

Opening a Business?

Here's What You Need To Know!

Opening Your Doors

Be sure to take the following actions at least 60 days prior to opening your business...

- ☐ **Register your trade name** with the Secretary of State. You can obtain this form online at <http://www.azsos.gov>. The fee is \$10.
- ☐ **Obtain a Transaction Privilege License** from the Arizona Department of Revenue This must be done prior to applying for a business license.
- ☐ **Obtain a Business License** with the Town of Gilbert. The fee is \$35. You can download an application online at <http://www.gilbertaz.gov/eservices/business/default.cfm> OR you can apply online at <https://www.gilbertaps.com/Default.asp?Build=LI.LicensingHome&ClearErrors=Y>
- ☐ **A Temporary Sign Permit** is required for display of a one-time pre-opening or grand opening banner and is good for 120 consecutive days within the first year of occupancy. This banner may be displayed up to 90 days prior to opening. You can obtain this application at <http://www.gilbertaz.gov/eservices/building/default.cfm>.
- ☐ **A Permanent Sign Permit** is required for permanent business signage. Review specific guidelines prior to ordering your sign at [http://www.gilbertaz.gov/LDC/pdf/\(27\)%20Article 4-4 Sign%20Regs AMD.pdf](http://www.gilbertaz.gov/LDC/pdf/(27)%20Article%204-4%20Sign%20Regs%20AMD.pdf), (Article 4.4 Sign Regulations).
- ☐ **A-Frame sign usage** is regulated by the Town of Gilbert. Review specific guidelines prior to ordering your sign at [http://www.gilbertaz.gov/LDC/pdf/\(27\)%20Article 4-4 Sign%20Regs AMD.pdf](http://www.gilbertaz.gov/LDC/pdf/(27)%20Article%204-4%20Sign%20Regs%20AMD.pdf), (Article 4.4 Sign Regulations).

Building Permits

A Building Permit is required for any construction work taking place within your business location other than paint or floor covering.

1. **Apply for a building permit** with the Town of Gilbert. The permit fee is based on the square footage of your suite combined with the valuation or cost of the work you are doing. You can obtain a permit application online at <http://www.gilbertaz.gov/eservices/building/pdf/Construction%20Permit%20Application.pdf> OR you can apply online at <http://www.gilbertaz.gov/eplan/>
2. **Request inspections** Schedule an inspection as outlined under your Building Permit. To schedule an inspection, contact Plan Review and Inspection at (480) 503-6487.
3. **Upon Final Inspection Approval** a clearance will be sent to your Utility Company. You must contact the utility company directly to request that service be turned on.

Taxes in Gilbert

➔ How To Obtain A Transaction Privilege (Sales) Tax License:

The Town of Gilbert participates as a *Program City* with the Arizona Department of Revenue (ADOR). Therefore, you must apply for a license through ADOR. The fee is \$14. This application (JT-1) can be obtained online at <http://www.azdor.gov/Forms/TPT.aspx>.

How To Pay Gilbert Tax:

Report Gilbert tax on your State form TPT-1. A copy is available online at <http://www.azdor.gov/Forms/TPT.aspx>.

Taxes Collected/Paid by Your Business May Include:

- ☐ Bed Tax — <http://www.azdor.gov/Business/TransactionPrivilegeTax/TPTRates.aspx>
- ☐ Business Personal Property Tax — <http://www.maricopa.gov/assessor/BusinessPersonalProperty.aspx>
- ☐ Commercial Rental Tax — <http://www.gilbertaz.gov/taxcompliance/pdf/Brochure%20Commerical%20Lease%20w%20license%20info.pdf>



- ☐ Residential Rental Tax — <http://www.gilbertaz.gov/taxcompliance/pdf/Brochure%20Residential%20Rental.pdf>
- ☐ Construction and Contracting Tax — <http://www.gilbertaz.gov/taxcompliance/pdf/Brochure%20for%20Construction%20Contracting.pdf>
- ☐ Gilbert Taxable Categories and Rates — <http://www.gilbertaz.gov/finance/pdf/TaxableCategories.pdf>
- ☐ Other — <http://www.gilbertaz.gov/taxcompliance/>

For more information regarding taxes, please call (480) 503-6852 or visit <http://www.gilbertaz.gov/taxcompliance/>

Common Mistakes

Avoid these common mistakes to ensure a smooth grand opening or ribbon cutting event...

- ☐ Not registering your business with the Town of Gilbert.
- ☐ Not obtaining a transaction privilege license from the Arizona Dept. of Revenue.
- ☐ Making tenant improvements without a Tenant Improvement Permit.
- ☐ Displaying a banner without obtaining a permit.
- ☐ Having an A-frame sign that does not meet the Town of Gilbert's requirements.
- ☐ Using balloons of any kind outside of the business or attached to signs.

Event Checklist

Get the most from your grand opening or ribbon cutting event by following these steps...

- ☐ Select the date and time for your event. The best days and times for such events are Tuesday, Wednesday, or Thursday at Noon or 4:00 p.m. Saturdays may work if it is a community-related event.
- ☐ Send invitations to your guests at least one week prior to your event.
- ☐ Consult the Town of Gilbert Municipal Code regarding allowable signage for your event.
- ☐ Send a press release to local media about your event.
- ☐ Personally invite the members of the Town Council to attend and say a few words.
- ☐ Be sure to have your business's president/CEO in attendance.
- ☐ Have a guest book for attendees to provide their contact information.
- ☐ Make sure to have enough food and refreshments for your guests.
- ☐ Have door prizes and hold a drawing at your event.
- ☐ Have fun! You want your attendees to remember your event and business.

Additional Tax Information

Arizona Department of Revenue—East Valley Office

275 E. Germann Road, Bldg. 2, Ste. 180
Gilbert, AZ 85297-2917
(480) 545-3500

Provides cashiering services, including TPT payments. Forms and applications available onsite.

Business Links Partners

Town of Gilbert

Development Services Department
90 E. Civic Center Drive
Gilbert, AZ 85296
(480) 503-6700
www.gilbertaz.gov

Gilbert Chamber of Commerce

119 N. Gilbert Road, Ste. 101
Gilbert, AZ 85234
(480) 892-0056
www.gilbertaz.com

For permit applications and additional information, contact the Development Services Department at (480) 503-6700 or visit www.gilbertaz.gov.

Gilbert extended customer service hours for most Town services: 7 a.m. – 6 p.m. Monday – Thursday.

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