






DOING BUSINESS IN PEORIA AT A GLANCE

The city of Peoria wants your business to succeed and thrive. Whether you are starting, changing or growing your business, we want to make it easy. We encourage you to learn more about how we can assist you.

STARTING A BUSINESS

-  **Verify zoning**
-  **Obtain a Business License**
-  **Obtain a Transaction Privilege Tax (TPT) License**
-  **Sell items that are flammable/combustible**
-  **Offer alcohol for sale/consumption**

DOING CONSTRUCTION

-  **Obtain a Building/Site Permit**
-  **Obtain a Certificate of Occupancy**
-  **Change out equipment or fixtures**
-  **Add or remove interior walls/racks**
-  **Paint or update the exterior**

PROMOTION AND EVENTS

-  **Add signs to my storefront/windows**
-  **Put out signs for passerby traffic**
-  **Hold a grand opening event**
-  **Host a temporary or seasonal event**
-  **Host a food truck**

PROPERTY UPKEEP

-  **Maintain landscaping**
-  **Obtain an outdoor storage area**
-  **Ensure there is sufficient parking**
-  **Remove graffiti or blight**
-  **Add shopping carts to my business**



For more information, please contact:
Randy Proch at 623-773-INFO (4636) or business@peoriaaz.gov
www.peoriaaz.gov/business

STARTING A BUSINESS

Zoning: Not every type of business is permitted. Ensure you have the right zoning to operate your business. Visit www.peoriaaz.gov/planning or call 623-773-7200.

Business License: A business license is required by any person conducting business in Peoria (including home businesses): www.peoriaaz.gov/salestax.

Sales Tax License: Businesses subject to the Transaction Privilege (Sales) Tax need a Transaction Privilege (TPT) License with the Arizona Department of Revenue: www.aztaxes.gov.

Fire Operational License: An operational permit is required for businesses that include fireworks, combustible or hazardous materials, repair garages, or paint booths: www.peoriaaz.gov/fire.

Liquor License: Establishments selling alcohol for onsite or offsite consumption require a liquor license with the Arizona Department of Liquor Licenses and Control: www.azliquor.gov.

DOING CONSTRUCTION

Building/Site Permit: A permit is required for additions (walls and shelving), demolitions, and work within city rights-of-way.

Change of Occupancy: A change of business type (e.g., retail to office) may require a new certificate.

Addition or Modification: Structural, mechanical, electrical, and plumbing changes require a permit.

Add or Remove Wall: Alterations or changes to the walls within the business require a building permit.

Paint or Update the Exterior: Design Review approval is required for any work that changes the look of the building: www.peoriaaz.gov/planning.

PROMOTION AND EVENTS

Window Sign: No more than 25% of the total window area on each side of a building may be covered by signs.

Special Promotion Sign: Wall mounted banners, “swooper signs,” and A-frame or T-frame portable signs require a permit: www.peoriaaz.gov/planning.

Grand Opening: A business may advertise with signs for up to 60 days upon opening of the business without requiring a sign permit.

Temporary Use Permit: An event such as a car show, carnival, or tent sale may require a permit.

Food Trucks: Hosting a food truck on your property may require a permit; call to confirm 623-773-7200.

PROPERTY UPKEEP

Landscaping: Vegetation ensures our community remains a place of beauty. Replace damaged or dying landscaping, and remove weeds on your property and in the rights-of-way (if applicable).

Onsite Storage: Excess business materials must be stored within an enclosed and approved area. Storage or shipping containers affect the use of your property. Call 623-773-7200 for information.

Parking: Some businesses require more parking spaces than others; call to confirm 623-773-7200.

Blight Conditions: Graffiti, illegal dumping, debris, and weeds must be removed from your property. Call 623-773-7162 with questions.

Shopping Carts: All carts are required to have locking mechanisms to prevent removal from the property.