



BUSINESS/SALES-USE TAX/SEASONAL LICENSE APPLICATION
OUTSIDE CITY LIMITS – ANNUAL, SEASONAL & SALES TAX

License # _____

Submit completed application and payment to the City Clerk’s Office. License(s) will be issued and mailed to the applicant

- All businesses performing or providing services OR selling, leasing, renting, delivering or installing tangible personal property for storage, use or consumption are required to obtain a business license.
- Business licenses are nontransferable.

Reason For Submitting:

- Retail – A salesperson or delivery truck sells product in the City of Durango
- Service – A representative provides a service in the City of Durango
- Seasonal (3 months to 6 months) – Either of the above and not requiring an annual license
- Sales Tax Only License – No physical presence in the City of Durango – Business does not send a salesperson, delivery truck, or representative into the City of Durango, but product is sold and shipped or mailed into the City – Fee \$52.50

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: | <input type="checkbox"/> You are required to have a current \$5,000 Excavator’s Bond on file in the City Clerk’s Office. |
| Plumbers: | <input type="checkbox"/> You are required to provide the City Clerk with a copy of your Master Plumber’s License and a \$5,000 Bond. |
| Tree Trimmers: | <input type="checkbox"/> 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: | <input type="checkbox"/> 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: | <input type="checkbox"/> 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: | <input type="checkbox"/> 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: _____

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: _____
(Must be signed by Individual Owner, Partner, or Officer)

Title: _____

Printed Name: _____

Date: _____

**If you are not sure of your fees, please contact the City Clerk's Office at (970) 375-5010
FEE SCHEDULE – AFTER OCTOBER 1**

1.	NEW BUSINESS LICENSE APPLICATION	\$ 15.00	\$ _____
	(\$15.00 Fee not required for Sales Tax Only License, see #3 and #4)		
2.	BUSINESS LICENSE FEES		
	Annual Business License Fee by Owner/Employee		
	0 – 5 Employees	\$ 13.48	
	6 – 10 Employees	\$ 23.10	
	11 – 20 Employees	\$ 32.72	
	Over 21 Employees	\$ 38.50	\$ _____
	<u>OR</u> Seasonal License Fee		
	First 3 Months	\$ 15.00	
	Add 4 th Month	\$ 5.00	
	Add 5 th Month	\$ 5.00	
	Add 6 th Month	\$ 5.00	\$ _____
3.	BUSINESS/SALES/USE TAX LICENSE FEE	\$ 2.50	\$ _____
	(New applicants must pay this fee)		
4.	SALES TAX REFUNDABLE BOND	\$ 50.00	\$ _____
	(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)		
5.	ADDITIONAL LICENSE FEES IF NEEDED		
	Lodgers Tax License	\$ 10.00	\$ _____
	Plumbers License	\$ 10.00	\$ _____
	Cross Connection Control Technician	\$ 50.00	\$ _____
	Pawnbroker/Second Hand Goods Dealer License	\$ 30.00	\$ _____
	Tree Trimmer License	\$ 75.00	\$ _____
	Merchant Patrol/Private Investigators License	\$ 25.00	\$ _____
6.	TOTAL LICENSE FEES Payable to City of Durango		\$ _____

Mail or Deliver Completed Application To: City Clerk's Office, 949 E. Second Avenue, Durango, CO 81301-5109