Avondale
Development Services

# 4 KEY STEPS FOR
# LOCATING A BUSINESS IN AVONDALE




**There are 4 key steps for locating a business in the City of Avondale. The steps may vary depending on the location and type of business you intend to launch. This guide will help you navigate the basics of choosing a property in Avondale. The 4 key steps to locating a business in Avondale will give you a general idea and help the process run smoothly.**

## 1. PLAN AHEAD

### What is your Business?

- Prepare a written description about the type of business it is with details on your land uses and activities for what your business will do. The business description will help determine where your business can be located and what City codes and requirements may apply such as zoning.
- **When should you contact the City?**
  - Before you sign a lease and buy property.
  - You are ready to look at potential sites for your business.
  - You are working with a realtor or a property owner but have yet to sign a lease.

## 2. IDENTIFY YOUR LOCATION & KNOW YOUR ZONING

### Where would you like to locate your business?

- Know your property's assessor's parcel number and/or site address.
- Know your property's zoning district. Each parcel of land in Avondale has a zoning classification that determines the allowed uses. Every location is unique and limits the types of uses. If you would like to know a property's zoning, please call the Avondale Development Services Department or scan the QR code on the right to access our Zoning Atlas Map.
- **Avondale Development Services Department:** (623) 333-4000
- Review the Avondale Zoning Ordinance's definitions and Zoning District sections, Chapter 28, to determine what uses are permitted by scanning the QR Code to the right.

**Zoning Atlas**

**Zoning Ordinance**




## 3. PERMITS AND LICENSES

### What licenses or permits are required for your business?

- The majority of brick and mortar businesses need a certificate of occupancy (C of O) and a business license before opening to the public.
- Give yourself time. A certificate of occupancy (C of O) from the Development Services Department is only issued after an applicant completes the building permit application process.
- You can learn more about the building permit application process using the QR code on the right.
- A business license application is submitted to the Finance & Budget Department and will be reviewed by other City departments. A business license is generally required if you are seeking to open a brick and mortar business in Avondale. You can learn more about the business license application process by scanning the QR code on the right.
- **What other permits & documents might you need to prepare and receive City approval?**
  - A sign permit for building- and ground-mounted signs, and banners.
  - A site plan including a parking exhibit and an interior floor plan.
  - Depending on the type of use for your business, other permits may be required. Be aware of City, State, and Federal regulations you may need to follow to open a business.
  - If your business sells anything in Avondale, you will likely need a sales tax license with an Avondale location from the Arizona Department of Revenue.

**Building Permit**

**Business License**

## 4. SUBMIT YOUR APPLICATION!

### Are you ready to submit for a building permit and certificate of occupancy?

- To submit your Building Permit application, visit: www.avondaleaz.gov/government/departments/development-services/submit-an-application
- To submit your Business License application, visit: www.avondaleaz.gov/government/departments/finance-budget/business-license

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**Contact Us Today!**
**Phone:** (623) 333-4000