

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

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 (if known): _____

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.