

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

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 scope@glendaleaz.com

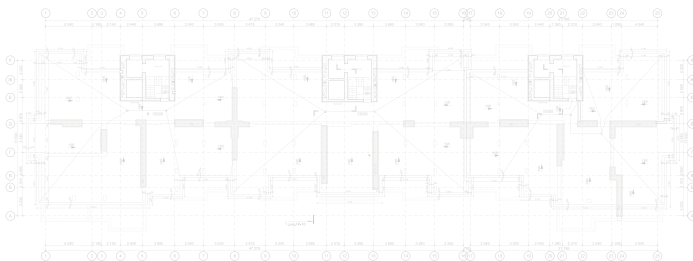


2 | DUE DILIGENCE

- 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
- Determine what permits/plans are required for your business by contacting Small Business Coordinator Lucia Soto, in Development Services Center at lsoto@glendaleaz.com
- Check fire requirements to open your business by contacting Fire Marshal Chuck Jenkins at 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!