



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

How to renew a business license on CitizenServe (Citizen Online Portal)

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 Already have an account? On the left side, sign in – if you need your username and password again, click FORGOT YOUR USERNAME OR PASSWORD.

LOGIN

Home / My Account / Login

Already have an account?

User Name:

Password:

Remember my username and password

[FORGOT YOUR USERNAME OR PASSWORD →](#)

LOGIN

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: In the right hand corner select under “Services” “Business License” and on the right hand side click the icon Renew your license.



[Home](#) [Services](#) [My Account](#) [Contact](#)

BUSINESS LICENSES

Home / Services / Business Licenses

 [View your licenses](#)

 [Renew your license](#)

[Learn about when you need a business license, what information you'll need and how to apply.](#)

Starting a business or renting out your vacation home? Use our online portal to apply for a business license. Apply online,

Then click on your license and click on the icon “Make a payment”

Then your all done! You will receive your business license as soon as it is approved by all departments. For questions you can contact Colleen Richmond, Deputy Town Clerk at 970-264-4151 x238.