**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 for New Applications | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | Police Department | Planning & Development Department | Neighborhood Services Department | Finance Department | Fingerprints (Processed through State Department of Public Safety) |
| **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) | | | | | | | |
| **Action Houses** | 30 days | 60 days | 90 days | √ | √ | | | √ |
| **Auction House Relocation** | 15 days | 15 days | 30 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 | √ | √ | √ | | √ |



Ph: 602.262.4638 #4 ● Fax: 602.495.0783 ● 200 W. Washington St., 1st Fl., Phoenix, AZ, 85003
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Rev.12.31.12

# 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 for New Applications | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | Police Department | Planning & Development Department | Neighborhood Services Department | Finance Department | Fingerprints (Processed through State Department of Public Safety) |
| **Massage Establishment Managers** | Processed in less than 7 days | | | | | | | |
| **Performers:** | | | | | | | | |
| ■ **Adult Cabaret Performers** | Processed in less than 7 days | | | | | | | |
| ■ **Erotic Entertainers** | Processed in less than 7 days | | | | | | | |
| **Sexually Oriented Businesses:** | | | | | | | | |
| ■ **Adult Arcade** | 15 days | 30 days | 45 days | √ | √ | √ | √ | √ |
| ■ **Adult Cabaret** | 15 days | 30 days | 45 days | √ | √ | √ | √ | √ |
| ■ **Adult Motel** | 15 days | 30 days | 45 days | √ | √ | √ | √ | √ |
| ■ **Adult Theater** | 15 days | 30 days | 45 days | √ | √ | √ | √ | √ |
| **Sexually Oriented Business Managers** | 30 days | 30 days | 60 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 | 15 days | 30 days | | √ | | | |
| ■ **Scrap Metal Dealers** | 30 days | 80 days | 110 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) | | | | | | | |



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