

# 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 [scope@glendaleaz.com](mailto:scope@glendaleaz.com)

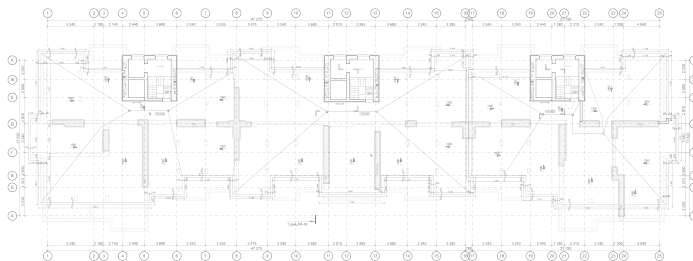


## 2 | DUE DILIGENCE

- ☐ 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](mailto:jcastaneda@glendaleaz.com)
- ☐ Determine what permits/plans are required for your business by contacting Small Business Coordinator Lucia Perreault, in Development Services Center at [lperreault@glendaleaz.com](mailto:lperreault@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!