



TOWN OF NEDERLAND NEW AND RENEWAL BUSINESS LICENSE APPLICATION

PLEASE SUBMIT COMPLETED AND SIGNED FORM TO THE TOWN CLERK'S OFFICE

NEW or RENEWAL with changes Renewals with no changes can use the shorter *renewal* form.

NAME OF BUSINESS: _____

NATURE OF BUSINESS _____

I. TYPE OF BUSINESS:

Retail/Restaurant Professional Services Residential (Home-based) Seasonal (3 months to 6 months)

Vendor Contractor, Building General or Sub Lodging (all Short-term & Vacation Rentals) Non-profit

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 trade name would be XYZ Auto Parts*)

II. TYPE OF BUSINESS: _____ Individual/Sole Proprietorship

_____ Corporation/LLC Type: _____

For Corporation, please provide a copy of your Articles of Incorporation

_____ Partnership

For Partnership, please provide a copy of your Partnership Agreement

_____ Non Profit Type: _____

For Nonprofit please provide a copy of your IRS Letter of Determination

LIST ALL OWNERS NAMES: _____

ADDRESS(ES) OF OWNERS: _____

PHONE # OF OWNER(S): _____

LOCATION/ADDRESS OF BUSINESS: _____

MAILING ADDRESS/PHONE # OF BUSINESS: _____

CONTACT FOR BUSINESS: _____ TITLE: _____

PRIMARY PHONE: _____ CELL OR SECONDARY: _____

EMAIL: _____

LANDLORD NAME/MAILING ADDRESS/PHONE#: _____

FEIN or SS#: _____

COLORADO SALES TAX NUMBER: _____

Please include a copy of your Colorado sales tax license

HOURS/DAYS OF OPERATIONS: _____

Please include days and hours and indicate if seasonal

NUMBER OF EMPLOYEES: _____ BUSINESS SQUARE FOOTAGE: _____

III. OTHER LICENSES, if required:

- State Health Department License # _____ State Liquor License # _____
- Contractor's License # _____ Lodger's Tax License # _____
- Colorado Cosmetology License # _____ Colorado Real Estate License# _____
- Other Required License _____ # _____ issued from: _____

IV. REQUIRED DECLARATIONS:

1. Is your business a change of use? Yes No
(If yes, then a building permit needs to be pulled.)
2. Will there be ANY remodeling or building alterations? Yes No
(If yes, then a building permit needs to be pulled.)
3. Does business utilize any hazardous, toxic or flammable materials? Yes No
4. Will you be installing a new sign or changing an existing sign? Yes No
(If yes, then a sign permit needs to be pulled.)

V. REQUIRED APPROVALS FOR NEW BUSINESS LOCATIONS ONLY:

1. Town of Nederland Planning and Zoning Department:

Please contact the Deputy Clerk at 303.258.3266, ext. 22.

ZONING District: _____ Zoning Correct? Yes No Conforming Sign: Yes No

Approved Denied Held, reason _____

Zoning Administrator Signature: _____ Date: _____

Sign Permit Issued: Yes No Date: _____ Permit # _____

Comments:

2. Town of Nederland Building Department (SAFEbuilt), if a “brick-and-mortar” business:

Effective 10/15/13 all new businesses are required to pull a building permit for either a: Change of Use, Change of Occupancy Life Safety Inspection, or building alterations. Please go to: <http://nederlandco.org/building/> to apply. If a Change of Use or building alterations, two sets of registered design professional stamped plans are required, if 11” x 17” or smaller, four sets if larger than 11” x 17”.

*Fees for a Change of Use and/or a building permit for alterations will be determined upon submittal of permit application.

Circle one: Change of Occupancy or Change of Use Date of Inspection: _____

Change of Occupancy Life Safety Inspection Fee \$75_____ Permit #_____

Note: Applicant must be present at time of inspection, if not; SAFEbuilt will charge \$75 for each additional attempt for inspection.

PREVIOUS Occupancy: _____ NEW Occupancy: _____

PREVIOUS Use: _____ NEW Use: _____

Approved Denied Held, reason_____

Building Official Signature: _____ Date: _____

Comments:

*Fees for a Change of Use and/or a building permit for alterations will be determined upon submittal of permit application.

3. Nederland Fire Department, if a “brick-and-mortar” business:

Please contact the Nederland Fire Department, at 303.258.9161, to schedule a Business License Fire Safety inspection.

Approved Denied Held, reason_____

Fire Inspector Signature: _____ Date: _____

Comments:

VI. FEE SCHEDULE:

- New Local Business Application Fee \$75.00
- New Business Application Fee (No physical location in Nederland) \$50.00
- Renewal Business Application Fee \$50.00
- Late Fee \$20.00
- Change of Occupancy Inspection Fee \$75.00

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 Received By: _____

If New and applicable – copy of Sales Tax License Application received

If Renewal and applicable, confirmed with Town Treasurer that sales tax 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.

All businesses that sell products must obtain a State sales tax license and submit collected taxes in accordance with State law. Information on obtaining a license can be found at <http://www.colorado.gov/cs/Satellite/Revenue/REVX/1176842266427>. For more information on sales tax obligations, please contact the Town Treasurer at 303.258.3266, ext. 21.

Town sign code requires review and approval before signage, including temporary signs, can be erected. Please check with the Planning/Building Department before constructing or erecting any sign for your business. We understand that signs are expensive, so to prevent costly mistakes, we recommend acquiring approval prior to manufacturing your sign. All signs require an approved sign permit prior to displaying. There are lighting standards for signs in the Town Code as well, and an electrical permit may be required.

- **Temporary Banners/Signs:** Businesses are given an opportunity to display a temporary banner/sign for up to 30 days per calendar year. The banner/sign may not exceed an aggregate size of 10 square feet and must be located on the property of the business.

Lighting is regulated by Town Code. The Town Code provides standards to minimize the effects of lighting on surrounding properties while meeting functional and security needs. In general, all of the light generated must be downward lighting. The Planning/Building Department can assist you with this Town Code.

Summary Checklist for Getting a New Business License in Nederland:

- ✓ Obtain and complete a business license application, available online or from the Town Clerk at 45 W. First St. *Please read it carefully.*
- ✓ Obtain approval from the Planning and Zoning Division by contacting the Deputy Clerk at 303.258.3266, ext. 22.
- ✓ Obtain approval from the Building Department by applying for a permit at: <http://nederlandco.org/building/> to apply for a building permit, if applicable.
- ✓ Obtain approval from the Nederland Fire Protection District by scheduling a business license inspection with the Fire Inspector. Call 303.258.9161 to schedule an inspection, if applicable.
- ✓ Complete a sign permit application, if needed.
- ✓ Obtain a sales tax license from the State of Colorado. <http://www.colorado.gov/cs/Satellite/Revenue/REVX/1176842266427> The Town Treasurer is available if you have additional questions regarding your sales tax obligations at 303.258.3266, ext. 21.
- ✓ Submit the completed application, including a sign permit application if needed, to the Town Clerk's office, in person at Town Hall, 45 West First Street; by mail at Nederland Town Clerk, P.O. Box 396, Nederland, CO 80466. Town Hall accepts checks made payable to "Town of Nederland" or cash.
- ✓ If your business license is complete and is approved, you will be notified by phone and given the option to pick up the license at Town Hall, have it mailed to you, or e-mailed to you.

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.