



Starting a Business in Manitou Springs?

Here's what you need to know!

- **Business License** – All businesses operating in or from Manitou Springs require a Business License. Contact the Finance Office in City Hall, 606 Manitou Avenue, **(719) 685-5481** for the paperwork and cost. The forms and fees are also available online at www.manitousprings-co.gov.
- **Signage** – Before erecting any kind of sign or banner, you must process a Sign Permit Application through the Planning Department located in City Hall, 606 Manitou Avenue, **(719) 685-4398**, email: kkilroy@comsgov.com. The application and checklist are also available online at www.manitousprings-co.gov.
- **Serving alcohol?** You will need a Liquor License. Contact the City Clerk located in City Hall, 606 Manitou Avenue, **(719) 685-2554**, email: dkast@comsgov.com. This is a lengthy process involving background checks and fingerprinting. Please allow a minimum of three (3) months for completion.
- **Serving food?** You must contact the El Paso County Health Department for a health inspection. They are located in Colorado Springs at 301 S. Union Blvd, **(719) 578-3199**, www.elpasocountyhealth.org.
- **Improvements?** Are you making any alterations to the building? Almost all property improvements in Manitou Springs require a permit from the City. Building permits are obtained in person or over the phone through the Planning Department, 606 Manitou Avenue, **(719) 685-4398**. Those involving structural, electrical, plumbing or mechanical work will also require a permit from the Pikes Peak Regional Building Department located in Colorado Springs at 2880 International Circle, **(719) 327-2880**, www.pprbd.org.

- **Other useful information:**

Manitou Springs' **Municipal Code** is available online at www.manitousprings-co.gov.

Manitou Springs Chamber of Commerce, Visitors Bureau and Office of Economic Development 354 Manitou Avenue, (719) 685-5089 or 1-800-642-2567, email: manitou@pikes-peak.com, website: www.manitousprings.org.