



# 17-STEP BUSINESS LICENSE PROCESS FOR THE CITY OF TUCSON

The following 17-step business licensing process was created and developed as a guide 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 a Service License, Business Privilege License, or Liquor License to operate or conduct business within the City of Tucson. **Please read through every step before starting your license process!**

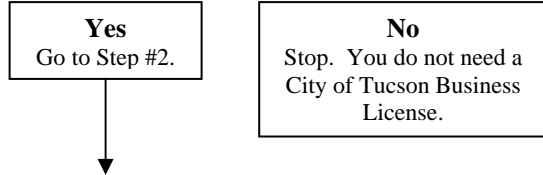
**Note:** Some professions and careers (e.g., attorney, cosmetologist/barber, psychologist, mortician, etc.) require additional State of Arizona licensing or certification requirements. Please check with the specific department of the State of Arizona in which your area of expertise may be handled. A list of those departments may be found in the “blue pages” of the telephone directory. The state chapter of your professional association may also be able to assist you regarding these additional requirements.

**We wish you much success.  
Thank you for opening and operating a  
business in Tucson!**

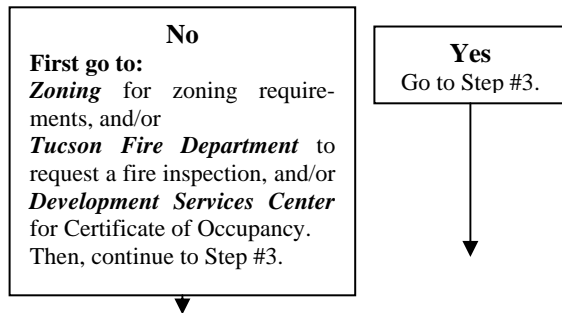


Contact information for all City of Tucson, Pima County, State of Arizona and federal government departments referenced in the following steps are listed at the end of this pamphlet.

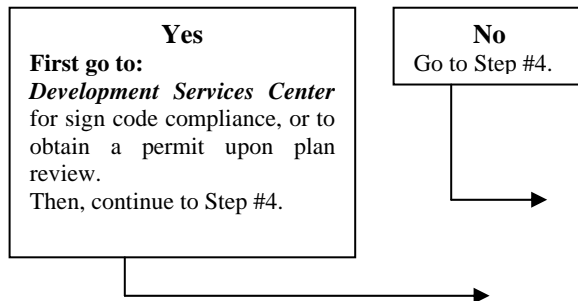
**Step 1:**  
Will your business be located within the city limits of Tucson? *Or*,  
Will you conduct business within the city limits?



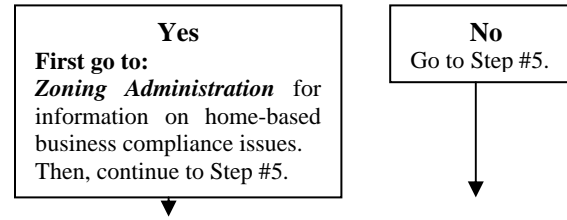
**Step 2:**  
Do you know if your business is zoned to conduct your type of business in your part of town? *Or*,  
Do you know if the property/space you are about to rent will pass building and fire code requirements? *Or*,  
Do you have a Certificate of Occupancy for your business name?



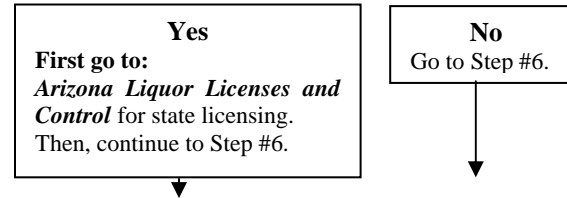
**Step 3:**  
Will you be using a sign to advertise your business? *Or*,  
Will any building construction or tenant improvements be required for your business?



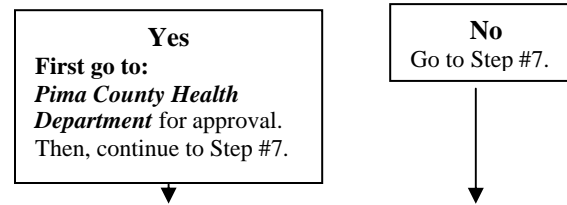
**Step 4:**  
Will your business operate out of your home?



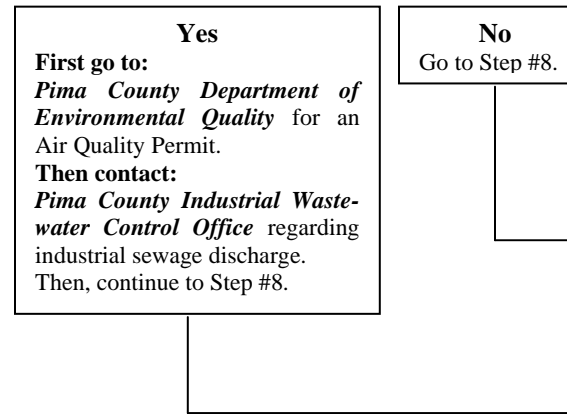
**Step 5:**  
Will your business sell or serve liquor?



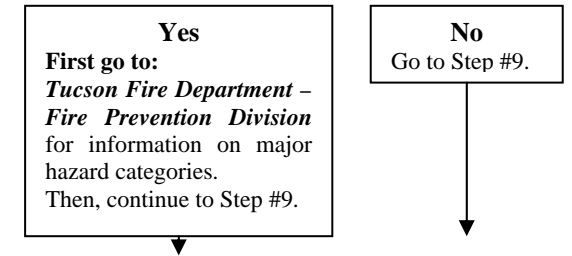
**Step 6:**  
Will food preparation be involved?



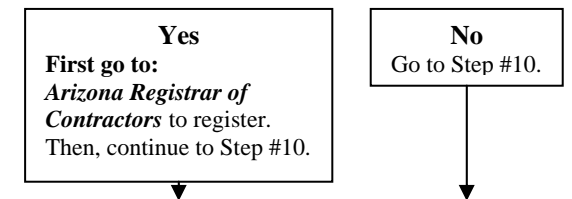
**Step 7:**  
Will you be a manufacturer?



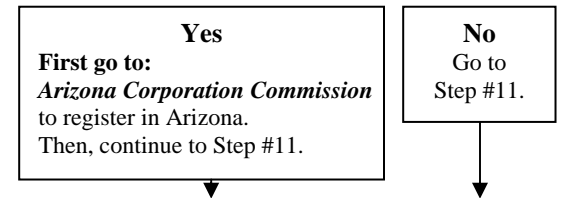
**Step 8:**  
Will you manufacture, use, or store hazardous materials, including fireworks?



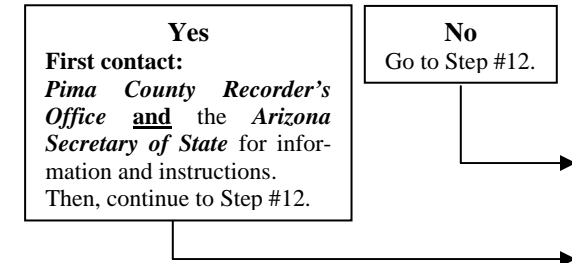
**Step 9:**  
Are you a general (prime) contractor or subcontractor?



**Step 10:**  
Will your business be a Corporation or a Limited Liability Company? *Or*,  
Is your business registered in another state?

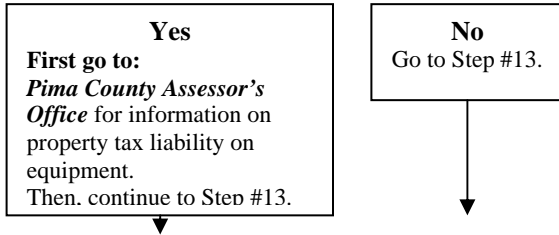


**Step 11:**  
Will you need to protect your trade name or “doing business as” name?



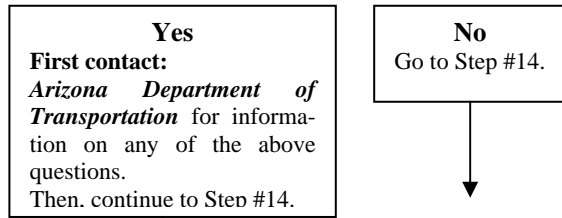
### Step 12:

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



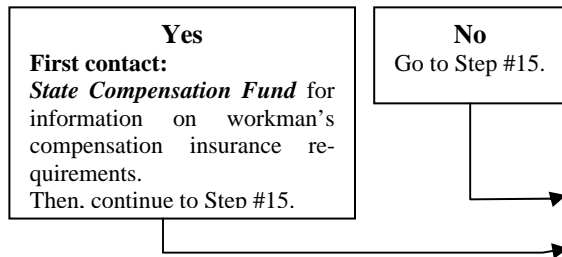
### Step 13:

Will you be using your own or someone else's vehicle(s) to transport people or products for a fee? *Or*, Will you be allowing other people to use your vehicle(s) on a fee-for-hire basis? *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:

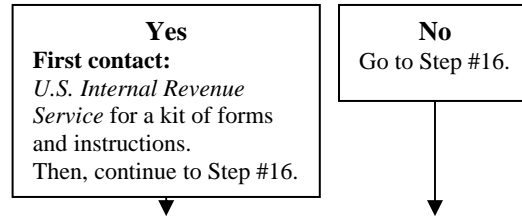
Will you have one or more employees other than yourself?



*\*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*

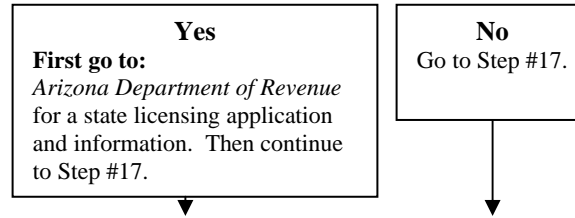
### Step 15:

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



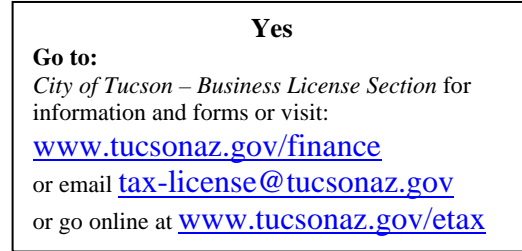
### Step 16:

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



### Step 17:

Will you need a City of Tucson Business Privilege License or Service License?



**PLEASE NOTE:** The City of Tucson has a Business Privilege (Sales) Tax; a Public Utility Tax on water, power, and telecommunications providers; and a Franchise Tax. City of Tucson Business Privilege (Sales) Tax license has a \$25 application fee and a \$45 annual renewal fee. Business owners are responsible for their own federal, state, county, and city taxes and licenses. Contact the Audit Section at 791-4681 for taxpayer education information or go to <http://www.tucsonaz.gov/finance/TaxSem.pdf>.

SCORE Southern Arizona offers workshops and seminars for both start-up and in-business entrepreneurs. Contact them at 670-5008.

### GOVERNMENTAL OFFICES AND CONTACT INFORMATION:

#### Federal

*U. S. Internal Revenue Service*

[www.irs.gov](http://www.irs.gov)

Forms 1-800-829-3676

Business Assistance 1-800-829-4933

Tucson Office 670-4687 300 West Congress

#### State of Arizona

*Arizona Department of Transportation*

[www.dot.state.az.us](http://www.dot.state.az.us)

Tucson: 629-9808 Phoenix: 1-602-712-7355

*State Compensation Fund* 292-4000

[www.scfaz.com](http://www.scfaz.com)

800 East Wetmore – Tucson

The following state offices are located at 400 West Congress – Tucson:

*Arizona Secretary of State* 1-800-458-5842

[www.azsos.gov](http://www.azsos.gov)

Tucson Office 628-6583

*Arizona Liquor Licenses & Control* – Suite 150

[www.azliquor.gov](http://www.azliquor.gov)

Tucson Office: Closed until further notice

Phoenix Office: 1-602-542-5141

*Arizona Registrar of Contractors* – Suite 212

[www.azroc.gov](http://www.azroc.gov)

628-6345

*Arizona Corporation Commission* – Suite 221

[www.cc.state.az.us](http://www.cc.state.az.us)

628-6560

*Arizona Department of Revenue*

[www.revenue.state.az.us](http://www.revenue.state.az.us)

628-6907 or 1-800-843-7196

#### Pima County

*Pima County Assessor's Office* 740-8630

[www.asr.pima.gov](http://www.asr.pima.gov)

115 North Church Street

Personal Property 243-8700 Bank of America Building 33 N Stone Suite 110

*Pima County Health Department Admin.* 243-7770

[www.pimahealth.org](http://www.pimahealth.org)

3950 S. Country Club #100

Consumer Health & Food Safety 243-7908

*Department of Environmental Quality* 740-3340

[www.deq.co.pima.az.us](http://www.deq.co.pima.az.us)

*Industrial Wastewater Control Office* 443-6200

*Pima County Recorder's Office* 740-4350

[www.recorder.pima.gov](http://www.recorder.pima.gov)

115 North Church Street

#### City of Tucson

*Tucson Fire Prevention Division* 791-4014

[www.tucsonaz.gov/fire\\_prevention](http://www.tucsonaz.gov/fire_prevention)

797 East Ajo Way – Tucson

*Business License Section* 791-4566

[www.tucsonaz.gov/finance/BusInfo.html](http://www.tucsonaz.gov/finance/BusInfo.html)

255 West Alameda (City Hall) 1<sup>st</sup> floor

*Development Services Center & Zoning* 791-5550

[www.tucsonaz.gov/dsd](http://www.tucsonaz.gov/dsd)

201 North Stone Avenue

If you have any questions, please contact the *City of Tucson Small Business Commission* at:

[small.business@tucsonaz.gov](mailto:small.business@tucsonaz.gov)

[www.tucsonaz.gov/finance/SBC.html](http://www.tucsonaz.gov/finance/SBC.html)

**Congratulations  
And  
Thanks Again  
For  
Opening and Operating  
Your Business  
In the  
City of Tucson!**

