



Sahuarita Business First – Your Partner in Business

Whether you've been in business for years, are a local startup, or a home-based virtual entrepreneur, the Town of Sahuarita is Your Partner in Business. With no impact fees, no general business license fees, and no property tax, Sahuarita is truly a "business friendly" environment. We also offer a wide range of tools, resources, and programs to help your business thrive and succeed:

Starting or Growing Your Business

We provide assistance through

- **Referrals:** We'll direct you to resources.
- **Biz Connect:** We'll connect you with information, one-on-one and ongoing support.
- **Business to Business:** We'll connect you to other Town of Sahuarita businesses.
- **Education:** We offer free workshops and information forums.

Sahuarita Economic Development

SITES • CONNECTIONS • RESOURCES • DATA

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SahuaritaNow.com

Building Sahuarita – Partners in Development

Let us introduce you to the processes required to open a business in Sahuarita, including the applicable tax code and licensing, planning and zoning, building safety, applicable sign regulations, and other information customized for your project.



BizHUB@Townhall – Sahuarita's One-Stop Business Center SahuaritaBizHub.com

BizHUB – located in Town Hall – offers up collaborative work and meeting spaces, plug & work stations, and state of the art technology. BizHUB is also where you can network with others, connect to resources, and attend free how-to workshops. Opening in Spring 2015.



Your Business License

A person or corporation must have a Town of Sahuarita business license to start or carry on a trade, occupation or business within the town limits. There is no cost to apply for or renew a general business license. You must renew your business license annually.

The Planning and Building Department reviews all new business license applications. Once your application is approved, you will receive a license – which must be displayed while conducting business.

Where to Apply or Renew

New applications and renewals are available online or from the Town Clerk:

In person: Town Hall
375 W. Sahuarita Center Way



Go to sahuaritaaz.gov and click on **Doing Business**

For questions or to schedule an appointment, contact the Town Clerk:



520-822-8801



TownClerk@sahuaritaaz.gov

If You Have a Home-Based Business

All home-based businesses must first receive a zoning clearance from the Planning and Building Department prior to applying for a business license.

Note: Some Regulated Businesses Have Additional Requirements

Certain businesses such as door-to-door sales, adult entertainment, street vending, and massage establishments are subject to additional licensing requirements, fees and processing time– in some cases up to six weeks. Contact the Town Clerk for information and applications.

The State's Transaction Privilege Tax (TPT) Applies to Certain Business Activities

Various business activities are subject to a state transaction privilege tax: retail sales, restaurants/bars, hotel/motel (transient lodging), commercial lease, amusements, personal property rentals, contracting, contracting – owner/builders, severance (metal mining), transporting, non-metal mining, job printing, publishing, utilities, communications, and private (rail) car. To apply for your transaction privilege tax license go to www.azdor.gov or call (800) 843-7196.

For More Info...

For more information on property tax assessments, rates, and levies, contact:

Pima County Assessor's Office



520-724-8172



asr.pima.gov

Pima County Treasurer's Office



520-724-8341



pima.gov



- Prepare a business plan
- Incorporate your business or form an LLC
- Obtain your federal tax identification number (also called employer identification number or EIN)
- Obtain a state tax identification number, if applicable
- Obtain necessary business license and permits
- Select an accountant
- Select an attorney
- Open a business account
- Obtain business insurance
- Ensure you comply with government requirements (e.g., unemployment insurance, worker's compensation, OSHA, payroll tax requirements, self-employment taxes, etc.)
- Determine your business location and take these steps:
 - **Home-based:** check zoning requirements
 - **Other location:** Lease office or retail space and obtain the necessary furniture, equipment and supplies
- Create any necessary contracts, service agreements and invoices so you can easily bill customers, track payments and keep records
- Obtain business financing
- Create business cards, letterhead, envelopes, etc.
- Secure a domain name
- Create a website
- Create a marketing plan



More Business Resources

MAC Small Business Development Center (SBDC)



520-620-1241



mac-sa.org/sbdc

Arizona Commerce Authority



602-845-1200



azcommerce.com/start-up

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