



BUSINESS/EVENT/SALES-USE TAX LICENSE APPLICATION

License # _____

Procedure and Process:

Submit completed application and payment to the City Clerk's Office.
Inside City Limits applications will be forwarded to Planning/Community Development and Fire Departments for approval.
Once approved by Planning/Community Development and Fire Departments, the license(s) will be issued and mailed.
Please note that processing time varies and license(s) are required before you may operate in the City of Durango.

Reason For Submitting:

- Event (Based on number of Events a Vendor plans to attend annually)
- Location Change – Prior Location _____ Ownership Change Business Name Change
- New Business (Commercial)
- New Business (Home-based) A home-based business requires a Special Use Permit from Planning before submitting application
- Sales Tax Only License – No physical presence in the City of Durango – Business does not send a salesperson, delivery truck, or representative into the City of Durango, but product is sold and shipped or mailed into the City

Type of Business:

- Retail Service Non-Profit Organization

Filing Period:

- Monthly (\$300 month or more) Quarterly (\$300 month or less) Annual **City Tax Rate is 3%**

Owner/Company Name: _____

D/B/A (Doing Business As): _____

Physical Location: _____ City: _____ State: _____ Zip: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Business Phone: _____ Fax: _____ Email: _____

Contact Person/Manager: _____ Primary Contact No.: _____

Date Business was Purchased or Start Date: _____

Type of Ownership:

- Sole Proprietorship (Individual) – Verification of Lawful Presence is required per State law (Signed Affidavit and Photo ID)
- Partnership
- Corporation
- Limited Liability Corporation
- Non-Profit – Proof of non-profit status is required.

Names, phone numbers of individuals, partners and/or corporate officers (with titles) of business for this application (attach additional page if necessary):

Title	Name	Phone	E mail
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

- Excavators: You are required to have a current \$5,000 Excavator's Bond on file in the City Clerk's Office.
- Plumbers: You are required to provide the City Clerk's Office with a copy of your Master Plumber's License and a \$5,000 Bond.
- Tree Trimmers: You are required to have proof of insurance on file in the City Clerk's Office in addition to passing a written test and a practical pruning exam administered by the Parks Department. After you pass both tests your business license will be processed. You will pay your license fee plus the \$90 tree-trimmers fee annually.
- Rafters: You are required to provide an insurance policy naming the City of Durango as additional insured in the minimum amount of \$500,000 when you submit your application.
- Message Therapists: You are required to provide the City Clerk's Office with a copy of your State of Colorado Massage Therapist registration.
- Cross Connection Control Technician: You are required to provide proof of insurance to the City Clerk's office in addition to providing a current Backflow Prevention Assembly Tester Certificate (ABPA, ASSE or ABC) and a current Gauge Calibration Certificate. You will pay your license fee plus the \$50 Cross Connection Control Technician fee annually.

It is your responsibility to provide current documents to the City Clerk for the life of the license.

Describe in detail the nature of the business; include types of products and services to be provided:

Please complete this section ONLY if your business is physically located inside Durango City Limits:

Is your business a change of use for this location?	_____ Yes	_____ No
Will there be any remodeling or building alterations?	_____ Yes	_____ No
Will you be installing a new sign?	_____ Yes	_____ No
Have you applied for a sign permit?	_____ Yes	_____ No
Does business utilize any hazardous, toxic, or flammable materials?	_____ Yes	_____ No

NOTE:

- Remodels or alterations must be reviewed by the City’s Planning, Building Inspection and Fire Departments prior to construction.
- City sign code requires review and approval before signage can be erected, including temporary signs.
- Continued compliance with City and Fire Codes must be maintained at all times.
- Fire inspection will be conducted by Durango Fire & Rescue Authority and all corrections must be complete before a license is issued.

I declare, under penalty of perjury, that this application has been examined by me; that the statements made herein are made in good faith and, to the best of my knowledge and belief, true, correct and complete.

Signed: _____ Title: _____
(Must be signed by Individual Owner, Partner, or Officer)

Printed Name: _____ Date: _____

FOR OFFICE USE ONLY

SIC _____

Planning & Community Development:

SUP# or CUP#: _____	Date Issued: _____
Sign Permit Issued: _____	Zoning correct: _____
Code Compliance Officer: _____	Approved: _____ Denied: _____ Held: _____ Date: _____

Comments (Reasons for Holding or Denying Application): _____

Fire Department

Fire Inspector: _____	Approved: _____ Denied: _____ Held: _____ Date: _____
Date of Inspection: _____	

Comments (Reasons for Holding or Denying Application): _____

Finance Department

_____ Approved: _____ Denied: _____ Held: _____ Date: _____

Business Name: _____

License # _____

BUSINESS/EVENT/SALES-USE TAX LICENSE APPLICATION

If you are not sure of your fees, please contact the City Clerk's Office at (970) 375-5010.
This page must be completed and included with your application.

FEE SCHEDULE

1.	NEW BUSINESS/SALES TAX LICENSE APPLICATION	\$ 30.00	
	CHANGE OF LOCATION FEE	\$ 30.00	
	PRE-INSPECTION FEE	\$ 30.00	
			\$ _____
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2.	BUSINESS LICENSE FEES		
	Annual Business License Fee by Owner/Employee		
	0 – 5 Employees	\$ 50.00	
	6 – 10 Employees	\$ 78.00	
	11 – 20 Employees	\$105.00	
	Over 21 Employees	\$122.00	\$ _____
	<u>OR</u> EVENT LICENSE FEES		
	0 – 15 Events	\$ 25.00	
	Over 15 Events	\$ 50.00	\$ _____
	<u>OR</u> SALES TAX ONLY LICENSE	\$ 25.00	\$ _____
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3.	ADDITIONAL LICENSE FEES IF NEEDED		
	Lodgers Tax License	\$ 25.00	\$ _____
	Cross Connection Control Technician	\$ 50.00	\$ _____
	Pawnbroker/Second Hand Goods Dealer License	\$ 50.00	\$ _____
	Tree Trimmer License	\$ 90.00	\$ _____
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4.	BACKGROUND/INVESTIGATION FEES		
	Medical Marijuana Dispensary	\$100.00	\$ _____
	Merchant Patrol/Private Investigators	\$200.00	\$ _____
5.	TOTAL LICENSE FEES Payable to City of Durango		\$ _____

Mail or Deliver Completed Application To:
City Clerk's Office
949 E. Second Avenue
Durango, CO 81301-5109
(970) 375-5010