



**BUSINESS/SALES-USE TAX/SEASONAL LICENSE APPLICATION**  
**INSIDE CITY LIMITS – ANNUAL OR SEASONAL**

License # \_\_\_\_\_

**Procedure and Process:**

Submit completed application and payment to the City Clerk’s Office.  
Inside City Limits applications will be forwarded to Planning/Community Development and Fire Departments for approval.  
Once approved by Planning/Community Development and Fire Departments, the license(s) will be issued and mailed.  
**Please note** that processing time varies and license(s) are required before you may operate in the City of Durango.

**Reason For Submitting:**

- New Business (Commercial)
- New Business (Home-based) A home-based business requires a Special Use Permit from Planning before submitting application
- Seasonal (3 months to 6 months)
- Location Change – Prior Location \_\_\_\_\_  Ownership Change  Business Name Change

**Type of Business:**

- Retail  Service  Non-Profit Organization

**Filing Period:**

- Monthly (\$300 month or more)  Quarterly (\$300 month or less)  Annual **City Tax Rate is 3%**

Owner/Company Name: \_\_\_\_\_

D/B/A (Doing Business As): \_\_\_\_\_

Physical Location: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person/Manager: \_\_\_\_\_ Primary Contact No.: \_\_\_\_\_

Date Business was Purchased or Start Date: \_\_\_\_\_

**Type of Ownership:**

- Sole Proprietorship (Individual) – Verification of Lawful Presence is required per State law (Signed Affidavit and Photo ID)
- Partnership
- Corporation
- Limited Liability Corporation
- Non-Profit – Proof of non-profit status is required. Business License fee is \$0, Sales Tax License fee is \$2.50

Names, phone numbers of individuals, partners and/or corporate officers (with titles) of business for this application (attach additional page if necessary):

Title	Name	Phone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

- Excavators:  You are required to have a current \$5,000 Excavator’s Bond on file in the City Clerk’s Office.
- Plumbers:  You are required to provide the City Clerk with a copy of your Master Plumber’s License and a \$5,000 Bond.
- Tree Trimmers:  You are required to have proof of insurance on file in the City Clerk’s Office in addition to passing a written test and a practical pruning exam administered by the Parks Department. After you pass both tests your business license will be processed. You will pay your license fee plus the \$75 tree-trimmers fee annually.
- Rafters:  You are required to provide an insurance policy naming the City of Durango as additional insured in the minimum amount of \$500,000 when you submit your application.
- Massage Therapists:  You are required to provide proof of 500 or more hours of course work in areas relating to anatomy and massage therapy.
- Cross Connection Control Technician:  You are required to provide proof of insurance to the City Clerk’s office in addition to providing a current Backflow Prevention Assembly Tester Certificate (ABPA, ASSE or ABC) and a current Gauge Calibration Certificate.

*It is your responsibility to provide current documents to the City Clerk for the life of the license.*

Briefly describe the nature of the business; include types of products and services to be provided: \_\_\_\_\_

\_\_\_\_\_

Is your business a change of use for this location? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will there be any remodeling or building alterations? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will you be installing a new sign? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you applied for a sign permit? \_\_\_\_\_ Yes \_\_\_\_\_ No

Does business utilize any hazardous, toxic, or flammable materials? \_\_\_\_\_ Yes \_\_\_\_\_ No

**NOTE:**

- Remodels or alterations must be reviewed by the City’s Planning, Building Inspection and Fire Departments prior to construction.
- City sign code requires review and approval before signage can be erected, including temporary signs.
- Continued compliance with City and Fire Codes must be maintained at all times.
- Fire inspection will be conducted by Durango Fire & Rescue Authority and all corrections must be complete before a license is issued.

*I declare, under penalty of perjury, that this application has been examined by me; that the statements made herein are made in good faith and, to the best of my knowledge and belief, true, correct and complete.*

Signed: \_\_\_\_\_ Title: \_\_\_\_\_  
(Must be signed by Individual Owner, Partner, or Officer)

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Please proceed to last page to complete application.**

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**FOR OFFICE USE ONLY**

SIC \_\_\_\_\_

**Planning & Community Development:**

SUP# or CUP#: \_\_\_\_\_

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

Sign Permit Issued: \_\_\_\_\_

Zoning correct: \_\_\_\_\_

Code Compliance Officer: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Held: \_\_\_\_\_ Date: \_\_\_\_\_

Comments (Reasons for Holding or Denying Application): \_\_\_\_\_

\_\_\_\_\_

**Fire Department**

Fire Inspector: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Held: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

Comments (Reasons for Holding or Denying Application): \_\_\_\_\_

\_\_\_\_\_

**Finance Department**

\_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Held: \_\_\_\_\_ Date: \_\_\_\_\_

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

License # \_\_\_\_\_

**BUSINESS/SALES-USE TAX/SEASONAL LICENSE APPLICATION**  
**INSIDE CITY LIMITS – ANNUAL OR SEASONAL**

If you are not sure of your fees, please contact the City Clerk's Office at (970) 375-5010.  
 This page must be completed and included with your application.

**FEE SCHEDULE – AFTER OCTOBER 1**

<b>1.</b>	<b>NEW BUSINESS LICENSE APPLICATION</b>	<b>\$ 15.00</b>	
	<b><u>OR</u> CHANGE OF LOCATION FEE</b>	<b>\$ 15.00</b>	<b>\$ _____</b>
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<b>2.</b>	<b>BUSINESS LICENSE FEES</b>		
	<b>Annual Business License Fee by Owner/Employee</b>		
	<b>0 – 5 Employees</b>	<b>\$ 13.48</b>	
	<b>6 – 10 Employees</b>	<b>\$ 23.10</b>	
	<b>11 – 20 Employees</b>	<b>\$ 32.72</b>	
	<b>Over 21 Employees</b>	<b>\$ 38.50</b>	<b>\$ _____</b>
	<b><u>OR</u> Seasonal License Fee</b>		
	<b>First 3 Months</b>	<b>\$ 15.00</b>	
	<b>Add 4<sup>th</sup> Month</b>	<b>\$ 5.00</b>	
	<b>Add 5<sup>th</sup> Month</b>	<b>\$ 5.00</b>	
	<b>Add 6<sup>th</sup> Month</b>	<b>\$ 5.00</b>	<b>\$ _____</b>
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<b>3.</b>	<b>BUSINESS/SALES/USE TAX LICENSE FEE</b>	<b>\$ 2.50</b>	<b>\$ _____</b>
	(New applicants must pay this fee)		
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<b>4.</b>	<b>SALES TAX REFUNDABLE BOND</b>	<b>\$ 50.00</b>	<b>\$ _____</b>
	(Anyone collecting sales tax pays this fee, excluding Non-Profit Organizations, which only pay the license fee of \$2.50 – see #3) (Sales Tax Percentage to be collected: State 2.9%, County 2%; City 3% = 7.9% Total)		
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<b>5.</b>	<b>ADDITIONAL LICENSE FEES IF NEEDED</b>		
	<b>Lodgers Tax License</b>	<b>\$ 10.00</b>	<b>\$ _____</b>
	<b>Plumbers License</b>	<b>\$ 10.00</b>	<b>\$ _____</b>
	<b>Cross Connection Control Technician</b>	<b>\$ 50.00</b>	<b>\$ _____</b>
	<b>Pawnbroker/Second Hand Goods Dealer License</b>	<b>\$ 30.00</b>	<b>\$ _____</b>
	<b>Tree Trimmer License</b>	<b>\$ 75.00</b>	<b>\$ _____</b>
	<b>Merchant Patrol/Private Investigators License</b>	<b>\$ 25.00</b>	<b>\$ _____</b>
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<b>6.</b>	<b>TOTAL LICENSE FEES Payable to City of Durango</b>		<b>\$ _____</b>

**Mail or Deliver Completed Application To:**  
 City Clerk's Office  
 949 E. Second Avenue  
 Durango, CO 81301-5109  
 (970) 375-5010