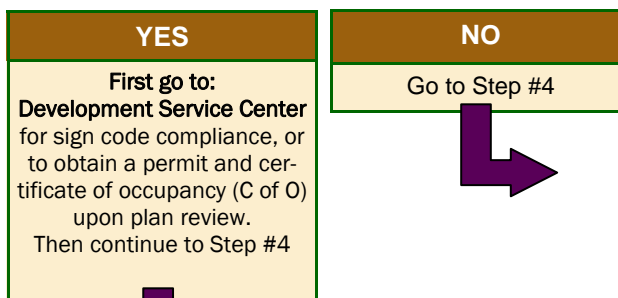
Step 2

Will you need to know if your business is zoned to conduct your type of business in your part of town? OR
Will you need to know if the property/space you are about to rent will pass building and fire code requirements?



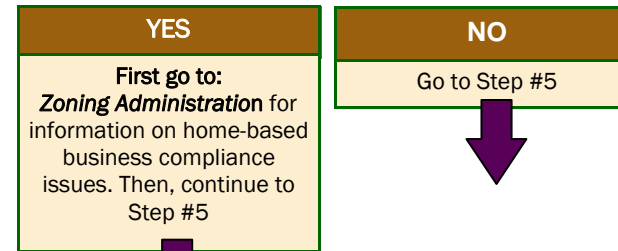
Step 3

Will you be using a sign to advertise your business? OR
Will any building construction or tenant improvements be required for your business? OR
Will there be a change in property use from the previous business occupant?



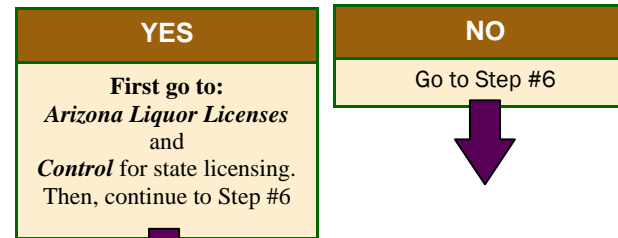
Step 4

Will your business operate out of your home?



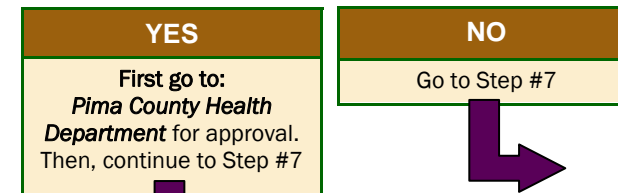
Step 5

Will your business sell or serve liquor?



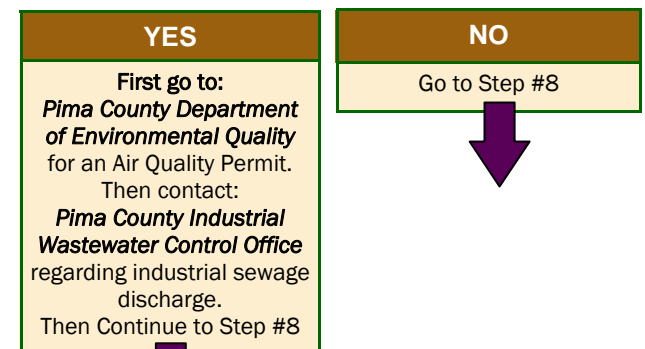
Step 6

Will food preparation be involved?



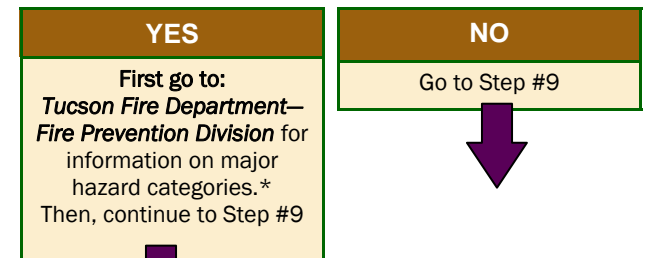
Step 7

Will you be a manufacturer?



Step 8

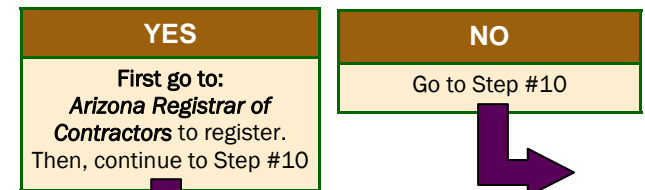
Will you manufacture, use, or store hazardous materials, including fireworks?



**Note: Hazardous Materials Inventory Statement Sheets can be obtained from the City of Tucson Business License Section.*

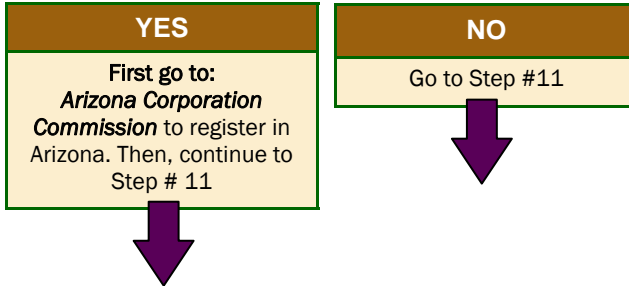
Step 9

Are you a general (prime) contractor or subcontractor?



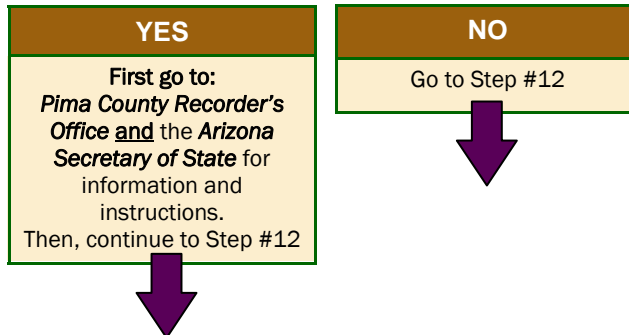
Step 10

Will your business be a Corporation or a Limited Liability Company? OR
Is your business registered in another state?



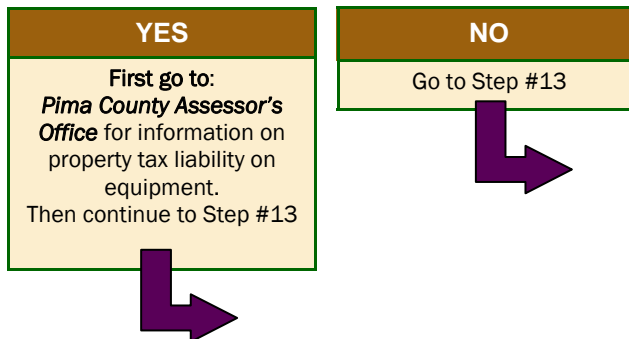
Step 11

Will you need to protect your trade name or "doing business as" name?



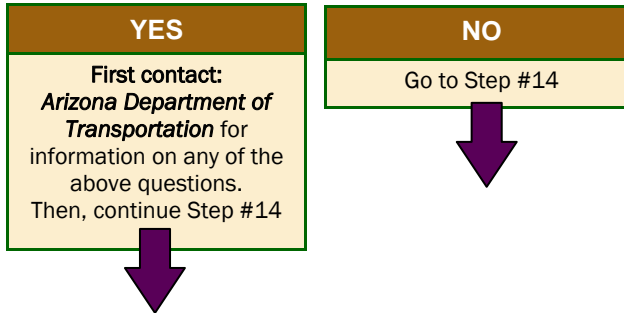
Step 12

Will you be using personal property (desks, computers, etc) for business purposes that has a value in excess of \$50,000?



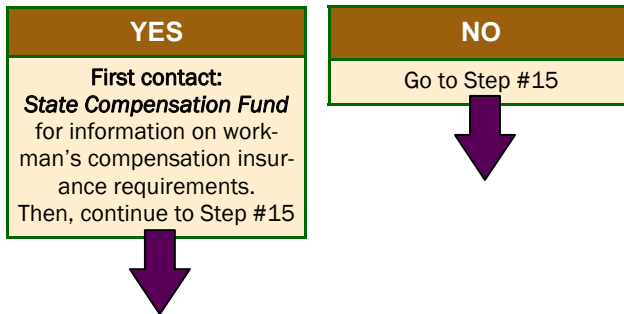
Step 13

Will you be using your own or someone else's vehicle(s) to transport people or products for a fee? OR
Will your business involve retailing, wholesaling, auctioning, brokering, manufacturing/distributing, or transporting autos, or recycling vehicle parts?
OR
Will your business be an automobile title business?



Step 14

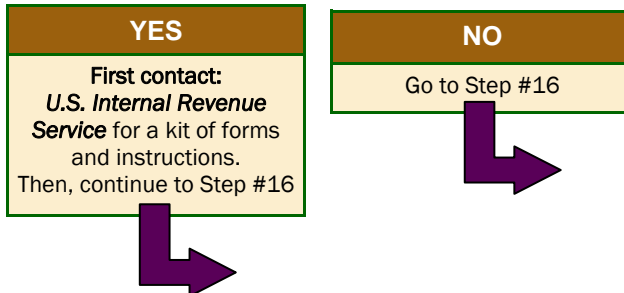
Will you have one or more employees other than yourself?



Note: You are under no obligation to use the State Compensation Fund; you may use a private insurance company for your workman's compensation insurance coverage.

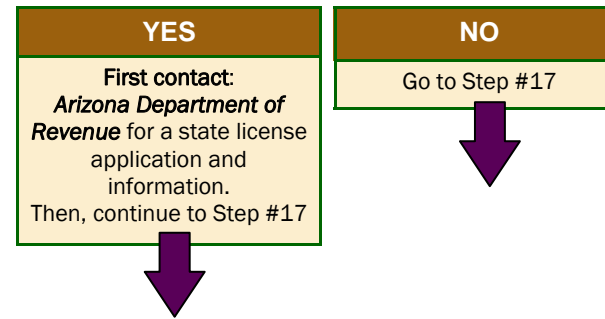
Step 15

Do you need Federal Internal Revenue Services forms or other tax information?



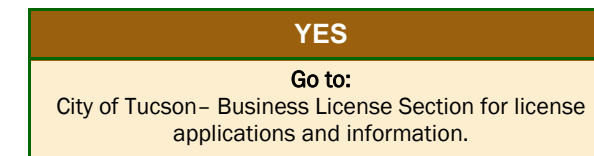
Step 16

Will you need the State of Arizona sale tax information, including information on use tax, withholding tax, or wholesale tobacco tax information?



Step 17

Will you need a City of Tucson Privilege License and/or Occupational License?



PLEASE NOTE: The City of Tucson has a Business Privilege (Sales) Tax; an Occupational License requirement (for a service-oriented and regulated business); a Public Utility Tax on water, power, and telecommunications providers; and a Franchise Tax. Business owners are responsible for their own federal, state, county and city taxes and licenses. Because of this, the City of Tucson Finance Department and the Arizona Department of Revenue give tax and license seminars every other month. The Service Corp of Retired Executives (SCORE) also conducts seminars designed to aid small business in understanding federal, state and local tax requirements. For more information on these seminars, please contact:

City of Tucson Tax Audit Section
520-791-4681

SCORE
520-670-5008

GOVERNMENTAL OFFICES AND CONTACT INFORMATION:

Federal
U.S. Internal Revenue Service 1-800-829-4933

State of Arizona
 Arizona Secretary of State 520-628-6583
 Arizona Department of Transportation 520-388-4200
 State Compensation Fund 520-292-4000
 Arizona Liquor Licenses & Control 520-628-6595
 Arizona Registrar of Contractors 520-628-6345
 Arizona Corporation Commission 520-628-6560
 Arizona Department of Revenue 520-791-4566

Pima County
 Pima County Assessor's Office 520-740-8630
 Pima County Health Department 520-243-7770
 Department of Environmental Quality 520-740-3340
 Industrial Wastewater Control Office 520-579-5771
 Pima County Recorder's Office 520-740-4350

City of Tucson
 Tucson Fire Prevention Division 520-791-4014
 Business License Section 520-791-4566
 Zoning Administration 520-791-4541
 Development Services Center 520-791-5550

What can the Tucson region offer you?

To learn more about the business advantages of locating in Southern Arizona, call 520-243-1900.

TREO's Web site provides up-to-date facts, figures, and research on the region. Visit us at www.treoaz.org

