HOW TO FILL OUT A GENERAL BUSINESS LICENSING FORM

All businesses located within City limits are required to obtain a general business license even if the business is a service only. Businesses located outside the city are required to obtain a Commerce City general business license if they are performing or providing services, or selling, soliciting leasing, renting, delivering or installing tangible personal property for storage, use, or consumption. If your business has more than one location, a separate license is needed for each location. In some instances you may also be required to obtain additional specialty licenses due to the nature of your business.

**All application fields must be completed for the licensing process to begin.** This document will help you accurately and completely fill out the general business licensing form. If you have additional questions, please call the city clerk’s office at 303-227-8191.

<table>
<thead>
<tr>
<th>Form Field</th>
<th>Direction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ownership:</td>
<td>Select the ownership model that best describes your business. If you are a non-profit, please include your tax-exempt letter as part of your application.</td>
</tr>
<tr>
<td>Business Type:</td>
<td>Select the choice that best describes your business type.</td>
</tr>
<tr>
<td>Taxpayer Entity Name:</td>
<td>Provide the legal name of the taxpayer that owns the business</td>
</tr>
<tr>
<td>Trade Name of Business:</td>
<td>Provide the business’ common name</td>
</tr>
<tr>
<td>Physical Business Address</td>
<td>Provide the businesses’ physical location address, including unit number and zip code</td>
</tr>
<tr>
<td>Mailing Address</td>
<td>Provide the mailing address of the business, including unit/suite numbers, city, state, and zip code. If same as physical address denote with the word same.</td>
</tr>
<tr>
<td>Business Phone &amp; Email</td>
<td>Provide main telephone number for business and a general business email address</td>
</tr>
<tr>
<td>Website:</td>
<td>Provide business website address. Document if N/A.</td>
</tr>
<tr>
<td>Fully describe business:</td>
<td>Please provide a detailed description of what your company performs, provides, sells, solicits, leases, rents, delivers or installs. This description is used to verify your compliance with the building and zoning codes as well as for tax purposes. Incomplete information may result in a delay of issuance or denial.</td>
</tr>
<tr>
<td>Tax Contact:</td>
<td>Provide the name of the individual responsible for responding to tax and audit inquiries. This contact can be different from the taxpayer entity or business owners.</td>
</tr>
<tr>
<td>Tax Contact Phone &amp; Email</td>
<td>Provide the phone number and email address for the tax contact.</td>
</tr>
</tbody>
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<tr>
<td>FEIN</td>
<td>Provide your Federal Employer Identification Number.</td>
</tr>
<tr>
<td>Colorado State ID</td>
<td>Provide your State of Colorado Identification Number</td>
</tr>
<tr>
<td>First Day of Business within Commerce City</td>
<td>Select the date you first started operating business within the city. If you have not started operations yet, please identify the estimated date of opening.</td>
</tr>
<tr>
<td>Estimated Tax Due</td>
<td>Provide your estimate of annual tax due</td>
</tr>
<tr>
<td>Filing Frequency</td>
<td>Based on your estimate, identify your filing frequency. For example, retail businesses typically remit tax on a monthly basis, while home-based businesses typically file quarterly. Annual filers would include service providers, and nonprofits.</td>
</tr>
<tr>
<td>Number of Employees</td>
<td>Identify the number of full and part-time employees for your company.</td>
</tr>
<tr>
<td>List the primary business owners, partners, officers or members</td>
<td>Provide a list and contact information for individuals with a financial stake or fiduciary responsibility to the business.</td>
</tr>
<tr>
<td>Business Acquisition</td>
<td>If you acquired the business in whole or part, please complete the section. If not, select Not Applicable (N/A) and skip to the next section.</td>
</tr>
<tr>
<td>Prior Owner Information</td>
<td>Provide former owner’s name and current address.</td>
</tr>
<tr>
<td>Date of Acquisition</td>
<td>Provide the date of when the property was acquired.</td>
</tr>
<tr>
<td>Purchase Price</td>
<td>Provide the business purchase price.</td>
</tr>
<tr>
<td>Price of Personal Property</td>
<td>Identify the price of the furniture, fixtures, equipment &amp; supplies purchased as part of the business.</td>
</tr>
<tr>
<td>Copies of Permits to Regulate</td>
<td>Identify any agencies that regulate your business and attach a copy of the permit or select N/A and skip to the next section. For example, home daycares are regulated by the Colorado Department Human Services.</td>
</tr>
<tr>
<td>Outdoor/Hazardous Materials</td>
<td>Identify whether your business needs outdoor storage or uses hazardous materials in your business operations. If yes, please specify.</td>
</tr>
<tr>
<td>Applicant Name and Title</td>
<td>Print/Type name and provide title</td>
</tr>
<tr>
<td>Applicant Direct Number</td>
<td>Provide a number where city staff can reach you with questions.</td>
</tr>
</tbody>
</table>