



City of Bullhead City
Business Development Guide
July 2010

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Introduction

We are glad you have chosen Bullhead City as the place to operate and grow your business. Businesses, large and small, are the backbone of our economy and we are committed to helping you be successful.

Bullhead City is the one of the fastest growing areas in Mohave County. Centrally located, Bullhead City has become the retail hub for the tri-state area. Bullhead City has a year round population of more than 40,000 and another fifteen thousand visitors flock to the area during the winter months. The tri-state service area has a population of over 200,000. The tri-state consists of the areas between Kingman, Arizona, Needles, California, and Laughlin, Nevada. In addition, more than three million people travel through our community annually.

The City of Bullhead City is in the business of providing the best level of services that we can. This guide is the first step in helping you become acquainted with the many services available to help you reach your business goals and the incentives available.



Chapter 1

First Points of Contact

Bullhead City Development Services Department

Figuring out where to start is not always easy. If you aren't sure who to contact or what steps to take, Bullhead City's Development Services Department is a great place to start.

The Development Services staff will be happy to assist you in determining the path you'll need to take to get your business up and running. They'll also introduce you to other city departments that can provide valuable services to help you along the way.

The Development Services staff can provide basic demographic information, assist you with pertinent land use questions, and introduce you to representatives from the City Manager's office, Finance Department, Bullhead Area Chamber of Commerce (Chamber) and Bullhead Regional Economic Development Authority (BREDA). In addition, infrastructure assistance may be available to development projects that have a large impact on the community.

The Development Services Department for Bullhead City is located at 2355 Trane Road, Bullhead City, AZ 86442. The general phone number is (928) 763-0123. The website is www.bullheadcity.com.

Bullhead City Finance Department

The City of Bullhead City Finance Department administers the business license and sales tax programs.

Every business located in or conducting business within the City is required to be properly licensed prior to its business start date. A license is required for each business location within the city limits owned or operated by a business. Any business having a physical location outside the city limits, but conducts business within the city limits is also required to obtain a business license. If your business activity is retail sales, publishing, job printing, amusement, hotel/motel, transportation, restaurant & bar, rental of commercial real property, rental of residential property to transient occupants, rental of tangible personal property, contracting, advertising, or other taxable business activities, you are required to obtain a Transaction Privilege (Sales) Tax License.

If your business is service-oriented with no products being sold or leased in conjunction with rendering a service, a business license is required. Depending on your type of business, a Special Regulatory License or Liquor License may

also be required. In some cases service-oriented businesses obtain a Transaction Privilege (Sales) Tax License to file and pay use tax.

All business licenses are issued on a fiscal year basis for the period July 1 – June 30. Licenses must be renewed on or before June 30 to avoid any penalties. New businesses approved for city business licenses will be charged a prorated amount for the portion of the first year occurring from the first month of business through the next occurring June 30th.

Due to the fact that some types of licensing require background checks, it is imperative to allow enough lead-time for processing your license prior to opening your business.

Bullhead City's basic privilege tax rate is two percent. The transient occupancy tax rate is three percent. For specific questions on business licenses, tax rates and/or lead-times; please contact Bullhead City's Business License and Tax Division located at 2355 Trane Road, Bullhead City, Arizona 86442. The phone number is (928) 763-0110 and the e-mail is cgardner@bullheadcity.com.

Bullhead City Chamber of Commerce



Through its Small Business Resources, the Bullhead City Chamber of Commerce provides consulting, educational seminars, financial planning and marketing services.

The Bullhead Area Chamber of Commerce is located at 1251 Highway 95, Bullhead City, AZ, 86442. The phone number is (928) 754-4121 or toll free 800-987-7457. The email is info@bullheadchamber.com.

Bullhead Regional Economic Development Authority

The Bullhead Regional Economic Development Authority is a non-profit partner with the City of Bullhead City and private businesses. It is operated by a 25-person Board of Directors made up of a cross section of City officials and private businesses in the area. The Authority is a great resource for those who are looking for information regarding starting a new business or expanding an existing business in the region from Bullhead City to Needles, CA and in between. Information regarding demographics and other statistics, available properties, incentives, and information about the area's workforce are readily available.

The Bullhead Regional Economic Development Authority, Inc is located at 1848 Highway 95, Suite 104, Bullhead City, AZ 86442. The phone number is 928-704-6374 or log onto www.bullheadazeda.com

Arizona Department of Commerce



The Business Assistance Center, a division of the Arizona Department of Commerce (www.azcommerce.com), provides a variety of resources to assist anyone interested in starting, expanding or relocating a business in the state.

The Arizona Business Connection is a resource for license information. The office produces a guide to establishing a business, "Arizona Entrepreneur's Edge", which is available on the website: www.azcommerce.com/smallbus.htm. The state's booklet will serve as a companion reference to this guide.

The office of Minority/Women-Owned Business Enterprise Services acts as a resource and advocate for women and minorities who own businesses by assisting them with the procurement process. The office publishes an on-line directory of women and minority-owned businesses at www.azcommerce.com/mwbedir/minority_women.htm.

The office is located at the Arizona Department of Commerce, 1700 W. Washington St., Suite 600, Phoenix, AZ 85007. The phone number is (602) 771-1176.

Chapter 2

Establishing a Business

Determination of Business Structure

The most common forms of business structures are sole proprietorships, general and limited partnerships, limited liability partnerships, limited liability companies, foreign corporations, C Corporations, and S Corporations. The most beneficial structure for your particular business may be best determined by your attorney or certified public accountant.

A **sole proprietorship** is a business owned by one person plus spouse and is the simplest form of business structure. The owner is personally responsible for all debts, and profits are taxed as personal income.

A **general partnership** is a business owned by two or more people. The owners are personally responsible for all debts of the business.

A **limited partnership** is a business owned by two or more people, with at least one general partner responsible for the operation and liability of the business. Limited partners are not active managers and are not liable for debts of the business.

A **limited liability partnership** is a business owned by two or more people and is a relatively new business structure in Arizona. Professional advice concerning this type of business should be obtained from an Arizona attorney/accountant.

A **limited liability company** provides owners with the protection of a corporation and the single taxation benefits of a partnership.

A **foreign corporation** is a business organized under the laws of another state or country and must be registered to conduct business in Arizona.

A **C Corporation** is the most complex form of business structure. It is formed by law as a separate entity, distinct from the owners of the business, and has its own rights and responsibilities.

An **S Corporation** is not subject to federal corporate income tax. The owners of the business include their shares of the company's profits and losses as part of their personal income.

Registration of Business Name

Registering a business name in Arizona is a simple process. The type of business structure you choose will determine where and how you must register your company name. The three places to register your business name, depending on how your company is organized, are: the Secretary of State's Office, the Mohave County Recorder's Office and the Arizona Corporation Commission.

The Secretary of State's Office issues certificates of business or trade name for a small fee. The Secretary of State's Office is located at 14 N. 18th Ave., Phoenix, AZ 85007. The phone number is (602)542-6187; website: www.sosaz.com.

The Mohave County Recorder's Office issues a certificate of fictitious name, primarily for "Doing Business As" (DBA) titles. This requires filling out a simple form that can be obtained from a stationery or legal forms store. However, this certificate does not protect the business name under the copyrights law. An attorney can advise you regarding business name and trademark protection. The Mohave County Recorder's Office is located at 700 W. Beale Street, Kingman, AZ 86401. The phone number is (928) 753-9141.

The Arizona Corporation Commission is where you need to go if you plan to establish a corporation or limited liability company. The Arizona Corporation Commission is located at 1300 W. Washington St., Phoenix, AZ 85007. The phone number is (602)542-3135; website: www.azcc.gov.

The Commissioner of Patents and Trademarks provides information about obtaining a federal trademark for your company name if you plan on conducting business outside the state. Information may be obtained by writing the Commissioner of Patents and Trademarks, Washington, DC 20231 or by calling (800)786-9199 during normal business hours (Eastern time zone); website: www.uspto.gov.

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Chapter 3

Getting Started in Bullhead City

Bullhead City Development Departments

The City's Development Departments include the departments of Development Services and Public Works. The divisions of Building, Engineering, and Planning and Zoning compliment one another in an effort to insure coordinated growth through planned, quality development within the community.

Staff strongly encourages those interested in starting a business in Bullhead City to meet with representatives of these Departments before leasing, renting, or purchasing any site. There are several city codes that will be applicable to your business and/or location. Staff will gladly assist you with this process and even meet with you at the proposed location to perform a courtesy inspection.

All of the divisions are located at 2355 Trane Road, Bullhead City, AZ, 86442.



Building Division

The Building Division provides information for building activities, coordinates building site plan review with other departments, issues all permits associated with construction, and provides inspection service of the same. This Department also renders technical assistance to the Board of Appeals. The phone number for the Building Division is (928) 763-0124.

Engineering Division

The Engineering Division provides technical assistance and data to all other departments in regards to engineering design guidelines and specifications set forth in the floodplain, grading, and subdivision regulations. The engineering staff also provides research for public projects, in addition to conducting field investigations and participating in civil plan review. The phone number for the Engineering Division is (928) 763-0128.

Planning and Zoning Division

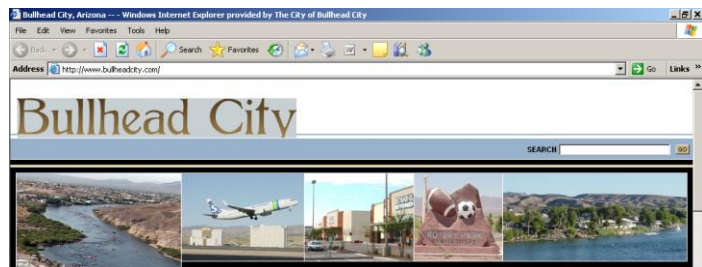
The Planning and Zoning Division provides guidance for future physical growth by rendering technical assistance to the Board of Adjustment, City Council,

Planning and Zoning Commission, and Water Resources Advisory Committee. The Planners consult with architects, developers, and engineers relative to all aspects of land use planning and construction.

This Division updates and amends codes and regulations, processes requests for abandonments, conditional use permits, subdivision reviews, variances, and zoning map changes. In addition, the Division reviews all permits for compliance with all applicable zoning regulations. The phone number for the Planning and Zoning Division is (928) 763-0123.

Bullhead City's Internet Website

Bullhead City's Internet website provides a wealth of information for anyone wanting to open or relocate a business in Bullhead City. The city's website also provides several ways for prospective businesses to contact city officials with questions or requests. Of course, e-mail questions are always welcome, and you can expect a professional response in a timely manner. Visit Bullhead City's website at www.bullheadcity.com. The website also provides links to several other sites that provide helpful information.



Home Occupation Businesses

There are many home occupation businesses operating in Bullhead City. Your home occupation business must comply with the same license and permit requirements as a business located at a commercial site. In addition, your home occupation business must comply with residential zoning laws and any rules outlined by a homeowners' association or deed restrictions.

A "home occupation" is defined as an occupation, profession, activity or use which is clearly customary, incidental, and secondary use of a residential dwelling unit and which does not alter the exterior of the property or affect the residential character of the neighborhood. Home occupations are permitted in residential zoning districts subject to several stipulations.

Most importantly, the home occupation must be conducted within a dwelling or accessory building and must clearly be incidental to the use of the structure as a dwelling. There cannot be any advertising displays, nor can the location of the home occupation be mentioned in a commercial phone directory listing, newspaper, radio, or television promotion. Further, no one outside the family can be employed in the conduct of the home occupation.

For more information about regulations governing home occupation businesses, contact the City's Finance Department located at 2355 Trane Road, Bullhead City, AZ 86442. The phone number is (928) 763-0122. A representative from the Planning and Zoning Division can also answer questions about a home occupation business. They are located at the same address as the Finance Department. The phone number for the Planning and Zoning Division is (928) 763-0123.

Utilities

Several utility companies provide service within the boundaries of Bullhead City. You will need to contact the appropriate provider to establish a new account. Deposit fees vary depending upon the size and type of business. Below is the contact information for each of the utility companies.

Cable/Internet/Telephone

Frontier Communications
927 Hancock Road
Bullhead City, Arizona 86442
Phone: (928) 763-1122

Suddenlink Communications
1049 Hancock Road
Bullhead City, AZ 86442
Phone: (928) 758-4844

Electricity

Mohave Electric Cooperative, Inc.
928 Hancock Road
Bullhead City, Arizona 86430
Phone: (928) 763-1100

Unisource
2498 Airway Avenue
Kingman, AZ 86409
Phone: (928) 681-8913



Gas

Southwest Gas Corporation
1705 Langford Drive
Bullhead City, Arizona 86442
Phone: (928) 763-7766

Trash

Allied Waste Services
967 Hancock Road
Bullhead City, AZ 86442
Phone: (928) 758-0000

Water

Epcor Water Company
860 Gemstone Avenue
Bullhead City, Arizona 86442
Phone: (928) 758-1146

Bermuda Water Company
4544 Highway 95
Bullhead City, AZ 86426
(928) 763-6676

North Mohave Water Company
3640 Highway 95
Bullhead City, AZ 86426
(928) 763-5655

Chapter 4

Regulatory Issues

Environmental Codes and Services

The Bullhead City Fire District is responsible for ensuring compliance to local fire codes by area businesses. Compliance with fire codes is achieved through the review of construction or development plans and an ongoing business inspection program.

Questions should be directed to the Fire Marshal, located in Station 2 at 1230 Highway 95, Bullhead City, AZ 86429. The phone number is (928) 754-2001.



The Arizona Department of Environmental Quality has a special program in place to help ensure that small businesses comply with environmental rules and regulations. The Compliance Assistance Program is separate from the department's inspection and enforcement divisions and is designed to relieve concern in dealing with a state regulatory agency for answers to environmental questions.

The Arizona Department of Environmental Quality is located at 3033 N. Central Ave., Phoenix, AZ 85012. The phone number is (602) 207-2300.

Restaurant and Food-Related Businesses

If you are opening a restaurant or any other type of establishment that serves food and drink, a permit is required from the Mohave County Environmental Health Department. Your business also must comply with Mohave County rules and regulations established for food handlers and food facilities. The Mohave County Environmental Health Department is located at 1130 Hancock Road, Bullhead City, AZ 86442. The phone number is (928) 758-0704.

Business owners must apply to the City of Bullhead City to operate a restaurant and food-related business and/or establishment that serves or sales liquor. You need to check to make sure the property is properly zoned for a liquor license. If it is not, you will need to contact the Development Services Department, Planning and Zoning Division at (928) 763-0123 for rezoning procedures.

You must also contact the City's Finance Department for any specific requirements related to operating a restaurant and to apply for a privilege (sales) tax license.

Liquor licenses are issued by the Arizona Department of Liquor Licenses & Control, located at 800 W. Washington St., 5th Floor, Phoenix, AZ 85007. The phone number is (602) 542-5141.

Workers' Compensation Insurance

Workers' Compensation Insurance is administered by the Arizona Industrial Commission. The purpose of the insurance is to provide medical benefits and compensation to covered employees injured in work-related accidents. If you have employees, you must carry Workers' Compensation Insurance and bear the entire cost of that insurance.



You may choose to insure your employees through the State Compensation Fund, an authorized insurance carrier, or by qualifying with the Arizona Industrial Commission as a self-insurer.

For additional information on Workers' Compensation Insurance, contact the State Compensation Fund, 3030 N. Third St., Suite 110, Phoenix, AZ 85012. The phone number is (602) 631-2900.

For information regarding requirements to qualify as a self-insurer, contact the Arizona Industrial Commission, located at 800 W. Washington St., Phoenix, AZ 85008; phone number is (602) 542-1836.

Chapter 5

Expenditures for Economic Development

Arizona Revised Statutes §9-500.11 sets forth the provisions that the City must follow when appropriating and spending public monies for and in connection with economic development activities. The mechanism used to allow the economic development activities is a retail development tax incentive agreement.

The definitions listed below are applicable to the provisions of §9-500.11 and help to clarify the discussion in this Chapter.

1. "Economic development activities" means any project, assistance, undertaking, program or study, whether within or outside the boundaries of the city or town, including acquisition, improvement, redevelopment, leasing or conveyance of improved or unimproved real or personal property or other activity, that the governing body of the city or town has found and determined will assist in the creation or retention of jobs or will otherwise improve or enhance the economic welfare of the inhabitants of the city or town.
2. "Expenditure" includes any waiver, exemption, deduction, credit, rebate, discount, deferral or other abatement or reduction of the normal municipal tax liability that otherwise applies to similar existing business entities and properties in that city or town, however denominated, computed or applied, and that is generally understood as an inducement to locate a business facility or other operation in the city or town.
3. "Retail" means the sale of tangible personal property, except the sale of tangible personal property to a person who is engaged in the business of selling such property.
4. "Retail development activities" means those economic development activities that involve the acquisition, improvement, leasing or conveyance of improved or unimproved real or personal property or other activity to facilitate the sale of goods at retail, including the sale of automobiles, or to facilitate other activities, including theater and restaurant development, that generate revenues that are subject to municipal transaction privilege taxation.
5. "Retail development tax incentive agreement" means an agreement between a city or town and a person engaged in or planning to engage in retail development activities within that city or town in which the city or town agrees to pay, refund, credit, rebate or otherwise provide to that

person all or a portion of the sales, use or transaction privilege taxes payable to that city or town in connection with the construction, development or operation of the retail development activities.

Before the City can enter into a retail development tax incentive agreement, the governing body must make a finding by a simple majority vote without the use of consent calendar that addresses both of the items listed below.

1. The proposed tax incentive is anticipated to raise more revenue than the amount of the incentive within the duration of the agreement.
2. In the absence of a tax incentive, the retail business facility or similar retail business facility would not locate in the city or town in the same time, place or manner.

These items must be verified by an independent third party before the City can enter into the agreement. Further, the person or business entity receiving the agreement cannot finance the independent third party verification of the findings or have input into the selection of the independent third party verifying the findings. The City cannot enter into this type of agreement if the proposed tax incentive raises less revenue than the amount of the incentive.

Prior to adoption of an agreement, the City must adopt a notice of intent to enter into a retail development tax incentive agreement at least fourteen days before approving said agreement. The adoption of the retail development tax incentive agreement must be approved by a simple majority vote of the governing body without the use of consent calendar.

If an agreement is adopted, the City must present a status report of the revenues and expenses associated with the tax incentive every two years for the duration of the agreement in a public meeting.

For additional information on retail development tax incentive agreements, contact the City Manager, 2355 Trane Road, Bullhead City, AZ. The phone number is (928) 763-0151.

Chapter 6

Additional Resources

U.S. Small Business Administration



The U.S. Small Business Administration (SBA) extends financial, technical, and management assistance to help entrepreneurs start, operate, and grow their businesses. In fiscal year 2007, the SBA backed nearly 3,000 loans to Arizona's small businesses. Most of the \$1.2 billion in loans were funded by local lenders with the backing of SBA guarantees or through non-profit Certified Development Companies with debentures. Smaller loans of \$35,000 or less were funded through SBA-designated community Microlenders or a special SBA loan program called "SBAExpress." One out of 4 dollars approved by the SBA went to small business start-ups.

Business financing is available to build or purchase a building, purchase equipment and for working capital, as well as for special purposes such as exporting, international trade, energy conservation, franchises, or buying a business. SBA's programs and services, including procurement opportunities, had a \$22 billion economic impact to Arizona's economy according to ASU economists.

SBA provided management and technical assistance to nearly 60,000 entrepreneurs through community resource partners in Arizona. The SBA and or local community programs, such as those offered by the Maricopa Community College System, jointly fund these resource partners. Business counseling, training, and management assistance is provided through 14 Small Business Development Center Network locations, 21 Service Corps of Retired Executives or SCORE chapters, and 2 Women's Business Centers throughout the state. Each location provides training and counseling by successful former business owners, trained professional counselors, or qualified specialists in all program areas.

For details about how to finance business start-up or take your business to the next stage, or for the nearest training program or counseling location, call (602)745-7200. You may also obtain information directly from the SBA website at www.sba.gov/az and select the "On-Line Registration" link.

Service Corps of Retired Executives

The Service Corps of Retired Executives (SCORE) is a group of retired business professionals who donate their time to provide guidance and advice to business owners.



The expertise that this group provides can be helpful whether you are just starting out or have been in business for years.

The website www.scorenaz.com provides helpful information. SCORE provides free one-on-one counseling by registering on-line or call 800-410-2260. You may also contact the Arizona Department of Commerce Small Business Services at 602-771-1196 or 800-542-5684 or on-line at www.commerce.com/smallbiz.

Small Business Development Center

The Small Business Development Center is a joint program of the Maricopa Community Colleges District and the Small Business Administration. The center provides one-on-one counseling to small business owners.

The organization's mission is to give small business the support it needs to grow and succeed through its management assistance program. The organization provides free support services that include assistance in start-ups and acquisitions, sources of capital, marketing and sales, government procurement, accounting, financial management, graphics and printing, inventory control, research and development, personnel issues, international trade, business plans and liquidation sales.

The Small Business Development Center is located at 2400 N. Central Ave., Suite 104, Phoenix, AZ 85004. The phone number is (480)784-0590.

Self-Employment Loan Fund, Inc.

The Self-Employment Loan Fund (SELF) is a program designed to assist businesses starting or expanding their operations. It provides training, technical assistance and peer support and assists low-income people in obtaining and repaying business loans.

Applicants must be 18 or older, live or have a business in Maricopa County and be at or below the HUD gross annual low-income guidelines. Individuals with a moderate income will be able to participate on a space-available basis.

Participants must complete a four-week business workshop, a ten-week business plan development workshop and a two-week lending session before SELF will provide loans. Loans, made at market rates, range from \$200 to \$5,000.

SELF is located at 1601 N. 7th St., Suite 340, Phoenix, AZ 85006. The phone number is (602)340-8834; website is www.selfloanfund.org.

Arizona MultiBank



Arizona MultiBank is a community development financial institution supported by 18 Arizona banks. It provides financing to small businesses, non-profit organizations and affordable-

housing projects. The institution often closes the gap between a borrower's credit needs and funding available through traditional lending sources.

The Arizona MutliBank is located at 101 N. First Ave., Suite 1880, Phoenix, AZ 85003. The phone number is (602)643-0030; website: www.multibank.org.

Southwestern Business Financing Corporation

The Southwestern Business Financing Corp. is a private corporation which provides long-term, fixed-rate loans to small businesses. It is certified by the Small Business Administration to process, package, fund and service "504 Program" loans from \$50,000 to \$1,000,000 to small businesses.

Loans are available to businesses located in Phoenix and northern and western Maricopa County that have a tangible net worth of \$7 million or less, have an after tax profit of \$2.5 million or less on an average for the last two years, OR meet SBA's industry size standards for the amount of sales or number of employees.

Loans may be used for the purchase of buildings, construction of a new building, and the purchase of machinery and equipment. They cannot be used for working capital or to replace existing debts.

The Southwestern Business Finance Corp. is located at 3200 N. Central Ave., Suite 1550, Phoenix, AZ 85012. The phone number is (602) 495-6495.



**Southwestern Business
Financing Corporation**
An SBA Premier Lender

Arizona Job Training Program

The Arizona Job Training Program supports the design and delivery of training plans that meet unique industry standards and challenges. Under the "Net New Hire" portion of the grant program, businesses can apply for grants that return up to 75 percent of the costs of training net new employees in jobs that meet wage criteria. The "Incumbent Worker" portion of the grant program will allow for training that upgrades the skills of your existing employees. The Incumbent

Program can reimburse employers up to a maximum of 50 percent of allowable training costs.

To receive required forms or to get detailed information about this program, please call (602) 772-1219.

The job training application form and process have been streamlined to make submission and approval as easy as possible. Trained staff is available to assist with questions and to walk you through the grant process. Approval and amount of grant awards will be based on a variety of criteria, some of which include wages, benefits and location of the company.

Chicanos Por La Causa

Chicanos Por La Causa, Inc. (CPLC) is a statewide community development corporation (CDC), committed to building stronger, healthier communities as a lead advocate, coalition builder and direct service provider. CPLC promotes positive change and self-sufficiency to enhance the quality of life for the benefit of those we serve. The economic development division provides business lending, commercial development, neighborhood revitalization, and financial empowerment.

Prestamos, a community development financial institution (CDFI) and a wholly owned CPLC subsidiary, provides economic opportunities for small and emerging businesses in Arizona. The program does so by offering business loans along with technical assistance to a state-wide constituency, however, the program focuses on serving minority and women-owned businesses. In addition, Prestamos has administered the U.S. Small Business Administration's Micro-loan Program since its inception in 1991 and was recently awarded fifteen million dollars in New Market Tax Credits through the CDFI Fund. By helping small business succeed Prestamos is ensuring the economic success of communities throughout the state.

Chicanos Por La Causa is located at 1107 E. Tonto St., Phoenix, AZ 85034. The phone number is (602)252-0483; website is www.cplc.org.

