

BUSINESS CHECKLIST



City Of Sedona
Community Development Department
102 Roadrunner Drive Sedona, AZ 86336
(928) 282-1154 • www.sedonaaz.gov/CD

Whether you are starting a new business or expanding your existing business, this is the place to start. Your business is important to our community, and we want to work with you to make sure your business succeeds. There are a number of steps a business owner must take before opening, and the following is a summary of each of those steps. We're here to help - call us: Community Development at 282-1154 or Economic Development at 203-5117; or stop by City Hall at 102 Roadrunner Dr.

BUSINESS LICENSE[§]

Businesses operating within the city limits, including businesses operated out of a home must have a current business license issued by the city. The annual fee for a license is \$50.

Contact: City of Sedona Finance Department, 928-204-7185, Email: businesslicense@SedonaAZ.gov.

SITE SELECTION

Commercial properties are zoned for different types of businesses and it is important to know the allowable uses and restrictions of a property before making a decision to purchase or lease. Please call us before you decide where to locate your business.

ZONING

Determine the zoning for the property - call us or use the GIS Map Viewer on the city's website (www.sedonaaz.gov).

PARKING

The amount of parking required will be based on the type of business. Certain businesses have minimum parking requirements and some properties may have parking limitations. We can tell you what's required.

WASTEWATER

Some types of businesses may require additional wastewater capacity. To apply for commercial wastewater service call 928-204-7205 or go to the city's website.

PERMITS

Prior to opening for business - whether new or relocating - an approved Tenant Occupancy Permit and a Certificate of Occupancy are required. Permit applications are available at city hall or may be downloaded from the city website.

Tenant Occupancy Permit[§]

This is required for all new businesses and those moving to a new location. The purpose of this permit is to verify that the type of business is an allowed use for the property, parking is adequate, wastewater fees are paid, and the building is safe to occupy.

Tenant Improvement Permit[§]

If you are making improvements or alterations to a building, you will need a Tenant Improvement Permit. This is required for any construction, remodeling, or renovations to the interior or exterior of a commercial building.

Inspections

The city Building Inspector and Fire Marshal (see below) will visit the property and review the building to ensure that it is safe to open for business. After the building passes inspections a Certificate of Occupancy will be issued which will allow you to open for business.

Certificate of Occupancy

This is required to open for business. The city will issue a Certificate of Occupancy after the building passes inspections by the Building Inspector and the Fire Marshal.

[§]Requires a Fee

☐ FIRE SAFETY

Businesses must have a fire inspection completed by the Fire Marshal to ensure that your plans and fire system meet Sedona's fire code. This applies to new construction, remodels, and renovations of existing buildings.

Contact: Sedona Fire District 928-282-6800, www.sedonafire.org, 2860 Southwest Drive

☐ SIGN PERMIT[§]

If you are installing new signs or changing an existing sign, you will need a sign permit. The city's sign regulations are set forth in Article 11 of the Land Development Code which includes standards on placement, colors, materials, and sign type. Call us when deciding on a sign design *before* creating the sign.

☐ ACCESSIBILITY

Your business will need to comply with the American with Disabilities Act (ADA).

☐ FOOD BUSINESSES

If your business will be serving food, you will need to meet County health requirements. If your business is in Yavapai County, go to Yavapai County Environmental Health for more information. In Coconino County, contact: Coconino County Public Health Services District, 928-679-7272, 2625 N. King Street, Flagstaff.

☐ LIQUOR LICENSE[§]

If your business will purchase, store, serve, or provide liquor, you will need to be licensed by the State – contact the Arizona Department of Liquor. If you will be holding a special event that will serve liquor, the City requires Special Event Liquor Licenses; see the Special Events Liquor License Permit Policy.

Contact the Community Development Department 928-282-1154 and contact: Arizona Department of Liquor: www.azliquor.gov

☐ SPECIAL EVENTS[§]

If you are considering holding a special event or activity, you may need a Temporary Use Permit. Call or stop by for assistance with permits for your event.

☐ UTILITIES

There is a list of utility providers on the city's utility webpage with contact information.

Wastewater (sewer). Wastewater service in most of Sedona is provided by the City of Sedona. See the information above about wastewater capacity.

Water. There are several private companies that provide water services. The Arizona Water Company serves most of Sedona, as well as several other companies such as the Oak Creek Water Company.

Electric and Gas. The provider of electricity throughout Sedona is APS. The natural gas provider is Unisource Energy Services.

Garbage. Trash collection in Sedona is offered by a variety of private companies.

CODE COMPLIANCE

The City's Land Development Code and the City Code have a variety of regulations that may affect your business. There are standards on building height, landscaping, parking, lighting, and signs. Below are several issues to consider as you prepare to open.

LIGHTING

Sedona is a designated International Dark Sky City, and the Outdoor Lighting Code provides standards for outdoor lighting that will be energy efficient and dark sky compliant. If you are replacing a light fixture or installing new lights, please refer to Article 9, Section 910 of the Land Development Code.

NOISE

The community values a quiet environment, especially at night. There are sound level limits for different times of the day which vary by zoning classification (see Chapter 8.25 of the City Code).

HOME OCCUPATION

A home occupation is a business, profession or other economic activity conducted full- or part-time in the principal residence of the person conducting the business. Please refer to Article 9, Section 915 of the Land Development Code for details.