



## Mesa Site Selection Guide

This guide identifies some important questions new businesses should be asking prior to purchasing or leasing space. This guide is not to be considered a comprehensive list of all city codes, regulation or policies that may be part of individual site locations.

### **Important Questions for the Planning Division:**

- What is the Zoning on the property?
- Is my use permitted in the Zoning District?
- Is the property vacant?
  - If vacant, is there an approved site plan on file that must be followed for development?
- What planning related procedures must be completed for my business to be located at this site?
- Is the site I'm considering non-conforming to current site development codes?
- Will my business at the existing location invoke current site development codes due to a change in use of the property or change in occupancy?
  - If so, what will the requirements be and what is the process I must follow?
- I'm planning to some building and façade renovation, are site plan modifications and design review needed?
- I want to create a separate tract on the property for my business, what are the requirements to divide the property and create a new lot?

### **Important Questions for the Building Safety Division:**

- Am I doing any work that would require a permit?
- What is my occupancy classification?
- What was the previous business operation at this site and what occupancy classification was held by that business?
- Does my business change the use or occupancy classification and invoke full building, fire and civil code requirements?
- Do I need construction plans and if so, do they need to be prepared by an Arizona registrant?
- Do I need any clearances from the county or state to obtain a city permit?
- Do I need to use a licensed contractor for the work being proposed?
- Does this site have any special utility, street or engineering fees that must be paid upon development?
- What are permit and impact fees and how can I obtain a City of Mesa Building Safety fee schedule?
- Do I need an Occupancy Verification Permit if I am not doing any work to the site or building?
- What do I need to do if I plan to store and/or use hazardous materials?
- What do I need to do if I plan to utilize high-piled storage (i.e. over 12 feet)?



## Mesa Contact Information

**Office of Economic Development:** Contact the Office of Economic Development if you are interested in opening, expanding or relocating a business in Mesa. The Office of Economic Development can provide information on **property availability, demographics, tax and incentive information** and personalized **business assistance**.

Office of Economic Development  
20 East Main Street, Suite 200  
480-644-2398 (phone)  
[www.mesaaz.gov/economic](http://www.mesaaz.gov/economic)

**Planning Division:** Contact the Planning Division to verify the property you are interested in is **properly zoned** and that you will be allowed to operate your business there. The Planning Department can help you verify if you will be required to make any **on-site improvements** prior to occupying the building in order to bring the property up to current code. The Planning Department can also help verify **parking requirements** and discuss **signage options** for your business.

Planning Division  
55 North Center Street  
480-644-2385  
[www.mesaaz.gov/planning](http://www.mesaaz.gov/planning)

**Development Services:** Contact the Development Services Department to obtain information on how to **start and complete construction projects**. The Development Services Department can provide **cost-saving tips** on how to **expand** or **modify** your building.

Development Services  
55 North Center Street  
480-644-4273  
[www.mesaaz.gov/building\\_safety](http://www.mesaaz.gov/building_safety)

**Tax & Licensing:** Contact the Tax & Licensing Department to determine the type of regulatory **licenses** you will need to operate your business. The Tax & Licensing Department can help ensure your business is in **compliance** with **Transaction Privilege Tax, Use Tax** and **Transient Occupancy Tax**.

Tax & Licensing  
55 North Center Street  
480-644-2316  
[www.mesaaz.gov/salestax](http://www.mesaaz.gov/salestax)