



City of Chandler
Business Registration
Tax & License Division
 Telephone: 480-782-2299

NL DATABASE

**PLEASE REMIT
 WITHIN 10 DAYS**

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Location address: 175 S. Arizona Ave, Suite A, Chandler, AZ 85225
 Mailing Address: MS 650, PO Box 4008, Chandler, AZ 85244-4008
 E-mail: licensing@chandleraz.gov Fax: 480-782-2343

Check one: New Business
 New Owner of Existing Business

Name of Former Owner (if applicable)

Previous City License #

OR

Check that apply: DBA Change
 Location Change \$15 Location Change Fee

Current City License #

Date of Change

SECTION I. BUSINESS INFORMATION

Business Name (Entity followed by DBA)

Business Location Address Number of Employees (at this location)

City, State, ZIP Code Business Phone (Including Area Code)

Start Date in Chandler (REQUIRED) E-mail address State Tax License # Federal ID #

SECTION II. MAILING ADDRESS & PHONE NUMBER

Enter Name if Different from Section I (above) or Enter Care-Of Name

Mailing Address

City, State, ZIP Code Phone (Including Area Code)

SECTION III. BUSINESS OWNERSHIP & RECORD LOCATION

Ownership: Individual LLC Corp. - State Inc. _____ Gen. Partnership Ltd. Partnership Other _____

Owners, Partners, LLC Members, or Officers
 (For Additional Names, Please Attach List)

Name				Title
Home Address				
City	State	ZIP Code	Phone	
Name				Title
Home Address				
City	State	ZIP Code	Phone	

Corporate or LLC Statutory Agent

Name	Phone
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SECTION IV. BUSINESS TYPE

Business Type Retail Sales Restaurant/Bar Amusement Construction Contracting Service Based Wholesaler
 Manufacturer Commercial Rental Hotel/Motel Other _____

Describe Nature of Business:

SECTION V. BUSINESS PREMISES STATUS

Do you own your business location? Yes No If yes, is this your residence? Yes No

If no, complete Landlord/Property Manager information below

Landlord/Property Manager Name	Address	Phone
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Do you rent a portion of your location to another business? Yes No

I certify that the statements made in this application are true and complete to the best of my knowledge. I accept the license / permit authorized and issued in response to this application with the condition that the issuance of this license / permit shall not be construed as permission to operate in violation of any law or regulation. Incomplete forms may not be processed.

Print Name	Signature	Title	Date
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FEES ARE NOT REFUNDABLE LATE FEES MAY APPLY FOR APPLICATIONS RECEIVED DELINQUENT

Annual Fee:	Jan - Mar \$45.00	Apr - Jun \$33.75	Jul - Sep \$22.50	Oct - Dec \$11.25	Rev. Jan-19
Late Fee:	Jan - Mar \$22.50	Apr - Jun \$16.88	Jul - Sep \$11.25	Oct - Dec \$5.63	

Staff Use Only Below This Line

NAICS	ST CODE	LAWA Required Y / N	Entered By	Paid	Balance Owed	Approved By	Date
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Starting a business can be a challenging route to navigate. This information is intended to give a quick reference of contact information for the City of Chandler departments that you will be working with to obtain the necessary certificates, permits or registrations.

Depending on your business location, you may need:

Zoning Requirements:

Home based business locations within the Chandler city limits must obtain zoning approval.

Commercial locations are required to have a Certificate of Occupancy.

Applications are available from Development Services. All questions regarding the Certificate of Occupancy or zoning approval should be directed to: Development Services, 215 East Buffalo Street, Chandler, AZ 85225

480-782-3000 <http://chandleraz.gov>

Register your Business with Chandler: Mandatory for all businesses in Chandler, regardless of the type of business. Each business entity and location must register separately. A change of business location address within Chandler must be submitted in writing within 30 days of the change. Questions regarding these requirements may be directed to:

480-782-2299 <http://chandleraz.gov/tax>

Arizona Department of Revenue - information regarding Arizona and Chandler Sales Tax license requirements at **800-843-7196** or **602.255.3381**. Their East Valley office is located at 1840 S Mesa Dr, Bldg 1352, Mesa, 85210. <http://www.azdor.gov>

In addition to the resources listed above, Chandler's **Economic Development Division** is a valuable resource for information related to establishing a business in the City of Chandler. Their team of professionals offers programs and services tailored to support the business community. **480-782-3030** <http://chandleraz.gov/ed>

BUSINESS REGISTRY FEE SCHEDULE			
If Your Business Begins	Fee	Penalty*	Total
Between - Jan 1 st – Mar 31 st	\$45.00	\$22.50	\$22.50
Between - Apr 1 st – Jun 30 st	\$33.75	\$16.88	\$16.88
Between - Jul 1 st – Sep 31 st	\$22.50	\$11.25	\$11.25
Between - Oct 1 st – Dec 31 st	\$11.25	\$5.63	\$5.63
Location Change Fee		\$15.00	
<p>*Late fee of 50% assessed when application is received more than 45 days after the business start date.</p> <p>Prior year Registry fees and late fees will be assessed for <u>each year</u> of operation without a Registration. Business Registration code was effective as of January 1, 2018.</p> <p>Fees are nonrefundable.</p> <p>Renewal fees that are not received in our office by the last business day of January are assessed a 50% penalty.</p>			
<p>Additional specialty licenses are required for pawnbrokers, secondhand dealers (including antiques), liquor sales, amusement games (video, billards, etc.), massage establishments, theaters, peddlers/solicitors/transient merchants and mobile food units.</p>			

Alarm Permits	Fire Permits	Sign Permits
<p>Verifies addressing and building layout to guarantee access to the building in a timely manner in the event of an emergency, and secures all required contact information.</p> <p>Contact: City of Chandler Police Department - Alarm Unit Office Location: 250 E. Chicago St. Phone: 480-782-4520 Web: http://www.chandlerpd.com</p>	<p>The Fire Department ensures the health and safety of all citizens. Information concerning Fire Plan Review, Fire Protection, Fire Prevention Codes, Standards, Inspections, Fire Preventions Contractors lists, other fire related requirements, Hazardous Materials Permit, Special Event Permits, or additional permits and fees can be obtained through the Department's website.</p> <p>Contact: City of Chandler Fire Department Office Location: 151 E. Boston St. Phone: 480-782-2120 Web: http://www.chandleraz.gov/fire</p>	<p>Assures that signs meet City Codes.</p> <p>Contact: Transportation & Development Department Site Development Office Location: 215 E. Buffalo St., Ste. 103 Phone: 480-782-3000 Web: http://www.chandleraz.gov</p>

NOTE: This information is meant to be a guideline only. For complete details, refer to the Chandler City Code and related regulations. Every effort is made to provide adequate and accurate information. However, the City of Chandler is not bound by any oral advice given by its employees.