

HOW TO START A BUSINESS

IN 4 KEY POINTS



CITY OF
MARICOPA
PROUD HISTORY • PROSPEROUS FUTURE

Development Services Department

Rev. 11/2025

This is a guide that will break down the basic steps in the process of starting a business. This guide will help navigate the application process, licenses, permits, and contact information.

1.

Plan Ahead and Verify Zoning Location:

When Should You Start To Contact the City?

- You are looking at potential sites/location for your business.
- You are currently working with a property owner or realtor but have yet to sign a lease.
- Before purchasing a property.

Zoning Map:

- Please click [HERE](#) to verify zoning for your property.
- When you have arrived at the designated page, type in the address in the sidebar on the top left corner. Press “Enter” on keyboard. Click on the searched up parcel/area of land and “Zoom to” on the popped up white box with information to verify if it is applicable for your type of business. Example: Red Colored Land = “General Business Zone”- Restaurants, retail, and etc..
- Press this link [HERE](#) to go over the ordinance of Maricopa’s City Codes, definition, and Zoning District Sections (Chapter 28) to analyze what land use are permitted depending on your type of business.

**For further assistance, please contact the Planning and Zoning Department*
PHONE NUMBER: 520-316-6928*

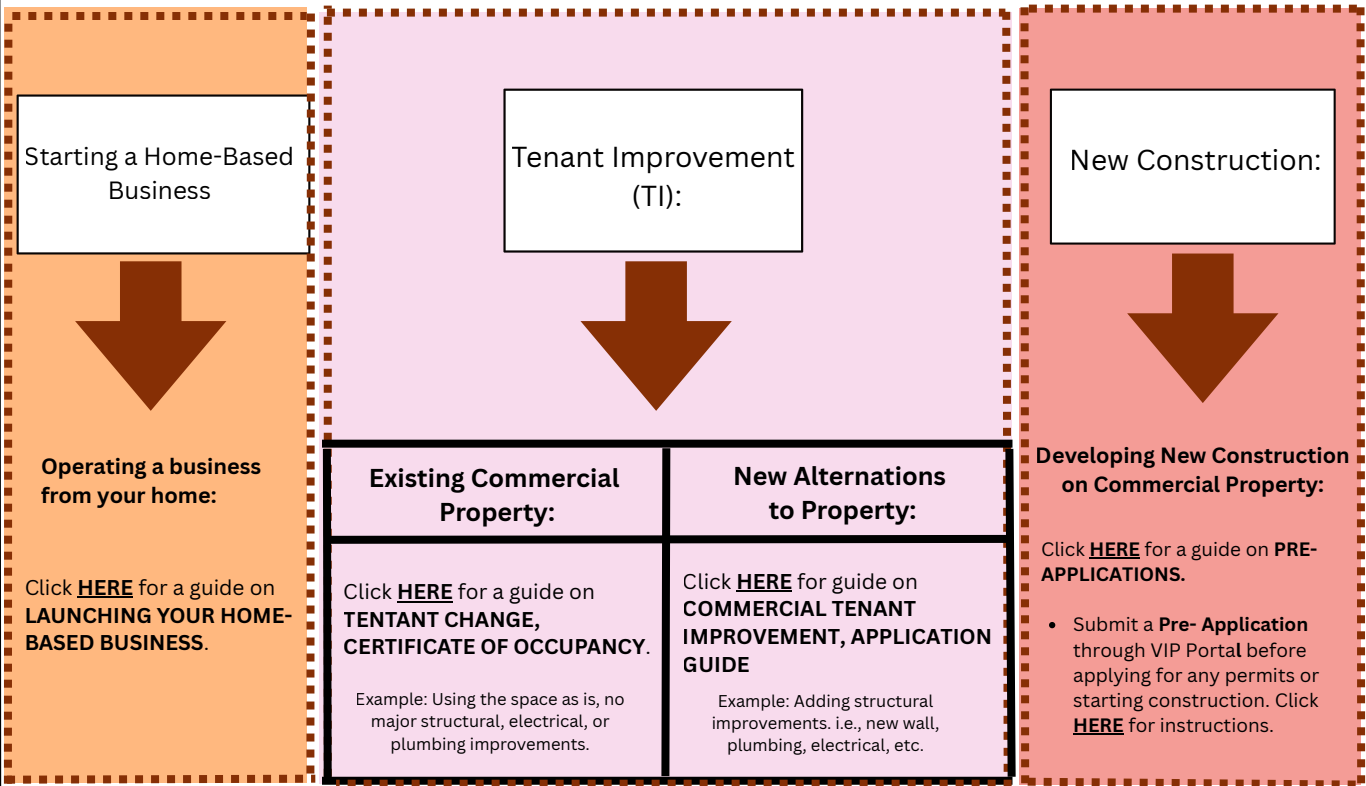
2.

What is your Proposed Business Type?

A.

B.

C.



39700 W. Civic Center Plaza
Maricopa, AZ 85138
Ph: 520.568.9098
Fx: 520.568.9120
www.maricopa-az.gov



3.

How to Apply and Start your Application:

1. To begin, please make an account in the city's [VIP PORTAL](#), click [HERE](#) and follow the guide. If you have an account already, go ahead and log in with your Username and Password.

2. Click "Apply Online".

3. Click the category that applies to your business and select from there.

Home Occupation Permit:

- Click on the category, "PLANNING AND ZONING (SIGNS, PRE-APPLICATIONS, ZONING, ETC.), then click the circle on the left next to the words "HOME OCCUPATION PERMIT". Then click "Next" on the bottom right corner of your screen.

Certificate of Occupancy:

- Click the category, "BUILDING PERMITS (COMMERCIAL PROJECTS)", then click the circle on the left next to the words that says, "COMMERCIAL CERTIFICATE OF OCCUPANCY". Then click "Next" on the bottom right corner of your screen.

Commercial Tenant Improvement:

- Click on the category, "BUILDING PERMITS (COMMERCIAL PROJECTS), then click the circle on the left next to the words "COMMERCIAL TENANT IMPROVEMENT". Then click "Next" on the bottom right corner of your screen. Click [HERE](#) for a step by step guide.

Pre-Application Conference:

- Click on the category, "PLANNING AND ZONING (SIGNS, PRE-APPLICATIONS, ZONING, ETC.), then click the circle on the left next to the words "COMMERCIAL TENANT IMPROVEMENT". Then click "Next" on the bottom right corner of your screen. Click [HERE](#) for a step by step guide.

4. Follow the instructions from there and fill out the application provided in the VIP Portal and press submit at the bottom when finished.

4.

Enjoy!

For any questions or concerns, please contact:

Development Services Department

EMAIL: dsd@maricopa-az.gov

PHONE NUMBER: (520)-316-6920

Staff Availability: Open: Monday – Thursday
(Closed on Friday and Holidays)

Hours: 7 a.m. to 6 p.m.

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