Tempe is an eclectic and diverse community, a preferred location for business and capital investment; a community where superior service and an educated, mobile workforce supports a pro-business, entrepreneurial, and diversified economy. The Community Development Project Assistance Team can assist companies by facilitating an efficient and streamlined permitting process.

The CD Project Assistance Team provides a centralized contact for the City's development project review team, who is poised to proactively meet the development needs of businesses. We understand that starting or relocating a business is one of the most important decisions you will make. To help you with the process, our team is available to assist you with the following services:

✔ BUILDING SAFETY + FIRE PERMITS
Ensures compliance with building and fire codes, as well as occupancy requirements. If you are changing the use of the building, the building code may require tenant improvement [T.I.] upgrades which depend on the use [e.g. health club, churches, daycare, etc.] and code requirements.

✔ PLANNING + ZONING
Site Plan Review of modifications to building exteriors [e.g. landscape plans, lighting, paint, building additions, mechanical equipment, etc.]. Also ensures the location you have chosen is properly zoned for your proposed business, or for any questions relating to land use.

ADDITIONAL INFO
If you have any questions related to the information provided above or any general questions, please contact the Community Development Project Assistance Team at 480-350-8644 or projectassistance@tempe.gov.

✔ SIGN PERMITS
www.tempe.gov/signs  480-350-8435
Questions regarding signage requirements for any permanent or temporary signage [e.g. business signs, banners, flags, wayfinding, etc.]

✔ TAX + LICENSE
www.tempe.gov/salestax  480-350-2955
Many businesses require a Transaction Privilege [sales] Tax License [TPT]. The Arizona Department of Revenue [ADOR] administers TPT licenses for all Arizona cities and towns. To register a business subject to this tax, contact ADOR at AZDOR.gov or 602-255-3381.
BUSINESS RESOURCES

Arizona Commerce Authority – Small business checklist
602-845-1200
http://azcommerce.com/small-business/small-business-checklist

Arizona Corporation Commission – To form a business
602-542-3026
www.azcc.gov

Arizona Department of Liquor Licenses + Control – To serve alcohol
602-542-5141
www.azliquor.gov

Arizona Department of Revenue – State Transaction Privilege Tax
602-255-2060
www.azdor.gov/Business.aspx

Business Resource + Innovation Center [BRiC]
Co-working + business meeting spaces
https://www.tempe.gov/bric

Greater Phoenix SCORE
Free business mentoring; free and low-cost business workshops
https://greaterphoenix.score.org/

Internal Revenue Service – For an Employer ID or Tax ID number
602-636-9199
www.irs.gov/Businesses

Local First Arizona
602-956-0909
https://directory.localfirstaz.com/

Maricopa County Dept. of Environmental Health – To serve food
602-506-6984
www.maricopa.gov/EnvSvc/EnvHealth

Tempe Chamber of Commerce
480-967-7891
https://tempechamber.org/

U.S. Small Business Administration, Arizona District Office –
Business guides, loan programs, and government contracting assistance
602-745-7200
https://www.sba.gov/offices/district/az/phoenix

UTILITY RESOURCES

Water + Sewer
City of Tempe www.tempe.gov/waterutility

Electric
Salt River Project www.srpnet.com
APS www.aps.com

Telephone + Broadband
Cox Communications www.cox.com
CenturyLink www.centurylink.com

Natural Gas
Southwest Gas www.swgas.com