

**COUNCILMEMBER JEN DUFF – City of Mesa | District 4**

Councilmember Duff is a supportive proponent of business with a passionate focus on Downtown Mesa growth and sustainability. Feel free to reach out to Jen with any questions or thoughts.

- Website: <https://www.mesaaz.gov/government/mayor-council/councilmember-jen-duff>
- PO Box 1466 Mesa, AZ 85211
- Email Councilmember Jen Duff: [Councilmember.Duff@mesaaz.gov](mailto:Councilmember.Duff@mesaaz.gov)
- Email Councilmember Assistant Jessica Potter: [Jessica.Potter@MesaAZ.gov](mailto:Jessica.Potter@MesaAZ.gov)
- Phone: (480) 644-3004

**ECONOMIC DEVELOPMENT – City of Mesa Economic Development Department**

It is the mission of the Office of Economic Development (Mesa OED) to enhance Mesa's economy, creating quality jobs, and increasing per capita income to improve the quality of life for Mesa's residents. Providing valuable information, incentives, programs, and resources for businesses in Mesa.

- Website: <https://www.selectmesa.com/home-econdev>
- Mesa CARES | COVID-19 Relief Programs: <https://www.selectmesa.com/business-environment/mesa-business-assistance-portal>
- Mesa CARES | Technical Assistance Program: <https://www.mesaaz.gov/government/mesa-cares/mesa-cares-small-business-technical-assistance-program>
- 20 East Main St. Mesa, AZ 85201
- Email Contacts: <https://www.selectmesa.com/about/staff>
- Phone: (480) 644-2398

**DOWNTOWN TRANSFORMATION OFFICE – Downtown City of Mesa Connection**

See active projects, explore partnerships, scout redevelopment opportunities, and follow the progress of Mesa's downtown transformation.

- Website: <https://www.mesaaz.gov/business/downtown-transformation>
- Downtown Small Business Attraction Utility Rate Program: <https://www.mesaaz.gov/business/downtown-transformation/do-business-in-downtown/downtown-small-business-attraction-utility-rate-program>
- 20 East Main St. Mesa, AZ 85201 | Monday-Thursday 7am to 6pm.
- Email Downtown Mesa Transformation Manager: [Jeff.McVay@MesaAZ.gov](mailto:Jeff.McVay@MesaAZ.gov)
- Phone: (480) 644-5379

**SMALL BUSINESS ASSISTANCE – City of Mesa Development Services Department**

Development Services, with the support of City Council, offers specialized service focused on the development needs of the community, particularly small business. Heather Omta is available to answer questions, help navigate permit processes, and coordination with City development and expansion requirements for businesses.

- Website: <https://www.mesaaz.gov/business/development-services>
- 55 North Center St. Mesa, AZ 85201
- Contact Small Business Assistant Heather Omta: [Heather.Omta@MesaAZ.gov](mailto:Heather.Omta@MesaAZ.gov)
- Phone: (480) 644-6451 or (480) 644-5600

**ASSOCIATIONS & COOPERATIVE RESOURCES FOR DOWNTOWN MESA****ASIAN CHAMBER INC. – Advocating for Commerce**

Headquartered in Phoenix, Arizona, the Asian Chamber of Commerce Incorporated is passionately dedicated to serving the Arizona Asian American & Pacific Islander community.

- Website: <https://azasianchamber.com/>
- Mesa's Asian District: <https://www.asiandistrictmesa.com/>
- Email: [ceo@azasianchamber.com](mailto:ceo@azasianchamber.com)
- Phone: (602) 529-8475

#### **DOWNTOWN MESA ASSOCIATION – Downtown Mesa**

Events calendar, featured eateries, things to do, artesian connections, and other ways to explore Downtown Mesa!

- Website: <https://www.downtownmesa.com/>
- 100 North Center St. Mesa, AZ 85201
- Email: [Tracey@downtownmesa.com](mailto:Tracey@downtownmesa.com)
- Phone: (480) 890-2613

#### **LOCAL FIRST – Change Starts Locally**

A culture that is best represented by local businesses and the unique experiences that they create. Local First's mission to build that hometown pride that helps people step up and invest in Arizona's economy.

- Website: <https://www.localfirstaz.com/>
- 407 East Roosevelt St. Phoenix, AZ 85004
- Email: [info@localfirstaz.com](mailto:info@localfirstaz.com)
- Phone: (602) 956-0909 Ext. 1

#### **EAST VALLEY HISPANIC CHAMBER OF COMMERCE – Hispanic economic resource in the East Valley**

Providing access to and information about the Hispanic and emerging markets. Promote networking opportunities to facilitate economic growth in the region.

- Website: <https://www.evhcc.org/>
- 120 North Center St. Mesa, AZ 85201
- Email: [info@evhcc.org](mailto:info@evhcc.org)
- Phone: (480) 223-0157

#### **MESA CHAMBER OF COMMERCE – Community Network Group**

The Mesa Chamber of Commerce exists to improve, promote, and advocate for businesses in Mesa.

- Website: <https://www.mesachamber.org/>
- 2651 West Guadalupe Rd. Ste 110 Mesa, AZ 85202
- Contact: <https://www.mesachamber.org/contact/>
- Phone: (480) 659-2363

#### **VISIT MESA – Visitors Association**

Mesa, Arizona is a boundless destination surrounded by the natural Sonoran Desert beauty of Tonto National Forest and the communities of Apache Junction, and Queen Creek. This regional recreation playground boasts an assortment of lifestyle and leisure pursuits for visitors.

- Website: <https://www.visitmesa.com/>
- 120 North Center St. Mesa, AZ 85201
- Email: [info@visitmesa.com](mailto:info@visitmesa.com)
- Phone: (480) 827-4700 or (800) 283-6372

## **CITY OF MESA | DEPARTMENT CONTACT INFORMATION**

#### **ZONING – City of Mesa Planning & Zoning**

Verify city zoning to ensure the business operation is a permissible use for the zoning district.

- Website: <https://www.mesaaz.gov/business/development-services/planning>
- 55 North Center St. Mesa, AZ 85201
- E-Mail: [planning.info@mesaaz.gov](mailto:planning.info@mesaaz.gov)
- Phone: (480) 644-2385

#### **PERMITS – City of Mesa Development Services Department**

Sign Permits, Certificate of Occupancy, Tenant Improvements & Remodeling Permits coordinated through Development Services.

- Website: <https://www.mesaaz.gov/business/development-services>
- 55 North Center St. Mesa, AZ 85201
- Phone: (480) 644-4273

**SALES TAX & LICENSING – City of Mesa Licensing Office**

Some business types may need a specialty license. The City of Mesa Tax and Licensing Department can assist with tax and licensing instructions.

- Website: <http://mesaaz.gov/business/licensing>
- 55 North Center St. Mesa, AZ 85201
- E-Mail: [licensing.info@mesaaz.gov](mailto:licensing.info@mesaaz.gov)
- Phone: (480) 644-2316

Apply for Transaction Privilege Sales & Use Tax (TPT) License through Arizona Department of Revenue (AZDOR) online:  
[www.aztaxes.gov](http://www.aztaxes.gov)

**UTILITIES – City of Mesa Utilities Department**

City of Mesa water, sewer, trash, and electric provider contract information.

- Website: <https://www.mesaaz.gov/residents/my-utility-account>
- Payment and Customer Service Assistance: Payment office: 55 North Center St. Mesa, AZ 85201 -or- 6935 E. Decatur St. Mesa, AZ 85207
- Phone: (480) 644-2221

**ALARMS – City of Mesa Police Alarm Unit**

City of Mesa Alarm Ordinance 6-15 requires alarm permits for all alarm users within city limits.

- Website: <http://www.mesaaz.gov/residents/alarm-permits>
- Payment office: 55 North Center St. Mesa, AZ 85201 -or- 6935 E. Decatur St. Mesa, AZ 85207
- Phone: (480) 644-2699

**FIRE PREVENTION – City of Mesa Fire Department**

Obtain a Fire Safety Operational Permit (FSOP) through the Fire Prevention Division.

- Website: <https://www.mesaaz.gov/business/fire-prevention>
- Payment office: 55 North Center St. Mesa, AZ 85201 -or- 6935 E. Decatur St. Mesa, AZ 85207
- Email: [FirePrevention@mesaaz.gov](mailto:FirePrevention@mesaaz.gov)
- Phone: (480) 644-2622

**GREASE INTERCEPTORS (GREASE TRAPS) – City of Mesa Water Resources**

Restaurant and food truck grease interceptor (grease trap) information, Grease Removal Device (GRD) and Pretreatment Inspection:

- Website: <https://www.mesaaz.gov/residents/water/industrial-pretreatment>
- Email: [Gene.Gonzales@MesaAz.gov](mailto:Gene.Gonzales@MesaAz.gov)
- Phone: (480) 644-5770

**ADDITIONAL COUNTY, STATE, AND FEDERAL RESOURCES**

**ARIZONA SMALL BUSINESS ASSOCIATION & ADMINISTRATION** – Whether you are already up and running or just getting started, the Arizona Small Business Association can help. ASBA provides benefits to the small business community including information, lending, networking, insurance, workshops, and seminars.

**Arizona Small Business Association**

Website: <http://www.asba.com/>

4600 E. Washington St., Suite 340 Phoenix, AZ 85034 | (602) 306-4000

**Small Business Administration Arizona District Office**

Website: <https://www.sba.gov/offices/district/az/phoenix> | (602)-745-7200

**ARIZONA BUSINESS RESOURCES** – Checklists, resource links, form links, guides, programs, webinars, and more.

Website: <https://az.gov/business-resources>

**ARIZONA LICENSED CONTRACTORS** – Find a licensed contractor through the AZ ROC.

**Arizona Registrar of Contractors**

Website: <https://roc.az.gov/contractor-search>

1700 W Washington St, Ste. 105 Phoenix, AZ 85007 | (602) 542-1599

**CORPORATION COMMISSION** – Reserve a business entity name, register a new Corporation or Limited Liability Company (LLC) or update business operation records.

**Arizona Corporation Commission**

Website: <http://www.azcc.gov/>

1200 W. Washington Phoenix, AZ 85007 | (602) 542-3026 | E-Mail: [legaldiv@azcc.gov](mailto:legaldiv@azcc.gov)

**EMPLOYER IDENTIFICATION NUMBER (EIN)**– Apply for Internal Revenue Service (IRS) issued Employer Identification Number (EIN), if applicable, at the IRS Mesa location. Appointment required.

**IRS (Mesa Location)**

Set an appointment online: [www.irs.gov](http://www.irs.gov)

1818 E Southern Ave, Ste 15A Mesa, AZ 85204 | (480) 503-7355 | 844-545-5640

**TRADE NAME & TRADEMARK REGISTRATION** – Protect your intellectual property by registering your trade name, trademark, partnership name, or “Doing Business As” (DBA) name with the state.

**Arizona Secretary of State | Business Services**

Website: <https://www.azsos.gov/>

State Capitol, Executive Tower | 1700 West Washington Street Ste 200 Phoenix, AZ 85007 | (602) 542-4285

E-Mail: <https://www.azsos.gov/contact>

**FOOD ESTABLISHMENTS, FOOD CARTS, AND FOOD SAFETY**– Need to obtain a Food Handlers Card, get a food cart inspected or have general questions? Check out the links to get you started. Note: Maricopa County will no longer issue Food Service Worker cards. Maricopa County still requires all food employees be trained and that documentation of this training be maintained at the food establishment.

**Maricopa County** | 1645 E Roosevelt St Phoenix, AZ 85006 | (602) 506-3301

Email: <https://www.maricopa.gov/FormCenter/Permitting-39/Permitting-Services-278>

**Food & Restaurants | Maricopa County Environmental Services (Health Department)**

Website: <https://esd.maricopa.gov/5114/Food-Restaurants>

**Food Cart Inspection**

Website: <https://www.maricopa.gov/5116/Permit>

**Food Handlers Card Certification**

Website: <https://www.statefoodsafety.com/>

**ARIZONA LIQUOR LICENSE** – The process starts with the State. Once the State has approved the liquor application, the application will be forwarded to the City of Mesa Licensing Office at which time you will be contacted by a City of Mesa representative.

**Arizona Department of Liquor Licenses and Control (DLLC)**

Website: <http://www.azliquor.gov/forms.cfm>

800 W. Washington, 5th Floor Phoenix, AZ 85007 | (602) 542-5141 | E-Mail: <https://azliquor.gov/contact.cfm>