



Town Hall  
 551 Hot Springs Blvd./PO Box 1859  
 Pagosa Springs, CO 81147  
 970-264-4151 x238

## How to apply for a business license on CitizenServe (Citizen Online Portal)

**\*\* Please Note: If you have already registered online, you can simply login. Under the tab “Services”, click “Business Licenses”. Then on the left side click “Renew Your License”. \*\***

**Step One:** Go to the Town’s website at: <http://www.pagosasprings.co.gov/>

**Step Two:** In the right hand corner of the Town’s website hover over the “Business” tab, then click on the first option on the list “Business Licensing”



**Step Three:** Then click on “Citizen Online Portal”

**Business Licensing**

\*\*A new citizen portal allows business and contractor license sign up electronically. Please visit and set up a login at our [Citizen Online Portal](#) to apply and track the progress of your license electronically. Please select type of license **BUSINESS** or **CONTRACTOR**.

The Town of Pagosa Springs requires a **business license** for all business located or conducting business within the Town of Pagosa Springs boundaries. This includes those businesses who are located outside of town limits but are operating or conducting business or providing services inside town limits.

Those businesses that provide building contracting services such as general contractors, electricians, plumbers, etc, or any trade supporting or associated with building residential or commercial facilities in Pagosa Springs are required to complete a **contractors work permit**. The associated information packet and application forms include the business license portion. A separate business license application is not required.

Please complete a business license or contractor work permit application on our new [CITIZEN ONLINE PORTAL](#).

If you have any questions please contact Colleen Richmond at 970-264-4151 x238.

**Step Four:** In the top right hand corner click on “Login”



**Step Five:** Under the heading New to our Portal? on the right side, register now

### LOGIN

Home / My Account / Login

#### Already have an account?

User Name:

Password:

Remember my username and password

[FORGOT YOUR USERNAME OR PASSWORD →](#)

**LOGIN**

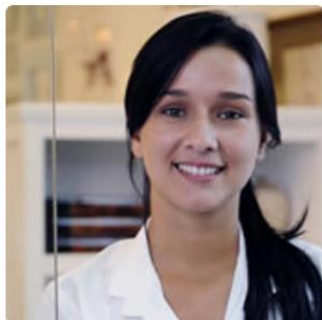
#### New to our Portal?

If this is your first time using our portal you'll need to register first. Registering is quick, click the link below to get started.

[REGISTER NOW →](#)

**Step Six:** Once registered, on the home page, under licensing, click “Apply for a License” and fill out the form with your business/contractor information and hit submit.

## Online Services You Need

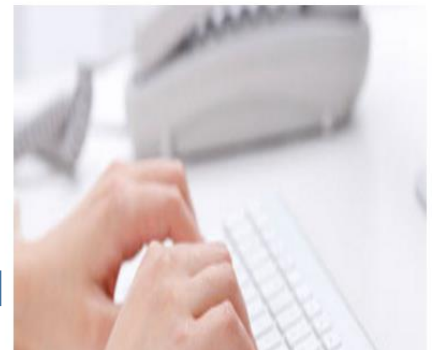


### • LICENSING

Starting a business or holding a special event? Learn when you need a license, submittal requirements, apply online, pay license fees, and view the status of your license application all from your home, office or mobile device.

[APPLY FOR A LICENSE →](#)

## Concerns



**Please Note:** A contractor must select Contractor Work Permit as a business license type as there are different requirements for a contractor.