

## Manitou Springs' Permits/Licenses At-A-Glance

Permit Type	Explanation	Website	Direct Contact
<b>Banner over the Avenue</b>	Banner over CDOT right-of-way (Manitou Avenue) in front of the Chamber building @ 354 Manitou Avenue	<a href="http://www.manitouspringsgov.com/library/documents/general/city_clerk/f_request_to_hang_banner.pdf">www.manitouspringsgov.com/library/documents/general/city_clerk/f_request_to_hang_banner.pdf</a> A fee is required.	Donna Kast, City Clerk <a href="mailto:dkast@comsgov.com">dkast@comsgov.com</a> 719-685-2554
<b>Business License</b>	Any person, corporation, partnership, LLC, or other legally organized business entity, must obtain a business license <i>before</i> conducting business in Manitou Springs.	<a href="http://www.manitouspringsgov.com/business">www.manitouspringsgov.com/business</a> A fee is required.	Joyce Jones <a href="mailto:jjones@comsgov.com">jjones@comsgov.com</a> 719-685-2565 OR Dorris Battista <a href="mailto:dbattista@comsgov.com">dbattista@comsgov.com</a> 719-685-2579
<b>Business without a Building (Mobile Business)</b>	Apply for permission to conduct a mobile business within Manitou Springs.	<a href="http://www.manitouspringsgov.com/library/documents/general/planning/fs_mobile_business.pdf">www.manitouspringsgov.com/library/documents/general/planning/fs_mobile_business.pdf</a> A fee is required.	Julie Meier Planning Assistant <a href="mailto:jmeier@comsgov.com">jmeier@comsgov.com</a> 719-685-4398
<b>Dog/Cat License</b>	All cats and dogs over the age of six months must be licensed with the City of Manitou Springs.	<a href="http://www.manitouspringsgov.com/residents/pets-and-stray-animals">www.manitouspringsgov.com/residents/pets-and-stray-animals</a> A fee is required.	Joyce Jones <a href="mailto:jjones@comsgov.com">jjones@comsgov.com</a> 719-685-2565 OR Dorris Battista <a href="mailto:dbattista@comsgov.com">dbattista@comsgov.com</a> 719-685-2579
<b>Food Service</b>	Food consumption as a part of a special event or as part of a business.	<a href="http://www.elpasocountyhealth.org">www.elpasocountyhealth.org</a> (main page) <a href="http://www.elpasocountyhealth.org/pages/RFE-Licensing.aspx">www.elpasocountyhealth.org/pages/RFE-Licensing.aspx</a> A fee is required.	El Paso County Health Department <a href="mailto:healthinfo@epchealth.org">healthinfo@epchealth.org</a> 719-578-3199
<b>Hall Rental</b>	Memorial Hall @ 606 Manitou Avenue	<a href="http://www.manitouspringsgov.com/library/documents/general/finance/f_memorial_hall_application.pdf">www.manitouspringsgov.com/library/documents/general/finance/f_memorial_hall_application.pdf</a> A fee is required	Joyce Jones <a href="mailto:jjones@comsgov.com">jjones@comsgov.com</a> 719-685-2565

Permit Type	Explanation	Website	Direct Contact
<b>Liquor License</b>	Liquor consumption as part of a special event or as part of a business or retail sale of liquor.	<a href="http://www.manitouspringsgov.com/government/council/city-clerk">www.manitouspringsgov.com/government/council/city-clerk</a> <a href="http://www.colorado.gov/revenue/liquor">www.colorado.gov/revenue/liquor</a> A fee is required.	Donna Kast, City Clerk <a href="mailto:dkast@comsgov.com">dkast@comsgov.com</a> 719-685-2554
<b>Noise Variance</b>	Outside amplified or mechanically produced sound in conjunction with an event.	<a href="http://www.manitouspringsgov.com/library/documents/general/city_clerk/Noise_Variance_Request.pdf">www.manitouspringsgov.com/library/documents/general/city_clerk/Noise_Variance_Request.pdf</a> No fee is required.	Donna Kast, City Clerk <a href="mailto:dkast@comsgov.com">dkast@comsgov.com</a> 719-685-2554
<b>Parade/Race</b>	Parade or race originating in or going through the City of Manitou Springs.	<a href="http://www.manitouspringsgov.com/library/documents/general/city_clerk/Parade_or_Race_Application.pdf">www.manitouspringsgov.com/library/documents/general/city_clerk/Parade_or_Race_Application.pdf</a> No fee is required.	Donna Kast, City Clerk <a href="mailto:dkast@comsgov.com">dkast@comsgov.com</a> 719-685-2554
<b>Park Rental</b>	Soda Springs Park and/or Pavilion; Mansions Pavilion; Seven Minute Gazebo/ Amphitheater; Memorial Park	<a href="http://www.manitouspringsgov.com/library/documents/general/finance/f_parks_application.pdf">www.manitouspringsgov.com/library/documents/general/finance/f_parks_application.pdf</a> A fee is required.	Joyce Jones <a href="mailto:jjones@comsgov.com">jjones@comsgov.com</a> 719-685-2565
<b>Parking Permits</b>	There are 4 public parking lots in the City. Each requires a permit and/or pay-per-day for parking.	<a href="http://www.manitouspringsgov.com/government/city-boards/pab/parking-program">www.manitouspringsgov.com/government/city-boards/pab/parking-program</a> A fee is required.	Julie Meier Planning Assistant <a href="mailto:jmeier@comsgov.com">jmeier@comsgov.com</a> 719-685-4398
<b>Sign/Banner</b>	Any stationary object, device, symbol used primarily to advertise or identify an object, person, institution, organization, business, product, service, or event.	<a href="http://www.manitouspringsgov.com/library/documents/general/planning/cl_sign_permit.pdf">www.manitouspringsgov.com/library/documents/general/planning/cl_sign_permit.pdf</a> A fee is required.	Julie Meier Planning Assistant <a href="mailto:jmeier@comsgov.com">jmeier@comsgov.com</a> 719-685-4398
<b>Structures</b>	Portable or prefabricated structures (bleachers, platforms, scaffolding, tents) as part of a special event.	<a href="http://www.pprbd.org">www.pprbd.org</a> A fee is required.	Pikes Peak Regional Building Department 719-327-2880

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<b>Water/Sewer Service</b>	Connection to the City's water/sewer system.	<a href="http://www.manitouspringsgov.com/government/departments/finance#water_sewer">www.manitouspringsgov.com/government/departments/finance#water_sewer</a> A fee is required.	Dorris Battista Utility Billing Clerk <a href="mailto:dbattista@comsgov.com">dbattista@comsgov.com</a> 719-685-2579