

CITY OF BOULDER BUSINESS LICENSE APPLICATION  
SALES/USE TAX-ADMISSIONS-ACCOMMODATIONS LICENSE

City of Boulder- Finance Department  
Tax and License Office, 303-441-3050  
P.O. Box 791; 1777 Broadway  
Boulder, Colorado 80302  
[licensing@bouldercolorado.gov](mailto:licensing@bouldercolorado.gov)

Official Use Only:

Zoning: \_\_\_\_\_  
Zoning Review: Approved \_\_\_\_ Denied \_\_\_\_  
Signature: \_\_\_\_\_  
Comments: \_\_\_\_\_  
Acct # \_\_\_\_\_ NAICS \_\_\_\_\_ GEO \_\_\_\_\_

LICENSE TYPE (PLEASE SELECT ALL LICENSES THAT APPLY AND MAKE CHECK TO CITY OF BOULDER):

- Sales and Use Tax License (\$25) - For reporting purposes, please check all categories that apply:  
 Retail     Restaurant     Wholesale     Contractor     Service     Manufacturing
- Admission License (add \$25)
- Accommodation License (add \$25)

BUSINESS INFORMATION

Start of Business Operation in Boulder \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (Month/Day/Year – REQUIRED)

Was this City of Boulder business purchased?  Yes  No \* If Yes, please provide the following:

Prior License No. \_\_\_\_\_ Date of Acquisition: \_\_\_\_\_

Was personal property purchased from former owner?  Yes  No

Was Sales/Use tax paid on assets purchased?  Yes  No

Physical Business Address (No PO Boxes) \_\_\_\_\_

City/State/Zip \_\_\_\_\_

\*If physical business location is INSIDE CITY LIMITS of City of Boulder, please complete ZONING REVIEW QUESTIONS

Type of Business (Check One):

- Sole Proprietor     Corporation     Limited Liability Company  
 Partnership     Limited Liability Partnership     Other (Explain: \_\_\_\_\_)

Business Name \_\_\_\_\_

Trade Name ("Doing Business As") \_\_\_\_\_

Business Phone \_\_\_\_\_ Business Fax \_\_\_\_\_ Business E-Mail \_\_\_\_\_

Contact Phone \_\_\_\_\_ Contact Fax \_\_\_\_\_ Contact E-Mail \_\_\_\_\_

Is your business home based?  Yes  No

State Tax License # \_\_\_\_\_

(You will also need to contact Colorado Department of Revenue for a State Sales Tax License)

Federal ID# or Social Security # \_\_\_\_\_

Nature of Business (describe in depth): \_\_\_\_\_

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

FILING PERIOD (Please indicate which filing period applies as dictated by our local law):

- Monthly-Taxes due of \$300 or more per month     Quarterly- Taxes due of \$299 or less per month  
 Annual- Taxes due of \$15 or less per month

OWNER/OFFICER INFORMATION

Owner/Officer Name (Last, First) \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

MAIL TO AND CONTACT PERSON/COMPANY INFORMATION

Contact Name (Last, First) \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

ZONING REVIEW QUESTIONS (please complete the below zoning questions section only if your physical business location is INSIDE THE CITY OF BOULDER CITY LIMITS):

Existing Use of Property: \_\_\_\_\_

Size of Business (in square feet): \_\_\_\_\_

Days & Hours of Operation: \_\_\_\_\_

Use Category: \_\_\_\_\_

For Home Based Businesses: Is this business located in your personal residence?  Yes  No

If yes, the conditions in Boulder Revised Code (BRC) Chapter 9-6-3(e) Home Occupations must be met and abided by. Please review page 3 regarding BRC Chapter 9-6-3(e) and please confirm with your initials:

I agree to the terms in BRC Chapter 9-6-3 (e) \_\_\_\_\_ (*applicant's initials*)

For Restaurant businesses: No. of Interior Seats: \_\_\_\_ Outdoor Patio Size (sq. ft.) \_\_\_\_ No. of Patio Seats: \_\_\_\_

Location: i.e. "The Hill", "Pearl Street Mall" \_\_\_\_\_

For any encroachments into the public right of way, a revocable lease or permit from the city will be required.

Will you allow the consumption of alcohol on your business premise?  Yes  No

If yes, you must obtain a liquor license from the state and city for alcohol service prior to the sale/service of alcohol.

See: <https://bouldercolorado.gov/tax-license/liquor-licensing>

For Marijuana businesses:

New License or  Existing Premise Modification  Medical or  Recreational Number of Rooms: \_\_\_\_

Use Category (please check one):  Marijuana business, personal service  Marijuana business, Manufacturing

Marijuana business, Greenhouse/Nursery  Marijuana business, Testing

You must obtain a separate marijuana business license prior to starting operations in the City of Boulder.

See: <https://bouldercolorado.gov/finance/marijuana-businesses>

**PLEASE NOTE:** IT MAY TAKE UP TO 4 WEEKS FOR LICENSURE. Pearl Street Mall Permits, Contractor licenses or separate additional Regulatory Licenses may be required in addition to this city business license to lawfully operate. Additional licenses are required for the following business types: Auction, Circus & Carnival, Itinerant Merchant for Door-to-Door Sales, Alcohol Sales or Service, Marijuana businesses, Mobile Food Vehicles, and Secondhand Dealer/Pawnbroker. See: <https://bouldercolorado.gov/tax-license>

OATH FOR ALL APPLICANTS: I declare under penalty of perjury, that this application has been examined by me and that the statements made herein are to the best of my knowledge and belief, true, correct and complete. I also understand that there may be additional reviews required to complete the planning and zoning review process.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

For Home Based Businesses legal requirements:

Boulder Revised Code 9-6-3 Specific Use Standards - Residential Uses.

(e) Home Occupations:

- (1) Standards: A home occupation is a permitted accessory use if the following conditions are met:
  - (A) Such use is conducted entirely within a principal or accessory building and is not carried on by any person other than the inhabitants living there.
  - (B) Such use is clearly incidental and secondary to the residential use of the dwelling and does not change the residential character thereof.
  - (C) The total area used for such purposes does not exceed one-half the first floor area of the user's dwelling unit.
  - (D) There is no change in the outside appearance of the dwelling unit or lot indicating the conduct of such home occupation, including, without limitation, advertising signs or displays.
  - (E) There is no on-site sale of materials or supplies except incidental retail sales.
  - (F) There is no exterior storage of material or equipment used as a part of the home occupation.
  - (G) No equipment or process is used in such home occupation that creates any glare, fumes, odors or other objectionable condition detectable to the normal senses at the boundary of the lot if the occupation is conducted in a detached dwelling unit, or outside the dwelling unit if conducted in an attached dwelling unit.
  - (H) No traffic is generated by such home occupation in a volume that would create a need for parking greater than that which can be accommodated on the site or which is inconsistent with the normal parking usage of the district.
- (2) Prohibitions: No person shall engage in a home occupation except in conformance with all of the requirements of paragraph (e)(1) of this section.