



Business/Event/Sales & Use Tax License Application

Applicant business name: \_\_\_\_\_

Trade name (D/B/A): \_\_\_\_\_

Start date of doing business in Durango: \_\_\_\_\_

Select **one** of the following (required):

New license application \_\_\_\_\_ \$30.00 \$ \_\_\_\_\_  
*(Includes existing businesses under new ownership)*

Change of business location \_\_\_\_\_ \$30.00 \$ \_\_\_\_\_  
*(For an active license relocating within Durango city limits)*

Previous location address: \_\_\_\_\_

Select **one** of the following licenses:

**A. Annual Business License**

Determined by the number of owners and employees working within the City of Durango, includes Sales Tax License

0-5 employees \_\_\_\_\_ \$50.00 \$ \_\_\_\_\_

6-10 employees \_\_\_\_\_ \$78.00 \$ \_\_\_\_\_

11-20 employees \_\_\_\_\_ \$105.00 \$ \_\_\_\_\_

21 employees and over \_\_\_\_\_ \$122.00 \$ \_\_\_\_\_

**B. Events License**, based on the number of events a vendor plans to attend within the City of Durango in this calendar year:

0-15 events \_\_\_\_\_ \$25.00 \$ \_\_\_\_\_

Over 15 events \_\_\_\_\_ \$50.00 \$ \_\_\_\_\_

**C. Sales Tax Only License** NO APPLICATION OR LICENSE FEES

*Business has no physical presence in the City of Durango; business does not send a salesperson, delivery truck, or representative into the City; product is shipped into the City by common carrier.*

**Additional annual license fees**, if applicable:

Lodgers tax license \_\_\_\_\_ \$25.00 \$ \_\_\_\_\_

Cross connection control technician \_\_\_\_\_ \$50.00 \$ \_\_\_\_\_

Pawnbroker/Second hand goods dealer \_\_\_\_\_ \$50.00 \$ \_\_\_\_\_

Tree trimmer license \_\_\_\_\_ \$90.00 \$ \_\_\_\_\_

Solicitation License w/ background check and ID Badge  
 (each permitted solicitor) \_\_\_\_\_ \$105.00 \$ \_\_\_\_\_

**\*Please mail in Application and Fees to process. Durango sales tax rate is 3.5% as of July 1, 2019.**

**Total all license fees payable to the City of Durango: \$ \_\_\_\_\_**

**Business Information**

Address of premises: \_\_\_\_\_

City, state, ZIP: \_\_\_\_\_ Premises telephone: \_\_\_\_\_

Business email: \_\_\_\_\_ Website: \_\_\_\_\_

Check here if business is based in a home within the City of Durango. All home-based businesses must first obtain a Special Use Permit from Planning (1235 Camino del Rio; ph. 375-4850) and attach it to this application. The Permit is required even if clients are not seen at the residence or if the business is remotely operated.

Does this business involve alcohol or liquor in any way?  Yes  No

Does this business involve marijuana in any way?  Yes  No

If the answer to either of these questions is yes, please explain in detail:

\_\_\_\_\_  
\_\_\_\_\_

**Does this business include retail sales and/or lodging services?**

Sales tax filing frequency:  Monthly (more than \$10,000 in taxable gross sales per month)

*City sales tax rate is 3.5%.*

Quarterly (less than \$10,000 in taxable gross sales per month)

Annual (no product sales, must submit tax form annually)

Applying as (check one):  Corporation  Limited Liability Corporation

Partnership  Non-Profit – *Proof of non-profit status is required.*

Individual/Sole Proprietor – *Affidavit of Lawful Presence and copy of ID are required for all Sole Proprietorships.*

License mailing contact: \_\_\_\_\_

Title/position: \_\_\_\_\_

Mailing address: \_\_\_\_\_ (check if same as address of premises)

City, state, ZIP: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

\*Clerks office will use email to forward licenses and renewals

Sales tax mailing contact: \_\_\_\_\_

Title/position: \_\_\_\_\_

Mailing address: \_\_\_\_\_ (check if same as address of premises)

City, state, ZIP: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

\*Clerks office will use email to forward licenses and renewals

Local emergency contact  
 (only for businesses within city limits): \_\_\_\_\_  
 Title/position: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
(check if same as address of premises)   
 City, state, ZIP: \_\_\_\_\_  
 Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

\*Clerks office will use email to forward licenses and renewals

Briefly describe the nature of the business. Include types of products and services provided.  
 (Description will be available to the public.)

\_\_\_\_\_  
 \_\_\_\_\_

<b>Additional license requirements:</b>	
Excavators: <input type="checkbox"/>	You must provide a current \$5000 Excavator's Bond to the City Clerk's office.
Plumbers: <input type="checkbox"/>	You must provide a copy of your Master Plumber's License and a \$5000 bond to the City Clerk's office.
Tree trimmers: <input type="checkbox"/>	You must provide proof of insurance to the City Clerk's office. In addition, you must pass a written test and a practical pruning exam administered by the Parks Department. You will pay the business license fee plus the tree-trimmer license fee annually.
Rafters: <input type="checkbox"/>	You must provide the City Clerk's office an insurance policy naming the City of Durango as additional insured in the minimum amount of \$500,000.
Massage therapists: <input type="checkbox"/>	You must provide a copy of your State of Colorado Massage Therapist registration to the City Clerk's office.
Cross connection control technician: <input type="checkbox"/>	You must provide proof of insurance, current Backflow Prevention Assembly Tester Certificate (ABPA, ASSE, or ABC), and a current Gauge Calibration Certificate to the City Clerk's office. You will pay the business license fee plus the Cross Connection Control Technician license fee annually.
Solicitor's License <input type="checkbox"/>	Must complete the Individual History Record form for a background check and take photo in Clerk's Office for an ID Badge.
<i>It is your responsibility to provide current documents to the City Clerk's office for the life of the license.</i>	

**Please complete this section ONLY if the business is physically located within Durango city limits.**

Is the business a change of use for this location?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be any remodeling or building alterations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will you be installing a new sign?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If so, have you applied for a sign permit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the business utilize any hazardous, toxic, or flammable materials?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Oath of Application – Must be completed by all applicants**

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

Authorized signature: _____	Date: _____
Printed name: _____	Title: _____
Cell phone: _____	Email: _____

Please return this application to:

City Clerk's Office  
949 East 2<sup>nd</sup> Avenue  
Durango, CO 81301  
970-375-5010  
clerk@durangogov.org