

# LOCAL LEARNING LAB

## ARIZONA BUSINESS LICENSING CHECKLIST

This checklist is designed to help Arizona businesses understand and apply for the necessary licenses at local, state and federal levels. Business licensing requirements in Arizona vary by city, town and county, depending on your business type and location. Use this guide to navigate the process effectively.

Please note that Local First Arizona cannot provide tax or legal advice and is not liable for such matters. This guide is solely a resource for informational purposes.

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### Step 1: Identify Your Business Location

- Determine the city or town where your business will operate or provide services.
  - If your business operates in an unincorporated area, contact the county office for licensing requirements.
  - Use this link for contact information: [Arizona City/Town Offices](#).
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### Step 2: Check Local Business License Requirements

- Most cities and towns in Arizona issue business licenses.
  - Some cities require a license only if your business is based there, while others require it for any business activity within their jurisdiction. For example, in Mesa, Arizona, food trucks need to apply for a Mobile Food Vendor License to operate within the city.
  - Action Item:** Contact the city/town offices where you plan to do business to confirm if a business license is required and how to apply.
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### Step 3: Apply for a State Transaction Privilege Tax (TPT) License (If Applicable)

- If your business activity involves sales, services, or rentals subject to transaction privilege (sales) tax, you need a TPT license.
- Obtain the TPT license through the Arizona Department of Revenue. The cost for each city where you operate a business is \$14.
- Action Item:** Visit the [Arizona Department of Revenue](#) for more information and to apply.
- Action Item:** Check out [Local First Arizona's TPT Licensing Guide](#). It will provide detailed steps to

#### Step 4: Verify Industry-Specific Licensing Needs

- Some industries require additional permits or certifications (e.g., contractors, food services, healthcare, childcare, hair/barber).
- Check with relevant state boards or departments overseeing your industry.
- Examples:**
  - Arizona Registrar of Contractors for construction businesses ([Visit Here](#))
  - Arizona Department of Health Services for food and beverage businesses ([Visit Here](#))
  - Arizona Barbering and Cosmetology Board for hair and barber businesses ([Visit Here](#))

#### Step 5: Research Federal Licensing Requirements

- Certain businesses, such as those in transportation, broadcasting, or selling alcohol or firearms, may require federal licenses.
- Action Item:** Visit the [Small Business Administration Federal Licenses](#) page to learn more.

#### Step 6: Maintain Compliance

- Renew licenses as required by your city, town, or state.
- Stay updated on changes to licensing rules in the areas where your business operates.

#### Quick Tips

- Keep a record of all licenses and permits in one place for easy reference.
- Regularly check with city/town offices if your business expands to new locations.
- Some industries require that your business license be visible at your business location.
- Reach out to the [Business Support Team](#) at Local First Arizona or a legal professional for personalized guidance on licensing your business in Arizona.

#### Additional Resources

- [Arizona Commerce Authority Business Resources](#)
- [Arizona Department of Revenue TPT Information](#)
- [Local First Arizona TPT Licensing Guide](#)

## FINAL NOTES

The information provided in this guide is for general educational purposes only and should not be considered legal, financial, or professional advice. Every business is unique, and we strongly recommend consulting with a qualified professional, such as an accountant, attorney, or business advisor, for guidance tailored to your specific situation. For additional support, we encourage you to explore Local First Arizona's Business Coalition Directory to connect with trusted local experts. You can also reach out to us at [info@localfirstaz.com](mailto:info@localfirstaz.com) for further resources and assistance.