Chapter 1 – First Points of Contact

Office of Economic Development
City of Mesa
Mesa City Plaza Building
20 E. Main St., Suite 200
Mesa, AZ 85102
Phone: 480-644-2398
Email: econdev.info@mesaaz.gov
LinkedIn: City of Mesa Office of Economic Development
Twitter: @MesaEconDev
Website: www.selectmesa.com

Determining where to start is not always easy. If you aren’t sure who to contact, or what steps to take, Mesa’s Office of Economic Development is a great place to begin.

Our Economic Development staff will be happy to assist you in determining a path to start your business, expand an existing business, or find a new location. The Office of Economic Development offers businesses an ombudsmen service to assist with the City’s development process, increase understanding of regulations and assess project needs. Staff can also provide introductions to other departments or additional resources.

The Office of Economic Development has services designed for both new and existing businesses – from small entrepreneurial operations to Fortune 500 firms. Services include confidential consolations, assistance with site selection, introduction to private and public sector development and real estate representatives, and acting as a resource in providing vital demographic information to assist potential new businesses with location and expansion decisions.

Mesa’s Office of Economic Development actively promotes and preserves the economic strength of the city to ensure that Mesa is the preferred location for new, existing and expanding organizations.
**Mesa Chamber of Commerce**

165 N. Centennial Way, Suite 208  
Mesa, AZ 85201  
Phone: 480-969-1307  
Email: info@mesachamber.org  
Website: www.mesachamber.org

The Mesa Chamber of Commerce is a private, nonprofit business organization. Since 1912, the Mesa Chamber of Commerce has been a leading advocate for businesses. The Chamber also acts as an expert in resolution of public policy issues affecting the business community at a local, county or state level. As one of the largest Chambers in the state, the organization offers members many opportunities to market their businesses and to enhance their business skills through individual counseling, group workshops and networking activities.

**City of Mesa Libraries Main Office**

65 E. First St.  
Mesa, AZ 85201  
Phone: 480-644-3100  
Website: www.mesalibrary.org

Mesa’s Main Library is a great business resource featuring various business materials, government and legal documents and “how to” publications on such topics as starting a business, obtaining financing and writing a business plan. The library has an abundance of resources for conducting market research and feasibility studies, including electronic databases users may access from the library, home or office.

The Mesa Library website offers resource links to many business assistance agencies. Staff can help with locating material and conducting database searches if necessary. For more information concerning the assistance offered by the Main Mesa Library, contact the Business Librarian at 480-644-2207.

**Historic Preservation Office**

55 N. Center St.  
Mesa, AZ 85201  
Phone: 480-644-2181  
Website: www.mesaaz.gov/residents/historic-preservation

The Historic Preservation Office will point you in the right direction if you are considering rehabilitating an historic property. Commercial historic properties may be eligible for a property tax reeducation as
well as a credit for rehabilitation expenses. Mesa currently has four nationally registered historic districts and other designated properties.

**Downtown Mesa Association**
100 N. Center St.
Mesa, AZ  85201
Phone: 480-890-2613
Email: dma@downtownmesa.com
Website: www.downtownmesa.com

The Downtown Mesa Association is a nonprofit organization that promotes, markets and manages Mesa’s original downtown one square mile (from Mesa Dr. to County Club (E-W) and University to Broadway (N-S)). Services include providing information on available downtown property for sale or lease and business location assistance.

**Arizona Commerce Authority, Small Business Services (SBS)**
1700 W. Washington St., Suite 600
Phoenix, AZ  85007
Phone: 602-845-1200
Email: commerce@azcommerce.com
Website: www.azcommerce.com

The Arizona Business Assistance Center from the Arizona Commerce Authority provides a variety of resources to assist anyone interested in starting, expanding or relocating a business in the state.

**Mesa Tax and Licensing Office**
Municipal Building
55 N. Center St., Lower Level
Mesa, AZ  85201
Phone: 480-644-2316
Liquor Licenses: 480-644-2147

**TRANSACTION PRIVILEGE (SALES) TAX** (Forms are online [https://www.mesaaz.gov/business/tax-audit/tax-information/tax-forms](https://www.mesaaz.gov/business/tax-audit/tax-information/tax-forms)) The City of Mesa imposes a privilege (sales) tax on the gross receipts from certain types of business activities. This is a tax on the “privilege” of doing business, but is often passed on the businesses’ customers as “sales tax.” Gross receipts generated from the following types of business activities are subject to the City of Mesa privilege tax (Note: On January 1, 2015 the State of Arizona took over tax licensing for the City of Mesa):
Taxable activities include but are not limited to the following:

- Advertising
- Amusements, exhibitions, Etc.
- Construction Contracting: Hotels & Motels
- Job Printing; Publishing & Periodical Distribution
- Renting or leasing Real Property
- Renting Tangible Personal Property; Restaurants & Bars
- Retail Sales
- Salons
- Telecommunication Service
- Use Tax

Other Taxable Activities:
Jet Fuel; Manufactured Buildings; Mining; Transporting for Hire; Timbering & Extraction; Utility Services

The application fee for a privilege (sales) tax license is $20.

Mesa’s privilege tax rate is 2 percent of the gross income generated from the various business activities less allowable deductions. Deductions vary by taxable activity. Businesses must maintain adequate records and documentation to support income and deductions. Privilege taxes are due and payable on or before the 20th of the month succeeding the period in which the tax accrues. Tax must be reported on a City of Mesa Transaction Privilege Tax and Use Tax Return.

TRANSIENT OCCUPANCY TAX
Mesa motel and hotel owner/operators also need a Transient Occupancy Tax License. The tax is 5 percent of the rate amount per room occupied per day or any portion of a day for the first 29 days.

SPECIALTY LICENSES
City of Mesa specialty licenses are required for:

- Antique dealers
- Auctioneers
- Bingo
- Fireworks
- Fortune tellers
- Liquor sales
- Massage Establishments
- Off-track Betting
- Park & Swap Operations
- Pawnbrokers
- Peddlers
- Scrap metal dealer
- Sexually-oriented Businesses
- Solicitors
- Special Events
- Teen Dance Halls
- Tent/Canopy
- Transient Merchants
Applications for these licenses can be obtained through the Licensing Office at 55 N. Center St. or at https://www.mesaaz.gov/business/licensing. Fingerprints and photos may be required.

LIQUOR LICENSES

The State of Arizona regulates liquor licenses. Applications are obtained from the Department of Liquor Licenses and Control, 800 W. Washington St., 5th Floor, Phoenix, AZ 85007, 602-542-5141. The State forwards a copy of your application to the City for processing. A Public Notice will be posted at the business location for 20 days, and the application will go before the City Council for consideration. The City of Mesa has 60 days from the filing date with the Department of Liquor to recommend approval or denial of the application. The City then informs the State Liquor Board of its decision. The State Liquor Board will then act upon that recommendation.

State and Federal Tax, Licensing & Tax Incentives

Arizona Department of Revenue (ADOR)
1600 W. Monroe St.
Phoenix, AZ 85007-2650
Corporate Income Taxes: 602-255-3381, 1-800-352-4090
Business Taxes and Licensing: 602-255-2060, 1-800-843-7196
Problems & Resolutions: 602-716-6025
Forms by Phone: 602-542-4260
Website: www.azdor.gov

The State of Arizona requires additional business licenses and employer identification numbers based on the type and structure of a business. The Arizona Department of Revenue (East Valley) can assist business owners in determining which taxes and licenses a business may be responsible for paying. The Arizona Department of Revenue also offers several tax credits for business activities.

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Questions regarding these credits or any other tax credits should be directed to the Arizona Department of Revenue.

**State and Federal Taxes, Internal Revenue Service**

1818 Southern Ave.
Mesa, AZ 85204
Phone: 480-503-7355

The Internal Revenue Service can assist business owners with specific questions concerning federal tax rules and regulations.