

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 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 the Planning Division at PlanningDivisionCOG@outlook.com
- Determine what permits/plans are required for your business by contacting Pam Sprenger in the Building Safety Division at psprenger@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!