



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	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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				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	30 days	45 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)							