

# SMALL BUSINESS CHECKLIST

Are you ready to start a business? The checklist below provides the step-by-step process you should follow to successfully start a business in the City of Glendale

*This list should not be construed as all-inclusive. Other steps may be appropriate for your specific type of business.*

*Additional information on each step can be found at [www.GrowGlendaleSB.com](http://www.GrowGlendaleSB.com)*

## 1 | **PRE-PLANNING**

- Have a business idea
- Conduct market research
- Determine business financial plan
- Write a business plan
- Determine business structure and register business
- Request free demographic report and available property list by emailing [dcornelius1@glendaleaz.com](mailto:dcornelius1@glendaleaz.com)

## 2 | **DUE DILIGENCE**

- Choose an available property to locate your business
- Verify property is legally zoned for your type of business by contacting Joseline Castaneda in the Planning Division at [jcastaneda@glendaleaz.com](mailto:jcastaneda@glendaleaz.com)
- Determine what permits/plans are required for your business by contacting Pam Sprenger in the Building Safety Division at [psprenger@glendaleaz.com](mailto:psprenger@glendaleaz.com)
- Check fire requirements to open your business by contacting Fire Marshal Chuck Jenkins at [cfjenkins@glendaleaz.com](mailto:cfjenkins@glendaleaz.com)
- ONLY AFTER COMPLETING DUE DILIGENCE - Sign a lease or initiate purchase

## 3 | **SUBMIT PLANS** *(if applicable)* and/or

- Submit plans for city reviews
- Pay permit fees and pick up permits
- Begin construction with licensed contractor
- Call for inspections

## 4 | **GET LICENSED**

- Apply for Certificate of Occupancy online
- Apply for City of Glendale Business License and TPT (sales tax) license
- If applicable, contact the county health department and state liquor licensing
- Submit plans for sign permit
- Open for business!