



TOWN OF PAGOSA SPRINGS BUSINESS LICENSE APPLICATION

Please submit completed and signed form to the Town Clerk's Office

551 Hot Springs Boulevard or mail to PO Box 1859, Pagosa Springs, Colorado 81147.

License #

Date:

☐ New

☐ Existing

☐ Renewal

☐ Supplemental (changes or more than one business or location)

DBA (Doing Business As) Name:		Business Legal Name:	
Primary Owner Name (Last, First, Middle):		Physical Business Address:	
Other Owner Name (Last, First, Middle) (if any):		Business Mailing Address:	
Primary Contact Name/Position:		Business Phone #:	
Landlord Name & Mailing Address:		Business FAX #:	
Name of Property Owners Association:		Business E-Mail :	
FEIN #:		Primary Contact Phone #:	
Year Business moved to this location	Number of Employees:	Business Square Footage: (If located within Town)	Colorado State Sales Tax #:

TYPE OF BUSINESS:

- ☐ Residential Business (Home-based), ☐ Seasonal (3 months to 6 months), ☐ Retail Business, ☐ Service Business, ☐ Non-Profit,
☐ VENDOR, ☐ CONTRACTOR, Building General or Sub, ☐ LODGING (all Short term & Vacation Rentals)

TYPE OF OWNERSHIP:

- ☐ Corporation ☐ Limited Liability Company ☐ Partnership ☐ Sole Proprietorship ☐ Franchise
☐ Nonprofit Corporation (Proof of 501(c)(3) required, No fee) ☐ Other _____

DESCRIBE YOUR BUSINESS:

Include Nature of Business, Types of Products and Services to be Provided.

Days of Operation:

Hours of Operation:

Dates of Operation:

IF BUSINESS IS PHYSICALLY LOCATED IN TOWN LIMITS:

- * Is your business a change of use/occupancy for this location? ☐ Yes ☐ No
 * Will there be ANY remodeling or building alterations? ☐ Yes ☐ No
 * Does business utilize any hazardous, toxic or flammable materials? ☐ Yes ☐ No
 * Will you be installing a new sign or changing an existing sign? ☐ Yes ☐ No
 * Have you applied for a sign permit? ☐ Yes ☐ No

OTHER LICENSES REQUIRED:

- ☐ State Health Department License # _____ ☐ State Liquor License # _____
☐ Pagosa Contractors Work Permit # _____ ☐ Pagosa Lodger's Tax License # _____
☐ Colorado Cosmetology License # _____ ☐ Colorado Real Estate License# _____
☐ Other Required License _____ # _____ issued from: _____

FEE's SCHEDULE

New Business Application Fee	\$25	\$25 New Business Application Fee	\$ Waived
+ Plus Employee Class FEE Below	+	+ Employee "Class Fee" from left column	\$
Class 1 - Businesses with 0 - 10 employees	\$25	Equals Total Due	= \$
Class 2 - Businesses with 11-20 employees	\$40	TOTAL PAID	\$
Class 3 - Businesses with 21+ employees	\$50	Date Paid:	Received By:
Class 4 - Seasonal Business	\$20		Approved <input type="checkbox"/>
SPECIAL EVENT VENDORS	\$25	Customer Notified	Denied <input type="checkbox"/>

Business Name: _____ Address: _____

PROCESS

- (1) Return Completed Application to the Town Clerk's office with your FEE (970-264-4151 x225 for your fee)
In person to: **551 Hot Springs Boulevard** or (Checks made out to "Town of Pagosa Springs")
mail to: **Pagosa Springs Business License, PO Box 1859, Pagosa Springs, Colorado 81147-1859.**
- (2) Application will be forwarded for Department Approvals.
- (3) Building department will perform a physical inspection of the business.
- (4) Business License is Issued & Mailed to Business Contact. *Processing time varies (up to thirty (30) days).*
- (5) Post License with other required license in a Conspicuous Place at Business Location, OR carried on person if business has no premises.

IMPORTANT – PLEASE READ

- ~ All vocations, occupations, professions, enterprises, establishments, home occupations, and all other kinds of business activities and matters (including sales of tangible personal property and furnishing of services) conducted for private profit, gain, pecuniary benefit or advantage, either directly or indirectly within the Town are required to obtain a business license. (Mere delivery within the Town of any property purchased or acquired from a regular place of business outside the Town shall **not** be considered to be the conducting of business, i.e., UPS, FedEx, DHL)
- ~ Non-profits organizations such as, established religious organizations, charitable corporations, public schools, federal, state, or local government agency that is exempted by state law from collecting municipal taxes must complete a business license but are exempt from fees.
- ~ An individual conducting an occasional yard or garage sale is exempt from both the licensing and fee requirements.
- ~ Businesses properly licensed pursuant to Section 6.3 of the Pagosa Springs Municipal Code are exempt from both the licensing and fee requirements.
- ~ Change of ownership of an existing business, change of business name, change in the nature of the business or services provided, or businesses that move from a Town location to another Town location are required to submit a **supplemental license application**. There is no fee for a supplemental license. All Business License Required to be Renewed ANNUALLY.
- ~ Future remodels or alterations require a building permit and must be reviewed by the Town's Planning/Building, Sanitation & Fire Department.
- ~ Town sign code requires review and approval before signage, including temporary signs (banners, ect.), can be erected.
- ~ Continued compliance with Town and Fire Codes must be maintained at all times.
- ~ Fire inspection shall be conducted by Pagosa Springs Fire Protection District.
- ~ Town officials charged with enforcing municipal code may conduct inspections during regular business hours.
- ~ All inspection corrections must be complete before a license is issued.
- ~ The complete Town of Pagosa Springs Municipal Code can be viewed at Town Hall or on line at www.townofpagosasprings.com

I understand An Approved & Issued "BUSINESS LICENSE" is Required to Conduct Business within the Town of Pagosa Springs. I fully understand and will comply with all the rules and regulations of the Town of Pagosa Springs Municipal Code. It is my responsibility to acquire all necessary Approvals for this Application, and to submit completed Application ANNUALLY with appropriate Fees to the Town Clerk. Finally, this application is complete and correct to the best of my knowledge.

Signature of Applicant	Print Applicant Name	Title	Date
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APPROVALS BELOW ARE REQUIRED IF

The Business / Company has a Physical Location / Office located within The Town of Pagosa Springs.
Town Staff Will Route To Entities Below

<u>Town of Pagosa Springs Planning Department:</u> 264-4151 x224, for planning Department.			ZONE District: _____
Zoning Correct? <input type="checkbox"/> Yes <input type="checkbox"/> No	CUP# _____	Variance# _____	Date: _____
Approved <input type="checkbox"/>	Deny <input type="checkbox"/>	Held <input type="checkbox"/>	Planning Signature: _____
Comments:			Conforming Sign: <input type="checkbox"/> Yes <input type="checkbox"/> No
			Sign Permit Issued: <input type="checkbox"/> Yes <input type="checkbox"/> No

<u>Town of Pagosa Springs Building Department:</u> 264-4151 x234, to request a "Business License" Inspection.		
Change of Occupancy or Use ? <input type="checkbox"/> Yes <input type="checkbox"/> No	OLD Occupancy: _____	NEW Occupancy: _____
Approved <input type="checkbox"/>	Deny <input type="checkbox"/>	Held <input type="checkbox"/>
Building Official: _____		Date: _____
Comments :		

<input type="checkbox"/> <u>In District, Town of Pagosa Sanitation Department:</u> 264-4151 x230, to Schedule an Inspection.		
Unit of Measure: _____	OLD Occupancy: _____	NEW Occupancy: _____
Change of Occupancy or Use ? <input type="checkbox"/> Yes <input type="checkbox"/> No	Current ERT's Assessed: _____	NEW ERT's Assessed: _____
Approved <input type="checkbox"/>	Deny <input type="checkbox"/>	Held <input type="checkbox"/>
Sanitation Signature: _____		Date of Review: _____
Comments :		

<u>Pagosa Springs Fire Department:</u> Manny Trujillo, 731-4191, to Schedule an Inspection.	
Fire Inspector Signature: _____	Date of Inspection: _____
Approved <input type="checkbox"/>	Deny <input type="checkbox"/>
Held <input type="checkbox"/>	
Comments :	

Town of Pagosa Springs NEW BUSINESS Information

The following includes helpful information for businesses with in the **Town of Pagosa Springs**.

BUSINESS LICENSE REQUIRED for ALL BUSINESSES: Business Licenses are REQUIRED for all businesses located and/or conducting business within the Town of Pagosa Springs. Approval of your Business License Application is Required prior to operating a Business. The Application should be submitted early on in the process to ensure your proposed business and building is compliant with the Town Code. Our staff is here to guide you through the process, so the earlier you contact us, the better we can outline the Town's business requirements. Applications are available on our web page townofpagosasprings.com, or at Town Hall. Business Licenses are required for vacation rentals, vendors, retail & service business's, special events, building general & sub contractors, home based, non profit entity's, seasonal, ect...

HOME OFFICES and HOME OCCUPATIONS

If you are planning to conduct a business out of your residence, there are several requirements which first must be met. Some Types of businesses may not be allowed in your home. Please contact the Planning Department to find out what is permitted in the area where you live.

REQUIRED APPROVALS; ENTITY'S TO CONTACT for ALL NEW BUSINESSES

Please contact all of them **early in the process** so you don't have any surprises.

Town of Pagosa Springs Planning Department: 264-4151 x224 & Building Department: 264-4151 x225

Pagosa Fire Department: 731-4191

Pagosa Sanitation District: 264-4151 x230

Pagosa Area Water and Sanitation District: 731-2691

SIGNS: Please check with the Planning/Building Department before constructing or erecting any sign for your business. We understand that signs are expensive, so to prevent costly mistakes, we recommend acquiring approval prior to manufacturing your sign. All signs require an approved sign permit prior to displaying. There are Lighting standards for signs in the Town Code as well. Some buildings and developments have a Comprehensive Sign Plan that must be complied with in addition to the Town Code. Also, the Pagosa Lakes Property Owners Association (PLPOA) requires approval in addition to the town's approval. Again, it is best if you contact us before you start designing your sign, so you know what the Town's Sign Code allows for your location.

TEMPORARY BANNERS / SIGNS: Businesses are given an opportunity to display a temporary banner/sign for up to 10 weeks per calendar year. The banner/sign may not exceed an aggregate size of 10 square feet and must be located on the property of the business. Temporary banners/signs also require an approved permit (the fee is \$10.00 for 2 weeks and requires a deposit) Please apply for a banner permit prior to displaying, to ensure your proposed banner meets the Town Code requirements. This will help prevent costly mistakes.

LIGHTING: The Town Code provides standards to minimize the effects of lighting on surrounding properties while meeting functional and security needs. In general all of the light generated must be within your property and the bulb must be shielded (frosted glass is not a shield). Planning/Building Department can assist you with this Town Code.

REMODELING, ADDITIONS, RENOVATIONS and CHANGE OF USE: Please check with the Planning/Building Department staff prior to making any changes. All commercial remodeling, renovations and additions require approved construction documents and a building permit. Changing the use of any space ie.. office space to retail space, residential to commercial, retail to restaurant, ect.. requires approved construction documents and a building permit.

EXTERIOR ALTERATIONS: All zoning districts have specific requirements. The Planning/Building Department staff can help you determine what is allowable under the Town of Pagosa Springs Land Use Code and what permits or applications may be necessary for any Exterior Alterations.

PLANNING and BUILDING DEPARTMENT: The Planning and Building department staff is here to answer any questions you might have about the town zoning and building codes. There are applications and guidelines in our office or on our WEB Page www.townofpagosasprings.com, to help explain zoning and building guidelines Our office is open weekdays, 8am – 5pm. Contact us in person at 551 Hot Springs Blvd. or by Phone: *Planning 264-4151 x224. Building 264-4151 x225.*

Colorado Department of Regulatory Agencies (DORA)

State of Colorado Occupational & Professional Licensing / Registration Requirements

Professions, Occupations, and Businesses listed below require licensing from D O R A !!

Visit this web site for full details: <http://www.dora.state.co.us/registrations/occupational.htm>
1560 Broadway, suite 1350, Denver, Co. 80202, Phone # 1-303-894-7800, Fax # 1-303-894-7693

- Accountants and Accounting Firms
- Acupuncturists
- Addiction Counselors
- Architects
- Athlete Agents
- Athletic Trainers
- Audiologists
- Barbers
- Barber/Cosmetology and Salons
- Boxers/Kick boxers
- Chiropractors
- Cosmetologists
- Dentists and Dental Hygienists
- Electricians and Elect. Contractors
- Appraisers
- Audiologists
- Bail Bonding Agents
- Certified Public Accountants
- Counselors (Unlicensed and Professional)
- Guides, Hunting and Fishing
- Insurance Producers (Agents)
- Insurance Intermediaries
- Engineers and Engineer Interns
- Estheticians
- Hairstylists
- Hearing Aid Providers
- Land Surveyors & Surveyor Interns
- Landscape Architects
- Manicurists
- Marriage and Family Therapists
- Massage Therapists
- Mental Health Professions
- Midwives
- Nurses and Nurse Aides
- Nursing Home Administrators
- Occupational Therapists
- Optometrists
- Investment Advisors & Investment Advisor Representatives
- Mortgage Brokers
- Mortgage Broker-Dealers (mortgage brokers who raise money from individual investors to fund mortgage loans)
- Osteopaths
- Real Estate (Agents, Appraisers, Brokers & Sales)
- Sales Representatives (Securities)
- Stockbrokers
- Subdivision Developers
- Outfitters
- Passenger Tramway Safety Board
- Pharmacies, Pharmacists & Interns
- Physical Therapists
- Physicians and Physician Assistants
- Plumbers and Plumbing Contractors
- Podiatrists
- Professional Counselors
- Psychiatric Technicians
- Psychologists
- Respiratory Therapists
- Social Workers
- Unlicensed Psychotherapists
- Veterinarians

Other Professions, Occupations, and Business Licensing

For information about the types of businesses regulated by the Division of Registrations, please visit the Business Licensing and Registration web page. <http://www.dora.state.co.us/registrations/occupational.htm>
Please refer to this web page prepared by the Colorado Department of Regulatory Agencies for information about other professions and occupations licensed by state regulatory agencies (such as the Divisions of Banking, Insurance, Real Estate, Securities; and the Public Utilities Commission).
Or, you can refer to the Occupational/Industry License Database provided by the Colorado Office of Economic Development. This is a good resource to help citizens determine how an industry is regulated, and by which agency.
For general business registration and licensing, please contact the Colorado Secretary of State.

BUSINESS INFORMATIONAL LINKS

LOCAL

Town of Pagosa Springs: www.townofpagosasprings.com Archuleta County Government www.archuletacounty.org
San Juan Basin Health Department: www.sjbhd.org Pagosa Springs Chamber of Commerce: www.pagosaspringschamber.com
Archuleta County Economic Development Association www.archuletaeconomicdevelopment.org

UTILITIES

La Plata Electric Association: www.lpea.com Source Gas Company www.sourcegas.com
Centurytel Phone Co. www.centurytel.com Pagosa Area Water & Sanitation District: www.pawsd.org

STATE & FEDERAL

State of Colorado Web Site: www.colorado.gov Colorado Sales Tax License www.taxcolorado.com
Trade Names Must Be Filed: www.revenue.state.co.us New Business Assistance Center: www.state.co.us/gov_dir/oed
Colorado Secretary of State www.sos.state.co.us/pubs/business/main.htm
Professional Licensing, Department of Regulatory Agencies (DORA): <http://www.dora.state.co.us/>
Groups and Organizations in Colorado: www.state.co.us/org_dir/orgmenu.html
U.S. Census Bureau www.census.gov/edcd/www/naics.html Business Network International: www.bni.comProfessional
Micro Business Assistance: www.microbusiness.org Small Business Administration: www.sba.gov
Internal Revenue Service: www.irs.gov/businesses/small Colorado Women's Chamber of Commerce: www.cwcc.org
Colorado Association of Commerce and Industry: www.businesscolorado.com