

anthem

community council

New Business Checklist

Congratulations on opening a business in Anthem! Follow the steps below to ensure compliance and to aid in expediting the process to opening.

- ✓ Verify that your property is in either the City of Phoenix (East of I-17) or Maricopa County (West of I-17) and properly zoned for your business by contacting the City of Phoenix (602-262-7811) or Maricopa County Planning & Development Departments (602-506-3301).
- ✓ Apply for permanent or temporary signage approval from the Anthem Community Council (contact information below).
- ✓ Verify Business License with the City of Phoenix or Maricopa County.
- ✓ If preparing or serving food, contact the Maricopa County, Arizona Food Establishment Permits: 1-800-679-3611.
- ✓ If serving alcoholic beverages, apply for a liquor license with the Arizona Department of Liquor License and Control: 602-542-5141.
- ✓ Contact the Building Services or Development Departments if you will be making any improvements that will require building, plumbing, electrical or mechanical permits (contact information in first bullet).
- ✓ List your business on the Anthem community website Business Directory: OnlineAtAnthem.com/business.
- ✓ Provide your contact information to the Anthem Community Council Business Services Department for the Commercial Properties Database: tsmith@anthemcouncil.com.
- ✓ Contact the Anthem Area Chamber of Commerce (to learn about member benefits, including a Grand Opening/Ribbon Cutting at your location): AnthemAreaChamber.org.

Contact

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