



Glendale Convention Center

Transportation Department (623) 930-2940

Police Department (623) 930-2466

- ✓ Alarm Security permits - verify addressing and building layout to guarantee access to the building in the event of an emergency

Next Steps...

- Obtain and submit appropriate licensing packets(s) to the Tax & License Division
 - Applications for Business license, Liquor license and Special Regulatory licenses can be found on our website www.glendaleaz.com/taxandlicense/
 - Applications for Transaction Privilege Tax license can be found at AZTaxes.gov
- Get fingerprinted, if necessary
- Pay your fees

- Wait for the approval process which usually takes six (6) to eight (8) weeks for most licenses but can be sooner if all requirements are in order at the time of application

Other Governmental Agencies you may be required to contact

Corporation Commission – azcc.gov
Secretary of State – azsos.gov
Liquor License & Control – azliquor.gov
Registrar of Contractors – azroc.gov
Department of Transportation – azdot.gov
County Assessor’s Office –
mcaassessor.maricopa.gov
County Health Department –
maricopa.gov/publichealth
Internal Revenue Service – irs.gov

Who We Are

About Us

Glendale Tax & License Division is responsible for licensing your business and we want your licensing experience to be smooth and expeditious. Thank you for allowing us to serve you!

Contact Us

Email: taxlic@glendaleaz.com
Located on the 1st Floor of City Hall
Special Regulatory Licensing: 623-930-2209 or 623-930-2216
Customer Service: 623-930-3190
Web: www.glendaleaz.com/taxandlicense/



Westgate Center

City of Glendale

Tax & License Division



Glendale City Hall

Welcome!

With a population of approximately 240,000, Glendale is the 6th largest city in Arizona. We are glad you chose Glendale as your place of business.

This guide will assist in completing the licensing process and is applicable to most businesses seeking to operate or conduct business in Glendale. There may be other requirements needed from other government agencies and a list of these agencies is provided in the guide.

Congratulations and we wish you success!

Things to know before starting your business

- Important local regulatory issues may require attention and if not in compliance with city regulations, could result in a delay of issuing a license
- Most businesses require a business license **and** transaction privilege sales tax license but may also require a special regulatory license
- The business license requirement also includes businesses who may be physically located outside of Glendale but enter the city to conduct business or perform services, or engage in activity with the object of gain, benefit or advantage, either direct or indirect
- Some licenses require background checks and you need to allow enough lead time for processing your license prior to opening your business
- Licenses are required for each business location
- If you are purchasing a business, you could be held liable for any unpaid taxes owed to the City by the seller. Make sure you obtain a Certificate of Compliance from the Tax & License Division.

**Need additional business assistance?
Contact the Economic Development
Departments at 623-930-2983 or
business@glendaleaz.com.**

"Your success is our success."



Cardinals Stadium

Where do I Start?

Below is a list of Departments to contact for regulatory requirements.

Planning & Zoning (623) 930-2800

Located on the 2nd Floor of City Hall

- ✓ Verify zoning regulations allow your type of business at your location
- ✓ Verify parking requirements
- ✓ Group Homes **must** contact Planning & Zoning

Building Safety (623) 930-2800

Located on the 2nd Floor of City Hall

- ✓ All commercial-based locations **must** obtain Building Safety approval
- ✓ Verify your building or space has a certificate of occupancy (C of O)
- ✓ Most signs require a permit

Fire Department (623) 930-2800

- ✓ All commercial-based locations **must** obtain Fire Marshal approval
- ✓ Fire Permits & Plan Review -Hazardous Materials, Special Events, Fireworks
- ✓ Fire Prevention – Contractors lists, Codes, Standards, Inspections