

Doing Business in  
Peoria, Arizona

Licensing  
& Sales Tax



## Peoria AZ

# WELCOME!

As one of Arizona's fastest growing communities, Peoria abides by traditions that make newcomers feel right at home. Founded in 1886 by four families who had made the trek west from Peoria, Illinois and landed in the Valley of the Sun, the City of Peoria has seen many changes both within and around its borders. Since 1980 it has grown from a small town of around 12,000 to a dynamic community of over 140,000 and more than 1.2 million people within a thirty-minute commute. Geographically covering 178 square miles, Peoria offers ample room for continued job and population growth.

The city is exploding with numerous new business locations and is attracting a variety of new employment opportunities. Peoria has outstanding recreational and extra-curricular activities, a reasonable cost of living, and a young, intelligent work force. It is easy to see why individuals, families, and businesses are flocking to this desert oasis.

For more information on the latest development news in our community, please visit the Peoria Economic Development Department's website online at [www.peoriaed.com](http://www.peoriaed.com).

*Thank you*

**Thank you** for choosing the City of Peoria to establish your business. Peoria prides itself on being open to new ideas and encouraging entrepreneurship.

Peoria City Code requires that all persons conducting business in Peoria must first obtain a license. This includes businesses within the Peoria city limits, or those outside the limits who conduct business or perform services within Peoria. Churches/service organizations engaging in business for a justified nonprofit purpose (501c), certain agricultural operations, and newspaper carriers are not required to be licensed.

This guide is meant to help you through the process of obtaining a City of Peoria Business License. If at any time in the process you need assistance, contact:

City of Peoria  
Tax and License Division  
8401 W. Monroe Ave.  
Peoria Arizona 85345  
623.773.7160  
Monday through Friday  
8 a.m. to 5 p.m.  
<http://www.peoriaaz.gov/SalesTax>

The Customer Service Department, located on the first floor of City Hall, is also available to answer questions you may have. There you will find all of the necessary forms. Applications are also available to download from our website at:

[http://www.peoriaaz.gov/SalesTax/finance\\_salestax\\_businessapp.asp](http://www.peoriaaz.gov/SalesTax/finance_salestax_businessapp.asp)

To avoid delays in processing your application packet, drop off your completed material along with the appropriate fees at the Customer Service Department windows in City Hall. Complete packets may also be mailed to the above address.

Thanks again for considering the City of Peoria. We look forward to developing a long-lasting business relationship with you.

# Before You Start

## Before You Start

Before the doors open on a business operating within Peoria city limits, there are important local regulatory issues\* that require attention. This brochure is meant to be a guideline only and additional approvals may be necessary. For complete details pertaining to your business regulations, refer to the Departments below. Compliance with the following is mandatory for operation:

### Planning & Zoning 623.773.7371

- Verify the zoning of your proposed location allows for your type of business
- Apply for permit(s) that are required including signage
- Verify your parking requirements

### Code Enforcement 623.773.7162

All home based businesses located in city limits should contact the department regarding the following matters:

- Storage of vehicles and/or materials used for business.
- Signage at business and/or on vehicles
- Customer contact and/or deliveries
- Allowance of Employees at site
- Hours of Operation - limits

### Fire 623.773.7279

This department has specific regulations and restrictions concerning:

- Hazardous Materials
- Spray Finishing Operations
- Woodworking Operations
- Adult/Child Care Facilities

When your license application is submitted, a processing number will be assigned for routing purposes. Additional departments will review your application, after which you will receive a permanent license number and certificate. This process normally takes 2-3 weeks for completion.

*\*NOTE: If these items are not in compliance with city regulations, it will result in a delay in opening your business.*

## Types of Licenses

The City of Peoria classifies businesses into six (6) categories. For the purpose of licensing, fees and business licenses are as the following:

### Privilege (sales) Tax

- Advertising
- Amusement
- Restaurant/Bars
- Cable Television
- Construction Contracting
- Hotel/Motel
- Job Printing
- Personal Property Rental
- Publishing
- Real Property Rental
- Retail Sales
- Transporting for Hire
- Telecommunications
- Trailer Court
- Use Tax
- Utilities

### Occupational (subject to Use Tax)

- Accountant
- Childcare
- Consulting
- Insurance Company
- Professional Service
- Massage

### Peddler/Vendor/Solicitor

- Uninvited Door-to-door Sales/Solicitation
- Food Cart
- Ice Cream Truck

### Alarm Agent

Residential burglar alarm sales/installations

### Alarm Business

Residential burglar alarm sales

### Second-hand Dealer

- Antique Dealer
- Pawnshop
- Second-hand Store

*Fees are subject to change. For current fees call 623.773.7160 before submitting the application packet. All fees are non-refundable.*

*Renewal fees for existing licenses must be paid by December 31st for the upcoming year.*

## Privilege Tax License or Occupational License

### *Inside City of Peoria limits*

**Privilege (Sales) Tax or Occupational businesses** selling or servicing within the city limits of Peoria from a commercial location. Applicants must complete the following forms:

- Business License Application
- Police: Responsible Party Information
- Zoning Ordinance
- Application or Renewel Fee

**Home-based Privilege (Sales) Tax or Occupational businesses** selling or servicing within the city limits of Peoria from a residence. Applicants must complete the following forms:

- Business License Application
- Home Occupation Affidavit
- Home Occupation Statement
- Police: Responsible Party Information
- Zoning Ordinance
- Application or Renewel Fee

### *Outside City of Peoria limits*

**Privilege (Sales) Tax or Occupational businesses** selling or servicing Peoria but your business location is outside of the city limits. Applicants must complete the following forms:

- Business License Application
- Application or Renewel Fee

Deliver completed forms and fee to the City of Peoria. Once received, the application will be routed to the following departments for review: Finance, Fire, Industrial Waste, Planning/Zoning. If approved, the license certificate will be mailed to the address on the application.

## Other Licenses

For the following licenses, fingerprinting and background check are required upon initial application and each annual renewal. A list of third-party fingerprint vendors is available. After fingerprinting, hand-deliver completed forms and fee to the City of Peoria Customer Service Department. Take a copy of the completed packet to the City of Peoria Police Department to submit for your background check.

Alarm agent/Businesses selling or servicing within the city limits of Peoria. Applicants must complete the following forms:

- Alarm Agent Permit
- Business License Application
- Police: Identification (ID) Card
- Police: Responsible Party Information
- Police: Vendor Licensing Background Check
- Zoning Clearance
- Application or Renewel Fee

Peddler/Vendor/Solicitor Businesses selling or servicing within the city limits of Peoria. Applicants must complete the following forms:

- Business License Application
- Police: Identification (ID) Card
- Police: Vendor Licensing Background Check
- Zoning Clearance
- Application or Renewel Fee

Second-Hand Dealer Businesses located within the city limits of Peoria. Applicants must complete the following forms:

- Business License Application
- Police: Identification (ID) Card
- Police: Responsible Party Information
- Police: Vendor Licensing Background Check
- Zoning Clearance
- Application or Renewel Fee

Once received, the application will be routed to the following departments for review: Finance, Fire, Industrial Waste, Planning/Zoning. If approved, the license certificate will be mailed to the address on the application.

This brochure is meant to be a guideline only.

For complete details, refer to the City of Peoria Tax Code and related regulations. In case of inconsistency or omission in this publication, the language of the tax code will prevail. You can request a copy of the Peoria Tax Code by calling or writing to the address below, or you can obtain a practitioner's copy of the Model City Tax Code from the League of Arizona Cities and Towns, which includes the code options for all cities in Arizona.

Every effort is made to provide adequate and accurate information. However, any verbal advice we give you is not binding on the city. For your protection, we recommend that you request tax code interpretations in writing to have documentation for your records. (City of Peoria Code Section 62-541(b) Taxpayer Bill of Rights).

The taxable activities for Peoria may differ from the state and other Arizona cities. You are urged to contact each jurisdiction individually.



**City of Peoria**  
**Tax and License Division**  
**License & Sales Tax**

Mailing & Location Address:  
8401 W. Monroe  
Peoria Arizona 85345

Phone 623.773.7160  
Fax 623.773.7383

[www.peoriaaz.gov](http://www.peoriaaz.gov)