

Customer Experience Process for on-line applications for Miscellaneous License

- Go to City of Boulder Tax & Licensing page at the below hyperlink. There you will find the most up to date versions of Miscellaneous License Applications on the right column.

<https://bouldercolorado.gov/tax-license>

- Complete the Miscellaneous License Application desired pdf, whether it be a Auction, Circus & Carnival, Itinerant Merchant, Mobile Food Vehicle, or Secondhand Dealer & Pawnbroker. Sign the printed application.
- Save a pdf of the completed and signed Miscellaneous License application with all attachments into one pdf to your desktop.
- Log onto your customer account on the Energov system at:
https://energovcss.bouldercolorado.gov/EnerGov_Prod/SelfService/
If you do not yet have an on-line account, complete the necessary information to request a customer account. You will receive an email once your on-line account is approved. After you have been approved for your on-line account access, please continued with the following steps.

- Select the option for APPLY,  then in the *Application Assistant* click the “ALL” button.



Apply

- Scroll down until you see your desired license. It will be labeled as such:

“Auction License”, "Carnival License", "Itinerant Merchant License", "Mobile Food Vehicle", or "Second Hand Dealer and Pawn".

Click the blue "Apply" button to the right of the desired license.

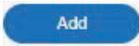


Apply for Permit – 1 - Locations

- With “Site” selected from the drop-down menu, click “Add Location”.
- Under “Address Information”, type the address number and street name (e.g. 2801 Iris), and click on the magnifying glass button on the right.



- Locate the address of your business location and click the blue “Add” button on the right.



- Click the “Next” button.



Apply for Permit – 2 - Type

- With your desired license type selected from drop-down menu for *Permit Type*, enter your Trade Name in the *Description* field.

- Click the “Next” button.



Apply for Permit – 3 - Contacts

- Click the “Next” button.



Apply for Permit – 4 – More Info

- Enter the requested required information

- Click the “Next” button.



Apply for Permit – 5 - Attachments

- Click the “plus or cross” sign on the left.



- A pop-up window will appear. Locate the saved application pdf on your desktop via the pop-up window and select it. Click “Open”.

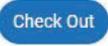
- Click the “Next” button”.



Apply for Permit – 6 – Review and Submit

- Scroll and review the information that you provided.
- Scroll to the bottom of the page and click “Submit”. 
- Your permit application was submitted successfully. Please click the “Add to Cart” button to pay for the invoiced fees to complete the process. 

Apply for Permit – Shopping Cart

- Verify that the total amount is \$91 for Auction, \$470 per day for Circus & Carnival, \$62 for Itinerant Merchant, \$125 for Second Hand Dealer & Pawnbroker, and \$262 for Mobile Food Vehicles. ***Please note for Auction, Itinerant Merchant, Second Hand Dealer, and Pawnbroker an extra \$7 per person background check fee will be added in a future invoice***
- Click the “Check Out” button. 
- From the “Payment Details” drop-down menu, you have two options. Pay via Credit/Debit Card or Pay via Checking/Savings Account (eCheck). **Please note that Credit/Debit Card payments are subject to a 2.85% service fee.**
- Enter the required payment information.
- Click the “Process Payment” button. 
- If your order has been processed successfully, please print the receipt for your records.
- Click the “Return to Citizen Access Portal” button. 

Thank you very much for submitting a Miscellaneous License Application via our online portal. Your application will be processed in the order in which it is received. If you have any questions or concerns, please e-mail us at LicensingOnline@bouldercolorado.gov

City of Boulder Finance Department; Tax and License Division

Auction License Instructions and Application Checklist

- The Auction application must be completely filled out and signed; including, i) applicant business name, ii) legal name, home address, and birth dates for all owners, officers, member, managers, and auctioneer that will be on-site to conduct auction, and iii) phone number during auction event. License application will be routed to Sales Tax Department to check business license and tax remittance status and background checks will be conducted on all owners, managers, and auctioneers.

- A surety bond in the amount of \$1,000, payable annually must be posted with the city. Surety bond or cashier's check will be held for 60 days after last planned auction event.

- A city business license with associated city sales tax number must be obtained, and a sales tax deposit in the amount of \$500 (business check only) must be submitted. For questions, call Sales Tax at 303-441-3051.

- The Auctioneer must provide proof of accreditation or licensing. We will accept a copy of an auctioneer license issued by any other U.S. state or local agency.

- A fee of \$91.00 license fee and \$7 per person background check fee must accompany the completed application.

- An application must be received at least two weeks prior to the event. A late fee of \$200.00 will be charged for all applications that are submitted after deadline.

- While licenses are for one-year term, Auction Licenses are valid for only the dates, times and locations described on the application and the issued city Auction license must be posted at the licensed location for event duration.

Please Note: Auction licenses are not required for auctions conducted under any legal process (court order, property seizure, etc.), and

Auctions that are held during fund-raising events for local non-profit organizations are not required to obtain a city auction license, but may still need a city business license.

For more information, please e-mail or call 303-441-4192 or email:

LicensingOnline@bouldercolorado.gov.



**CITY OF BOULDER
AUCTION LICENSE APPLICATION**

Please make checks payable to: CITY OF BOULDER for **2020 FEE: \$91.00 + \$7 per person for background**
Return completed application, fee and supporting documents to: TAX AND LICENSE DIVISION, P.O. Box 791,
Boulder, CO 80306.

You must apply at least 2 weeks prior to the auction and you cannot begin business in Boulder until you have
your auction license and city sales tax license issued. **NO LATE APPLICATIONS WILL BE ACCEPTED.**

Applicant: _____ Phone: _____

Address: _____
(Include Street, PO Box, City, State & Zip)

Trade Name: _____ Phone: _____

Business Address: _____
(Include Street, PO Box, City, State & Zip)

Business owned by: Individual Partnership Corporation LLC

If an individual or partnership, provide the following information:

Name	Home Address (City/State/Zip)	Date of Birth
_____	_____	_____
_____	_____	_____
_____	_____	_____

If LLC or corporation, provide the following information:

President/Manager: _____	Name	Home Address (City/State/ZIP)	Date of Birth
Vice-Pres/Member: _____	Name	Home Address (City/State/ZIP)	Date of Birth
Secretary/Member: _____	Name	Home Address (City/State/ZIP)	Date of Birth
Treasurer/Member: _____	Name	Home Address (City/State/ZIP)	Date of Birth

Location and Dates of Auction(s): _____
(Business Name and Address – Phone Number- Auction Dates)

Auctioneer Information: _____
Legal Name (City-State) Date of Birth

Surety Bond Information: Posting a surety bond in the amount of no less than \$1,000.00, payable annually following any auction to any person suffering a loss as the result of purchasing merchandise at such auction that is later determined to be stolen or otherwise not legally subject to sale by the auctioneer.

Auctioneer Information: The Auctioneer must provide proof of possessing a diploma from an accredited auctioneer college or certification from the Auction Marketing Institute, a training division of the National Auctioneers Association. We will also accept an auctioneer's licensed by any state governmental agency.

Have you applied for a City of Boulder Sales and Use Tax for Business License? Yes No

If you answered "yes," when did you file your Business license application? _____
(month-year)

Have you included your \$500 sales tax deposit or provided it directly to Sales Tax? Yes No

If you answered "no," please contact the Sales Tax staff at: 303-441-3050. Please note that an auction license will not be issued until proof of applying for and/or receiving a city sales tax license is provided.

OATH OF APPLICANT

I hereby certify under penalty of perjury in the second degree, that the above statements and all attachments are true and correct to the best of my knowledge.

Signature of Applicant

Print Name, Title & Date

FOR OFFICE USE ONLY

Sales Tax Recommendation: Approve Deny Date Sent: _____

Remarks: _____

Name: _____ Date: _____

Background Check Recommendation: Approve Deny Date Sent: _____

Remarks: _____

Name: _____ Date: _____