



City of Phoenix
CITY CLERK DEPARTMENT
LICENSE SERVICES

REGULATED BUSINESS LICENSE APPLICATION PROCESSING TIMEFRAMES

(Pursuant to A.R.S. Title 9, Chapter 7, Article 4)

License Type	Administrative Completeness Timeframe	Substantive Review Time Frame	Overall Processing Timeframe	Departmental Review(s) & Fingerprint Requirements				
				Police Department	Planning & Development Department	Neighborhood Services Department	Finance Department	Fingerprints
Amusements:								
■ Coin Operated Game Machines	30 days	60 days	90 days	√				√
■ Rides	30 days	60 days	90 days	√				√
■ Concessionaires	30 days	60 days	90 days	√				√
■ Concession Game Events	Processed in less than 7 days (Must first be licensed as a Concessionaire)							
■ Game Centers	30 days	60 days	90 days	√	√			√
■ Pool Halls	30 days	60 days	90 days	√	√			√
■ Teenage Dancehalls	30 days	60 days	90 days	√	√			√
■ Tags	Processed in less than 7 days (For Coin Operated Game Machines, Rides, & Concession Games)							
Auction Houses	30 days	60 days	90 days	√	√			√
Auction House Relocation	15 days	30 days	45 days		√			
Auctioneers	30 days	60 days	90 days	√				√
Curb Painters	Processed in less than 7 days							
Escort Bureaus	30 days	60 days	90 days	√	√	√		√
Escorts	Processed in less than 7 days							
Massage Establishments	30 days	60 days	90 days	√	√	√		√
Massage Establishment Relocations	30 days	60 days	90 days		√	√		

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Massage Establishment Managers	30 days	60 days	90 days	√				√
Performers:								
■ Adult Cabaret Performers	Processed in less than 7 days							
■ Erotic Entertainers	Processed in less than 7 days							
Sexually Oriented Businesses:								
■ Adult Arcades	15 days	30 days	45 days	√	√	√	√	√
■ Adult Cabarets	15 days	30 days	45 days	√	√	√	√	√
■ Adult Motels	15 days	30 days	45 days	√	√	√	√	√
■ Adult Theaters	15 days	30 days	45 days	√	√	√	√	√
Sexually Oriented Business Managers	30 days	30 days	60 days	√				√
Structured Sober Living Homes	30 days	60 days	90 days	√	√	√	√	√
Structured Sober Living Home Managers	30 days	60 days	90 days	√				√
Vending:								
■ Street Vendors	30 days	60 days	90 days	√				√
■ Mobile Vendors	30 days	60 days	90 days	√		√		√
■ Mobile Vendor Relocation	30 days	60 days	90 days			√		
■ Secondhand Dealers	30 days	60 days	90 days	√	√			√
■ Secondhand Dealer Relocation	15 days	30 days	45 days		√			
■ Scrap Metal Dealers	30 days	60 days	90 days	√	√			√
■ Scrap Metal Dealer Relocation	15 days	15 days	30 days		√			
■ Swap Meet Lots	30 days	60 days	90 days	√	√			
■ Sidewalk Vendors	Processed in less than 7 days (ID Card Only. Must first be awarded a site by the Finance Department)							