

Your first 60 days prior to opening your doors CHECKLIST

- Register your trade name** with the Secretary of State. You can obtain this form online at www.azsos.gov or walk-in service is located at 14 N. 18th Ave., Phoenix, AZ. The fee is \$10.00
- Register your business** with the Town of Gilbert. You can obtain this form online at www.ci.gilbert.az.us or by contacting Community Development at 480-503-6700. The fee is \$30.00
- If your business is not home based you will need a **certificate of occupancy** (C of O). You can obtain this form online at www.ci.gilbert.az.us or by contacting Community Development at 480-503-6700. The fee is \$105.00. When you apply for your C of O you will be prompted to register your business.
- If changes are being made to the office/building you will need a **tenant improvement permit** from the town. Once changes have been completed you will receive your certificate of occupancy.
- A permit is needed for your **“Grand Opening”** banner which is one time only and good for 90 days.
- A permit is needed for your **permanent signage**.
- You may have an **A-Frame sign** made but check for requirements first which can be found on the Gilbert Chamber of Commerce website www.gilbertaz.com.
- A permit is required for a **quarterly banner** which is good for 30 days.

*Permits can be applied for through the Town of Gilbert. Applications can be found online at www.ci.gilbert.az.us or call 480-503-6700

Getting the most from your Ribbon Cutting/Grand Opening Ceremony CHECKLIST



- Work closely with the **Gilbert Chamber** professional staff
- Send **invitations** to your guests a week and a half to two weeks prior to the event
- Send a **press release**
- Personally invite the members of the **Town Council** to attend and say a few words
- Have your **President/CEO** there
- Have a **guest book** for your guests to provide their contact information. Be sure to include a statement that their information will not be sold
- Best times** for this event are Tuesday through Thursday at 12:00pm or 4:00pm
- Make sure to have enough **food and refreshments**
- Have **door prizes**
- Have fun.** You want people to remember your event and service

Avoid These Common Mistakes to Ensure a Smooth Opening



Not **registering your business** with the Town of Gilbert



Failing to apply for a **tenant improvement permit**



Not getting your **certificate of occupancy**



Putting up a banner without applying for a permit first



Having an **A-Frame sign made** that does not meet the Town of Gilbert requirements



Using **balloons** of any kind outside of the business or attached to signs

Resources

Gilbert Chamber of Commerce
www.gilbertaz.com

Town of Gilbert
www.ci.gilbert.az.us

Secretary of State
www.azsos.gov