



ECONOMIC DEVELOPMENT (ED)

THIS OFFICE WILL GUIDE YOU STEP BY STEP IN OBTAINING YOUR CITY BUSINESS LICENSE.

A) ONE POINT OF CONTACT. ED STAFF IS THE PRIMARY INITIAL CONTACT FOR NEW BUSINESSES LOOKING FOR A PLACE WITHIN THE CITY LIMITS. ED STAFF HAS THE FIRST CONVERSATION WITH THE BUSINESS OWNER/AGENT TO LISTEN AND TO UNDERSTAND THEIR SPECIFIC NEEDS OR TO AID WITH THEIR BUSINESS GOAL EXPRESSED.

1. PRIOR TO SIGNING A LEASE AGREEMENT, CHECK IF YOUR BUSINESS IS AN ALLOWED USE AT THE SELECTED SITE LOCATION –LAND OR EXISTING BUILDING.
2. ASSIST WITH PRELIMINARY ZONING RESEARCH.
3. REFER TO NEXT STEP – (2: COMMUNITY DEVELOPMENT FOR REMODELS OR NEW BUILDINGS) OR (3: CITY CLERK OFFICE FOR APPROVED EXISTING BUILDINGS).

COMMUNITY DEVELOPMENT

A) PLANNING. THIS DIVISION ENSURES THAT THE USE OF THE BUSINESS IS AN ALLOWED USE IN THE SUBJECT SITE'S ZONING

B) BUILDING. THIS DIVISION REVIEWS THE BUILDING PLANS, CONDITIONS INSIDE AND OUTSIDE OF THE PROPOSED BUILDING, AND TO ENSURE COMPLIANCE WITH CURRENT ADOPTED CODES.

1. BUILDING INSPECTIONS ARE DONE ACCORDINGLY DEPENDING ON THE PROPOSED BUSINESS USE AND IF IT NEEDS FIXES PRIOR TO BUSINESS OPENING.

C) FIRE INSPECTIONS ARE DONE TO ENSURE THAT THE LOCATION OF THE PROPOSED BUSINESS IS SAFE TO BE OCCUPIED, NUMBER OF BUILDING EXITS, FIRE SPRINKLERS, ETC.

D) CERTIFICATE OF OCCUPANCY (C OF O). IF THE NEW BUSINESS PASSED THE FINAL BUILDING AND FIRE INSPECTIONS, A C OF O WILL BE ISSUED.

CITY CLERK'S OFFICE (CCO)

A) NEW BUSINESS LICENSE APPLICATION. THE CITY CLERK OFFICE RECEIVES AND PROCESSES THE NEW BUSINESS LICENSE APPLICATIONS.

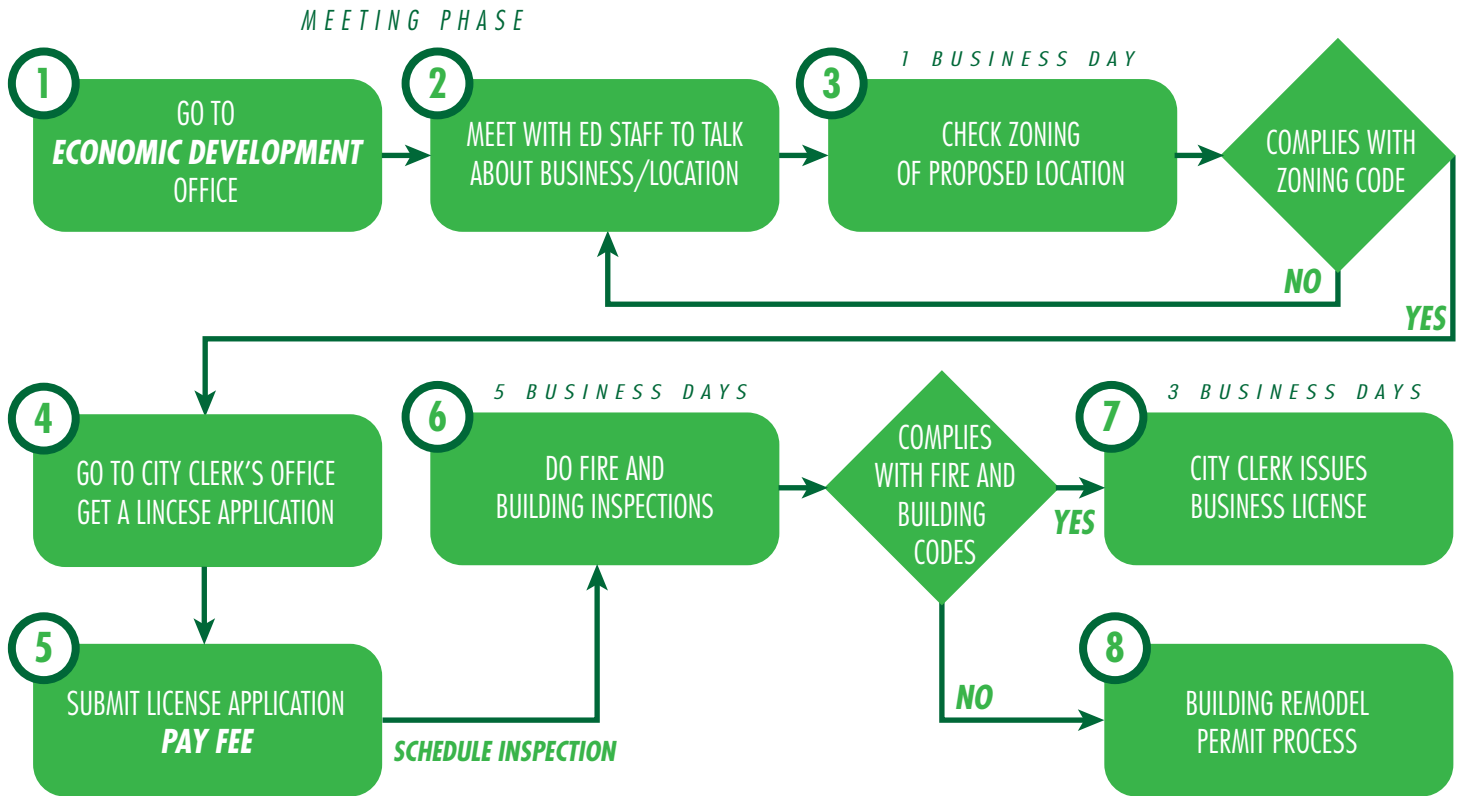
1. ACCELA PERMITS TRACKING SYSTEM. ACCELA IS THE SOFTWARE APPLICATION TO BE USED FOR ENTERING BUSINESS LICENSES APPLICATIONS, STARTING DECEMBER 1, 2019. NEW BUSINESS WORKFLOW IS PART OF THE APPROVAL PROCESS.

2. FEE PAYMENT. CCO STAFF SENDS CUSTOMER TO FINANCE DEPARTMENT TO PAY FOR THE BUSINESS LICENSE APPLICATION. PAYMENT OPTIONS: CASH, CHECK, OR ONLINE PAYMENT. **FINANCE DEPARTMENT** ISSUES A RECEIPT.

3. FIRE & BUILDING INSPECTION. ONCE CCO RECEIVES CONFIRMATION OF FEE PAYMENT, REGULAR FIRE AND BUILDING INSPECTIONS ARE SCHEDULED IN THE ACCELA PERMIT TRACKING SYSTEM – WORKFLOW. IF INSPECTORS FIND THE NEED FOR FIXES THAT NEED PERMITS, APPLICANT IS REFERRED TO COMMUNITY DEVELOPMENT – **STEP 2.**

4. CERTIFICATES. THE CITY CLERK OFFICE ISSUES THE BUSINESS LICENSE CERTIFICATE ONCE THE PERMITS AND INSPECTION HAVE BEEN COMPLETED.

BUSINESS LICENSE APPLICATION STEPS



**TRACKING SYSTEM
PAY ONLINE**

1 BUSINESS DAY



FOR MORE INFORMATION PLEASE CONTACT HECTOR TAPIA, ECONOMIC DEVELOPMENT DIRECTOR
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