



# City of Manitou Springs, Colorado

## APPLICATION FOR BUSINESS LICENSE

**This application is for:**  
**New business :** \_\_\_\_\_ **Renewal of an existing business:** \_\_\_\_\_

**Business license required:**

It is unlawful for any person, corporation, partnership, limited liability company, or other legally organized business entity, either directly or indirectly, to conduct a business as defined in this chapter without first obtaining a business license from the City’s Director of Budget and Finance. Said license must be kept current at all times during which the business is operated and it must be prominently displayed in the premises where the business is conducted. *(Ord. 0307 2, 2007)*

All licenses shall **expire twelve months** from the date of application unless otherwise indicated. Whenever any license fee payment therefore is not received on or before the expiration date of any business license, and the licensee continues to engage in business past said renewal date, a **penalty of fifty percent** of the renewal fee shall be imposed and collected for renewal of the license, and an additional five percent of the renewal fee shall be added on the first of each month thereafter; provided, however, that the total cumulative penalty shall not exceed one hundred percent of the renewal fee.

### BUSINESS ACTIVITIES

Specifically describe your business activities (e.g., If retail, what products you are selling? If hotel/motel, number of rooms? If restaurant/bar, number of seats provided? etc.) and a percentage for each activity (e.g., 60% retail – artwork; 20% service – painting; 20% professional – computer consulting )

\_\_\_\_\_ % activity \_\_\_\_\_  
 \_\_\_\_\_ % activity \_\_\_\_\_

**1. BUSINESS INFORMATION**

BUSINESS NAME	BUSINESS OWNER
PHYSICAL ADDRESS OF BUSINESS	BUSINESS PHONE NUMBER
BUSINESS FAX NUMBER	BUSINESS EMAIL ADDRESS
FORM OF BUSINESS (sole proprietor, partnership, LLC, etc.)	COLORADO SALES TAX NUMBER, IF APPLICABLE (attach a copy of license/application)
ARE ALL APPLICABLE TAXES PAID ?	DO YOU HAVE ANY OUTSTANDING DEBT WITH THE CITY?

**2. APPLICANT INFORMATION**

APPLICANT NAME	BUSINESS CONTACT PERSON
BUSINESS MAILING ADDRESS	CITY, STATE, ZIP
EMERGENCY CONTACT PERSON	EMERGENCY CONTACT PHONE NUMBER

### 3. BUSINESS TYPE AND FEE

Please select your business type(s) and provide any additional required information as noted. Applications that are submitted without all required information will NOT be processed.

\_\_\_\_\_ **AMUSEMENT RIDES:** Municipal Code Section 5.56. **Must include a completed Use Tax Return.** Must submit a 5% Excise Tax return (see Municipal Code Section 3.16) by the 20<sup>th</sup> of every month following sales. Must include a statement fully disclosing the method of operation of the business, and the hours of operation (please see Municipal Code Section 5.56 for further information and requirements). Fees are as follows: New \$200.00 plus \$20.00 for each additional amusement, Renewal \$150.00 plus \$15.00 for each additional amusement.

\_\_\_\_\_ **AUCTIONEER:** Municipal Code Section 5.08. **Must include a completed Use Tax Return.** Must include a corporate surety bond payable to the city in the penal sum of one thousand dollars signed by one or more sureties. Fees are as follows: New \$35.00, Renewal \$35.00

\_\_\_\_\_ **AUCTION HOUSE:** Municipal Code Section 5.08. **Must include a completed Use Tax Return.** Must include a corporate surety bond payable to the city in the penal sum of twenty thousand dollars signed by one or more sureties. Fees are as follows: New \$100.00, Renewal \$50.00

\_\_\_\_\_ **COIN-OPERATED AMUSEMENT DEVICE:** Municipal Code Section 5.64. **Must include a completed Use Tax Return.** Please see Municipal Code Section 5.64 for further information and requirements. Fees are as follows: New \$200.00 plus \$20.00 for each additional coin-operated device, Renewal \$100.00 plus \$12.00 for each additional coin-operated device.

\_\_\_\_\_ **DANCING LIVE ENTERTAINMENT:** Municipal Code Section 5.52. **Must include a completed Use Tax Return.** Must submit a 5% Excise Tax return (see Municipal Code Section 3.16) by the 20<sup>th</sup> of every month following sales. Please review Municipal Code Section 5.52 for further information and requirements of application. Fees are as follows: New \$100.00, Renewal \$75.00

\_\_\_\_\_ **ENTERTAINMENT AND AMUSEMENT:** Municipal Code Section 5.48. **Must include a completed Use Tax Return.** Must submit a 5% Excise Tax return (see Municipal Code Section 3.16) by the 20<sup>th</sup> of every month following sales. Fees are as follows: New \$200.00 plus \$20.00 for each additional amusement, Renewal \$150.00 plus \$15.00 for each additional amusement.

\_\_\_\_\_ **GOING OUT OF BUSINESS SALES:** Municipal Code Section 5.12. **Must include a completed Use Tax Return.** Must file with the finance director an inventory (please see Municipal Code Section 5.12 for further information and requirements) as part of the application for license. Fees are as follows: 30 Day Period \$50.00, 60 Day Period \$100.00, 90 Day Period \$150.00

\_\_\_\_\_ **HOME OCCUPATION:** Municipal Code Section 5.05. **completed Use Tax Must include a signed Home Occupation Agreement and a Use Tax Return.** Fees are as follows: New \$25.00, Renewal \$25.00

\_\_\_\_\_ **HORSEDRAWN VEHICLES:** Municipal Code Section 5.28. **Must include a completed Use Tax Return.** Must include proof of insurance (please see Municipal Code Section 5.28 for further information and requirements) and provide information on the vehicle or equipment to be used in the business and the route to be taken for such business. Applicant must submit a 5% Excise Tax return (see Municipal Code Section 3.16) by the 20<sup>th</sup> of every month following sales. Fees are as follows: New \$100.00, Renewal \$50.00

\_\_\_\_\_ **HOTEL, MOTEL, BED AND BREAKFAST:** Municipal Code Section 5.06. **Must include a completed Use Tax Return.** Must include copy of Colorado Sales Tax License/Application. Must submit a 2% Lodging and Camping Tax return (see Municipal Code Section 3.24) by the 20<sup>th</sup> of every month following sales. Fees are as follows: **1-4 Units** New \$40.00, Renewal \$35.00, **5-10 Units** New \$45.00, Renewal \$40.00, **11-20 Units** New \$85.00, Renewal \$75.00 **21-30 Units** New \$105.00, Renewal \$85.00, **31-40 Units** New \$125.00, Renewal \$95.00, **41 or more Units** New \$145.00, Renewal \$105.00

\_\_\_\_\_ **MASSAGE ESTABLISHMENT:** Municipal Code Section 5.72. **Must include a completed Use Tax Return.** Fees are as follows: New \$50.00, Renewal \$35.00

\_\_\_\_\_ **MASSAGE THERAPIST:** Municipal Code Section 5.72. **Must include a completed Use Tax Return.** Must provide a certificate from a massage therapy school stating that the applicant has completed a course of study in massage therapy consisting of not less than four hundred hours. Fees are as follows: New \$100.00, Renewal \$50.00. A copy of the state issued message therapist registration card is **required**.

\_\_\_\_\_ **MEDICAL MARIJUANA DISPENSARY:** Municipal Code Section 5.84. **Must include a completed Use Tax Return.** Must include copy of Colorado Sales Tax License/Application. Fees are as follows: New \$2,000.00, Renewal \$2,000.00

\_\_\_\_\_ **MERCHANT PATROLS:** Municipal Code Section 5.44. **Must include a completed Use Tax Return.** Must include a good and sufficient bond on a corporate bonding company approved by the finance director in the sum of one thousand dollars payable to the city and to any person, firm or corporation who has been injured by any willful, wanton or dishonest act of the licensee or any of the employees of the licensee (please see Municipal Code Section 5.44 for further information and requirements). Fees are as follows: New \$100.00, Renewal \$50.00

\_\_\_\_\_ **MOBILE HOME PARK, RV PARK, CAMPGROUND:** Municipal Code Section 5.06. **Must include a completed Use Tax Return.** Fees are as follows: New \$300.00, Renewal \$200.00

\_\_\_\_\_ **PAWNBROKERS:** Municipal Code Section 5.24. **Must include a completed Use Tax Return.** Must include a bond, upon sureties approved by the city council, in the penal sum of ten thousand dollars (please see Municipal Code Section 5.24 for further information and requirements). Fees are as follows: New \$200.00, Renewal \$50.00

\_\_\_\_\_ **PONY RIDES:** Municipal Code Section 5.68. **Must include a completed Use Tax Return.** Please see Municipal Code Section 5.68 for further information and requirements. Fees are as follows: New \$100.00, Renewal \$75.00

\_\_\_\_\_ **RENTAL OCCUPATION:** Municipal Code Section 5.06. **Must include a completed Use Tax Return.** Fees are as follows: **1-4 Units** New \$40.00, Renewal \$35.00, **5-10 Units** New \$45.00, Renewal \$40.00, **11-20 Units** New \$85.00, Renewal \$75.00 **21-30 Units** New \$105.00, Renewal \$85.00, **31-40 Units** New \$125.00, Renewal \$95.00, **41 or more Units** New \$145.00, Renewal \$105.00

\_\_\_\_\_ **RESTAURANT:** Municipal Code Section 5.76. Application must be accompanied by a **CURRENT HEALTH INSPECTION REPORT** from El Paso County Health Department. **Must include a completed Use Tax Return.** Must include copy of Colorado Sales Tax License/Application. Fees are as follows: New \$100.00, Renewal \$50.00

\_\_\_\_\_ **RIFLE RANGES:** Municipal Code Section 5.60. **Must include a completed Use Tax Return.** Fees are as follows: New \$100.00, Renewal \$75.00

\_\_\_\_\_ **SALES (NON-RETAIL):** Municipal Code Section 5.05. **Must include a completed Use Tax Return.** Fees are as follows: New \$50.00, Renewal \$35.00

\_\_\_\_\_ **SALES (RETAIL):** Municipal Code Section 5.05. **Must include a completed Use Tax Return.** Must include copy of Colorado Sales Tax License/Application. Fees are as follows: New \$100.00, Renewal \$50.00

\_\_\_\_\_ **SERVICE STATIONS:** Municipal Code Section 5.80. **Must include a completed Use Tax Return.** Fees are as follows: New \$100.00, Renewal \$50.00

\_\_\_\_\_ **TAXICABS:** Municipal Code Section 5.32. **Must include a completed Use Tax Return.** Must include a complete statement of the automotive equipment of the applicant (please see Municipal Code Section 5.32 for further information and requirements). Fees are as follows: New \$400.00, Renewal \$400.00

\_\_\_\_\_ **TOURIST DRIVERS/PRIVATE CAR DRIVERS:** Municipal Code Section 5.36. **Must include a completed Use Tax Return.** Must include the Public Utilities Commission (PUC) permit number under which the applicant will operate (please see Municipal Code Section 5.36 for further information and requirements). Must submit a 5% Excise Tax return (see Municipal Code Section 3.16) by the 20<sup>th</sup> of every month following sales. Fees are as follows: New \$50.00, Renewal \$35.00

\_\_\_\_\_ **TRANSIENT DEALERS:** Municipal Code Section 5.17. **Must include a completed Use Tax Return.** Fees are as follows: \$15.00 per day, maximum of 3 days. City council review is required. Please see City Clerk for agenda assignment.

#### 4. PREMISE INFORMATION

PROPERTY OWNER	PROPERTY OWNER ADDRESS
HOW MANY OFF-STREET PARKING SPACES WILL YOU PROVIDE?	DO YOU PLAN NEW/ ADDITIONAL SIGNAGE OR CHANGES TO CURRENT SIGNAGE?
DID YOU PURCHASE AN EXISTING BUSINESS?	HAVE YOU CHANGED BUSINESS LOCATION?
IS BUSINESS LOCATION A RESIDENCE?	IS BUSINESS IN A COMMERCIAL BUILDING?
DOES THE PROPERTY HAVE ANY TYPE OF <b>ALARM</b> ? PLEASE DESCRIBE	KNOX BOX INFORMATION PLEASE KEEP YOUR KNOX BOX INFORMATION UPDATED WITH THE FIRE DEPARTMENT (685-1444)
WILL FLAMMABLES OR ANY HAZARDOUS MATERIALS BE USED?	WHO WILL MAINTAIN SIDEWALK TO INCLUDE SNOW REMOVAL?

#### 6. FIRE INSPECTION

**All in City businesses are subject to inspection by the Fire Inspector.** Applicant must obtain the Fire Inspector's signature prior to issuance of the business license. Please contact the fire department at (719) 685-1444.

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Fire Inspector \_\_\_\_\_ Date \_\_\_\_\_

Fire Department Comments:  
\_\_\_\_\_  
\_\_\_\_\_

#### 7. PLANNING

**All in City businesses are subject to review by the Planning Department.** Applicant must obtain a Planning Official's signature prior to issuance of the business license. Please contact the City's Planning Department at (719) 685-4398.

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Planning Official \_\_\_\_\_ Date \_\_\_\_\_

Planning Department Comments:  
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\_\_\_\_\_

#### 8. WATER TREATMENT

Backflow devices are **required** on **ALL** commercial properties. All non home based businesses must submit a copy of the annual backflow preventer inspection with the business license application. A listing of approved backflow testers is available on the City of Manitou Springs website (See Cross Connection Control Program section). Please direct questions regarding this program to Water Treatment, Kirk Greasby (685-5597)

#### 9: APPLICANT SIGNATURE

I declare under penalty of perjury in the second degree that the statements made in this application are true and complete to the best of my knowledge.

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**After completing this application, please attach additional necessary forms along with the use tax return and remit to the City of Manitou Springs Finance Office, 606 Manitou Ave, Manitou Springs 80829.**