



ARIZONA ARTISANS COLLECTIVE

Licenses / Permits for Arizona Artisans and Makers

5-Steps to Making it “Legit”

Step #1: Register your Business Name/DBA

- This is definitely optional. But it’s a good idea if you aren’t going to incorporate.

“Filing a trade name registers a business name for public record. A trade name is similar to a “doing business as” (“DBA”) name, and is not legally required but is an acceptable business practice. A trade name does not grant exclusive rights to a business name, nor is a trade name similar to a corporation or limited liability company (“LLC”). If you want to file a corporation or LLC, you need to file with the Arizona Corporation Commission.”

Be sure to use Best Practices and Concepts in naming your business – for more guidance, refer to the *Arizona Artisans Collective* Workshop content.

- Check your Trade Name first – to ensure it is unique: [check name](#)
- Check your Trade Name on-line as well – via a google search and also via a domain registrar – for the same reason. You want to be sure it is going to be unique before you get going. Consider using a search service as well, like www.knowem.com
- Register your name with [Secretary of State](#).
- Secretary of State [fees/forms/timelines](#)

Step #2: Consider registering your Trade Mark

- This is definitely optional. But it’s a good idea if you aren’t going to incorporate.

Be sure to use Best Practices and Concepts in developing your logo/trade mark for your business – for more guidance, refer to the *Arizona Artisans Collective* Workshop content.

- Register with the [Secretary of State](#).

Step #3: Purchase your Domain Name

Whether you are planning to sell your goods on-line or not, we HIGHLY recommend that you create and maintain your own website – with your OWN domain name. It is the most basic form of branding aside from maybe your business card – yes you should have really nice cards too!

It MUST be consistent with your business name – and easy to spell, remember, etc etc.

Be sure to use Best Practices and Concepts in developing your logo/trade mark for your business – for more guidance, refer to the *Arizona Artisans Collective* Workshop content.

At a minimum, purchase the domain name and just keep it for now – so that you don't lose rights to it.

Step #4: Obtain your Business/Wholesale License

“STATE and/or CITY TRANSACTION PRIVILEGE TAX LICENSE(S)

If you are selling a product or engaging in a service subject to transaction privilege tax, you will most likely need to obtain the state transaction privilege tax (TPT) license from the Arizona Department of Revenue (commonly referred to as a sales tax, resale, wholesale, vendor or tax license) and a transaction privilege tax or business/occupational license from the city(ies) in which you are based and/or operate.”

- Application form: [here](#)
- Or file on-line: [here](#)
- Remember to obtain any additional licenses required for a city other than the one you primarily operate in (in the case of markets, shows, or other events that you may vend at). Sometimes that will be mentioned by the event organizer, or they may just expect you to know. Pay attention.
- Remember to renew your license on time each year!

Step #5: Consider incorporating and obtaining a TID or EIN number from the IRS.

- This is not required initially, unless you are hiring employees or need to buy insurance. But this is an important legal mechanism to separate your personal assets from your business and can be done fairly easily.
- For more guidance, refer to the *Arizona Artisans Collective* Workshop content.

General Guide to Taxes in Arizona

If you prefer the fine print – here it is: [Read Business Basics](#)

Note – Important – Please Read.

The above document is only a suggestion of the sequence and type of steps that might be needed to start a business in Arizona. Your particular business, tax, or legal needs may require that you take different action or do things in a different order. The information above is only an overview, and is not intended to provide legal or tax advice or to be a complete resource. We recommend you consult with knowledgeable professionals such as an accountant and an attorney to determine the particular needs of your business.