



TOWN OF NEDERLAND
RENEWAL BUSINESS LICENSE APPLICATION
PLEASE SUBMIT COMPLETED AND SIGNED FORM TO THE TOWN CLERK'S OFFICE

**USE THIS FORM ONLY IF THERE HAVE BEEN
NO CHANGES TO THE BUSINESS WITHIN THE PAST YEAR**

NAME OF BUSINESS: _____

Is this Name of Business a Trade Name or DBA: **(circle one)** Yes or No

If Yes, please indicate below the actual owner's name of the business (*i.e. If Joe Smith runs XYZ Auto Parts then Joe Smith would be the owner's name and the DBA or trade name would be XYZ Auto Parts*)

NATURE OF BUSINESS _____

Do you: _____ conduct sales, _____ provide a service, or _____ sales & service.

LIST ALL OWNERS' NAMES: _____

LOCATION/ADDRESS OF BUSINESS: _____

CONTACT FOR BUSINESS: _____ TITLE: _____

PRIMARY PHONE: _____ CELL OR SECONDARY: _____

EMAIL: _____

Current Business License Expiration Date: _____

Is your business currently in Good Standing with the Colorado Secretary of State? _____

FEE SCHEDULE:

- Renewal Business Application Fee \$50.00
Late Fee (if submitted after current license expires) \$20.00

PLEASE SIGN AND DATE BELOW:

I understand an approved & issued business license is required to conduct business within the Town of Nederland. I fully understand and will comply with all the rules and regulations of the Town of Nederland Municipal Code. It is my responsibility to acquire all necessary approvals for this application, and to submit a completed application *annually* with appropriate fees to the Town Clerk. Finally, this application is complete and correct to the best of my knowledge.

Signature of Applicant

Print Applicant Name

Title

Date

FOR OFFICE USE ONLY

Paid check #: _____

If applicable, confirmed that Sales Tax is current & has been collected

SOS Certificate of Good Standing

Application: Approved or Denied

Clerk Signature _____

If Denied, please state reason:

All businesses must have a business license.

- A business license is required for all businesses located in and/or conducting business within the Town of Nederland. All vocations, occupations, professions, enterprises, establishments, home occupations, and all other kinds of business activities and matters (including sales of tangible personal property and furnishing of services) conducted for private profit, gain, pecuniary benefit or advantage, either directly or indirectly within the Town are required to obtain a business license. (Mere delivery within the Town of any property purchased or acquired from a regular place of business outside the Town shall not be considered the conducting of business, i.e. UPS, FedEx, DHL).
- Home offices and home occupations fall under a Home Occupation Business License and have certain requirements that must be met. Some types of businesses may not be allowed in your home. Please contact Town Hall to find out what is permitted in the area where you live.
- A change of business location or ownership shall necessitate application for a new license.
- Exceptions to the business licensing rules include:
 - Non-profit organizations such as established religious organizations, charitable corporations, public schools, federal, state, or a local government agency that are exempted by state law from collecting municipal taxes must complete a business license to register with the Town but are exempt from fees.
 - An individual conducting an occasional yard or garage sale is exempt from both the licensing and fee requirements.
- **All Business Licenses must be renewed ANNUALLY.** If a licensee submits a renewal application after the end of the quarter in which it is due, they shall be assessed a \$20.00 late fee in addition to the renewal fee.

Town Hall staff will be happy to answer your questions and help guide you through our application process. Town Hall is open weekdays, 9am – 5pm. Stop by Town Hall at 45 West First St. or contact the Town Clerk at 303.258.3266, ext. 23 or email at laurajaneb@nederlandco.org.