



Tax and License Division

Dear Contractor:

Thank you for doing business in the City of Tempe.

Prior to permit issuance, please review the Statues for the Arizona Registrar of Contractors or visit their Website www.azroc.gov to verify contractor licensing requirements. Construction within the City of Tempe may be subject to obtaining a City Transaction Privilege Tax License (City Sale Tax License). To apply for a City of Tempe Sales Tax License, please provide the following:

- Complete an application for license, to include the following:
 - The name of the business
 - The business address
 - Business phone number
 - Owner/Officer information
 - Driver's license (sole proprietorships only)
- Deliver or mail the application to the Tax & License office at (map on reverse)

City of Tempe
Tax & License Division
660 South Mill Avenue, Suite 105
Tempe, AZ 85283

- Pay a \$20 non-refundable application fee plus a \$50 annual license fee.

Applications are available on our Website www.tempe.gov/salestax or can be obtained by visiting either the City of Tempe Tax & License Division office, or the Development Services Department offices.

Persons delivering completed applications directly to our office may obtain a City of Tempe Sales Tax License in a matter of minutes, once their application is reviewed and approved.

For all inquiries or assistance, please contact the City of Tempe Tax & License office directly by phone: (480) 350-2955 or on our Website salestax@tempe.gov.