

## 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.
- 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.



**Raise Awareness.**

**Receive Marketing.**

**Support Your Community.**

The *Shop Gilbert* campaign is a grassroots effort to encourage residents to put their money where their house is and keep tax dollars in Gilbert.

Register your business today and receive a free business profile in the Gilbert Republic. You will also receive a *Shop Gilbert* decal to communicate your involvement in the campaign at no cost to you.

To learn more about the Shop Gilbert program and for a list of participating businesses, visit [www.gilbertaz.com/ShopGilbert](http://www.gilbertaz.com/ShopGilbert).

**Shop Gilbert is sponsored by:**



**THE GILBERT REPUBLIC**  
[gilbert.azcentral.com](http://gilbert.azcentral.com)



YOUR BUSINESS COMMUNITY ADVOCATE

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**Business Links,**  
*a partnership between the Town of Gilbert and the Gilbert Chamber of Commerce.*

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## 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 [www.azsos.gov](http://www.azsos.gov). The fee is \$10.
- Register your business** with the Town of Gilbert. You can obtain this form online at [www.ci.gilbert.az.us/eservices/business/default.cfm](http://www.ci.gilbert.az.us/eservices/business/default.cfm). The fee is \$36.
- A Certificate of Occupancy** is required for any business other than a home-based business. You can obtain this application online at [www.ci.gilbert.az.us/eservices/business/default.cfm](http://www.ci.gilbert.az.us/eservices/business/default.cfm).
- 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.ci.gilbert.az.us/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.ci.gilbert.az.us/planning/pdf/04-4-Sign-Regulations032708.pdf>.
- A-Frame sign usage** is regulated by the Town of Gilbert. Review specific guidelines prior to ordering your sign at <http://www.ci.gilbert.az.us/planning/pdf/Article4.4SignRegsAMD12-30-08.pdf>.

## Certificate of Occupancy

A Certificate of Occupancy is required for any business other than a home-based business. Follow these steps to obtain a final Certificate of Occupancy.

1. **Register your business** with the Town of Gilbert. This business registration form must accompany the Certificate of Occupancy or Tenant Improvement permit application. You can obtain this form online at [www.ci.gilbert.az.us/eservices/business/default.cfm](http://www.ci.gilbert.az.us/eservices/business/default.cfm). The fee is \$36.
2. **Apply for a Certificate of Occupancy** or Tenant Improvement permit. Apply for a Certificate of Occupancy permit if no improvements are being made or a Tenant Improvement permit if improvements are being made. You can obtain these forms online at <http://www.ci.gilbert.az.us/eservices/building/default.cfm>.
3. **Receive a Certificate of Occupancy Permit** or Tenant Improvement permit. This is not your final Certificate of Occupancy. This is the time to prepare for your inspection or begin tenant improvements prior to move-in.
4. **Request an inspection.** Schedule an inspection upon receipt of your Certificate of Occupancy permit or as outlined under your Tenant Improvement permit. To schedule an inspection, contact Inspection and Compliance at (480) 503-6487. A final Certificate of Occupancy cannot be issued without an inspection.
5. **Receive a final Certificate of Occupancy.** Upon passing inspection, you will receive a final Certificate of Occupancy by mail.
6. **Display the final Certificate of Occupancy.** Upon receiving your final Certificate of Occupancy, display it in a conspicuous place within your place of business.

## 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 can be obtained online at [http://www.revenue.state.az.us/ADOR\\_Forms/70-79/74-4002\\_fillable.pdf](http://www.revenue.state.az.us/ADOR_Forms/70-79/74-4002_fillable.pdf).

**How To Pay Gilbert Tax:**

Report Gilbert tax on your State form TPT-1. A copy is available online at [http://www.revenue.state.az.us/ADOR\\_Forms/60-69/60-1046\\_fillable.pdf](http://www.revenue.state.az.us/ADOR_Forms/60-69/60-1046_fillable.pdf).

**Taxes Collected/Paid by Your Business May Include:**

- Bed Tax**  
<http://www.azdor.gov/ResearchStats/rulings/tpr94-5.htm>
- Business Personal Property Tax**  
<http://www.maricopa.gov/assessor/BusinessPersonalProperty.aspx>
- Commercial and Residential Rental Tax**  
<http://www.ci.gilbert.az.us/eservices/finance/pdf/CommResidRentalTax060908.pdf>
- Construction and Contracting Tax**  
<http://www.ci.gilbert.az.us/eservices/finance/pdf/ConstructionTax060908.pdf>
- Food and Beverage Tax**
- Other**  
<http://www.ci.gilbert.az.us/eservices/finance/pdf/TaxableSales060908.pdf>

For more information regarding taxes, please visit [www.ci.gilbert.az.us/salestax](http://www.ci.gilbert.az.us/salestax) or call (480) 503-6852.

## 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.
- Making tenant improvements without a Tenant Improvement permit.
- Not getting your final Certificate of Occupancy.
- 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.

## Other Resources

**Arizona Department of Revenue—East Valley**  
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.ci.gilbert.az.us](http://www.ci.gilbert.az.us)

**Gilbert Chamber of Commerce**  
119 N. Gilbert Rd., Ste. 101  
Gilbert, AZ 85234  
(480) 892-0056  
[www.gilbertaz.com](http://www.gilbertaz.com)

For permit applications and additional information, contact the Development Services Department at (480) 503-6700 or visit [www.ci.gilbert.az.us](http://www.ci.gilbert.az.us).