

BUSINESS AND TAX LICENSE APPLICATION

Tax Division 7500 W. 29th Ave. Wheat Ridge, CO 80033 (303)235-2820 www.ci.wheatridge.co.us \$20 LICENSE FEE REQUIRED

	Please fill in BOTH PAGES using PDF Reader or han		ully. Incomplete			
	1) Legal/True Name of Business (last, First if Individual), Repeat on Page 2				CITY USE ONLY	
				Account		
	2) Trade Name (DBA) of Business (if any, up to 30 characters)			Area-Geo		
				Location Code		
uc	3) Federal Employer ID 4) CO Sales Tax Account	5) Other Wh	eat Ridge Accounts	Zoning		
- Basic Information				Building		
orn	6) Reason for filing this form (choose one)	7) Legal Forn	n (choose one)	Comment		
Inf	New Application		Individual/Sole Pr	oprietor (Lawful Presenc	e Affidavit Required)	
asic	Update Account Number:		Corporation (inclu	uding PC)		
- B	Business Purchased or Merged	1	Limited Liability C	ompany (LLC)		
Part A	Change in Legal Form		Partnership (Gene			
Pal	8) Location/Account Type (choose all applicable)			artnership (LLP or LLLP)		
	Commercial/Retail/Office/Industrial		Non-Profit	Government	Trust	
	Home Occupation (additional form)		Festival/Farmers'		Medical Marijuana	
	Out of City Location/Catalog/Internet		Mobile Food Sales		Kennel	
	Solicitor/Peddler		Massage Parlor		Pawn Broker	
		ocation Info				
			sellers please skip to	o line 17		
	9) Location Manager Name 10) Location Nu	_		Location Phone Number		
	12) Location Street Address With Suite Number (No PO Boxes)		13)	Building Owner and Pho	ne Number	
	,,		,			
	14) City		5) State 16) ZIP Code 17) Website, if any			
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	Busir	ness License	Information			
uc			19) Licensing Phone Number		20) Licensing Fax Number	
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	21) Check if the licensing address is	22) Mailing Address for Business Licensing Correspondence				
Contact Infor	Same as Location Address Given Above			9		
tact	Sume as Escation Address Given Above	23) City		24) State	25) ZIP Code	
Cont		23) City		24) State	23) Zii Code	
- 1	Tax	Compliance	Information			
Part B	26) Send Tax Correspondence in Care of	Comphance	27) Tax Phone Nu	ımber 28) Tax Email	Address	
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	Same as Licensing Address	31) City		32) State	33) ZIP Code	
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	Same as Location Address	·	Where Tax Records			
		35) Address 36) City	Where Tax Records	May Be Inspected (No Po	O Boxes) 38) ZIP Code	

Page 2

BUSINESS AND TAX LICENSE APPLICATION

	39) Legal/True Name of Business (from L	ine 1)			
	40) Name of principal officer, owner, rem	ther member or manager		41) Title	
ū	40) Name of principal officer, owner, par	mer, member of manager		41) 11116	
atio	42) Address of principal residence		43) City	44) Stat	e 45) ZIP Code
orm	-, see of principal residence		.o, city	Jidi	,
Inf	46) Name of other officer, owner, partne	er, member or manager	-	47) Title	2
ship				11, 1100	
Ownership Information	48) Address of principal residence		49) City	50) Stat	e 51) ZIP Code
- 1					
Part C-	52) Has any owner or principal ever beer	n convicted of a felony?		No	Yes
Par	53) If yes, what was the convicted charge	e and year?			
			nembers or managers may l	be included on	attachments.
	54) Legal Name of Prior Registrant (if pur	rchased or merged)	55) F	Prior FEIN (if know	n) 56) Purchase/merge date
tion	57) Start Date in Wheat Ridge	Local business		•	e 20th of the month after the
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Info	58) Number of Employees at the Wheat	_	Full time	Part time	Seasonal
)ce	59) Business Activities (choose all applica		Linnan Chara		Doolty/Loosins
oliar	Auto Repair	Food Related	Liquor Store Manufacture/Proce		Realty/Leasing
om	Auto Sales/Rent Business Service	Government Health & Dental	Manufacture/Proce Non-profit		elated businesses are subject to efferson County regulation.
o pu	Construction	Liquor Drinks	Personal Service		Food Safety 303-271-5700
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LAWFUL PRESENCE AFFIDAVIT

Tax Division 7500 W. 29th Ave. Wheat Ridge, CO 80033

(303) 235-2825 www.ci.wheatridge.co.us

Legal/True Name of Business (last, First if Individual), from Business and	Tax License Application	City Use Only Account
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Colorado state law requires individuals and sole proprietors applead form with your completed and signed		
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laws of the State of Colorado that (check only one):		
I am a United States Citizen.		
I am a Permanent Resident of the United States.		
I am lawfully present in the United States.		
I understand that this sworn statement is required by law becaus required me to provide proof that I am lawfully present in the Un acknowledge that making a false, fictitious, or fraudulent statemed criminal laws of Colorado as perjury in the second degree under Colorado of Colorado as perjury in the second degree under Colorado of Colorado as perjury in the second degree under Colorado of Colorado as perjury in the second degree under Colorado of Colorado o	ited States prior to receipt o ent or representation in this Colorado Revised Statute 18-	of this public benefit. I further sworn affidavit is punishable under the
Signature		Date
Colorado law also requires the applicant for a public benefit to proverify lawful presence in the United States. The applicant may eit submit this form fully executed and notarized below along with a Check the box which represents the authorized identification you	her (a) produce such documed clear, legible copy of such de	ent in person at the Tax Division office or ocument.
A valid Colorado driver's license or identification	card	
A valid United States military identification card or m		ation card.
A valid United States Coast Guard Merchant Mariner	, ,	action can an
A valid Native American tribal document.		
Submitted in person to Notarized and mailed or emailed with a clear copy of		
STATE OF COLORADO) 55	
COUNTY OF	ss.	
The foregoing instrument was acknowledged before me this	day of	
20		SEAL
Witness my hand and official seal.		JLAL
·		
Notary Public		

Instructions for Business and Tax License Application

General Instructions

Purpose of Form. This form is used for persons/entities engaged in business in the City of Wheat Ridge to obtain the required business and tax license. Other licenses may be required. Please ask.

Every person engaged in business or collecting sales tax in the City must hold the appropriate licenses. Some businesses are required to register even though they do not maintain a fixed commercial location within the City.

There is a \$20 annual fee for the combined business and tax license. The initial fee is due at the time of application and is refunded if the license is not approved. Certain types of businesses will be required to complete supplemental registrations and pay the appropriate fees.

Submission. Complete all required line items and submit with the fee or fees to:

City of Wheat Ridge Tax Division 7500 W. 29th Ave. Wheat Ridge, CO 80033

Adobe PDF Fill-In. In order to improve legibility, the City has enabled this form to be completed using the Adobe Reader. This product can be downloaded at no charge from the Adobe website (http://www.adobe.com).

Applicants choosing not to complete the form using Adobe Reader must type or carefully handwrite the form. Illegible forms and the fee will be returned without processing.



Data entered into form fields using Adobe Reader will not be transmitted to the City and cannot be saved. Once complete, the registration must be printed, signed, and submitted as described above. Retain a photocopy of the completed

registration for your records.

Review and approval. License applications are reviewed by a variety of City departments to ensure compliance with building, land use, taxation, and other laws and regulations. This review process may take three to four weeks. It is unlawful for any person to engage in business in the City without first obtaining the appropriate licenses.

It is important to submit the registration allowing sufficient time for review and approval prior to the start of business. Please review the registration for legibility, errors, and omissions which will delay the time necessary to receive a license.

Additional Reminders & Resources

This is a legal document. Read all instructions carefully to ensure this registration is accurate and complete. Licenses to conduct business in the City may be denied, suspended, or revoked if the information contained in this registration is incomplete or contains false, misleading, or fraudulent statements.

Signature required. The person completing the registration must sign and date the form at the bottom. A printed name is

also required. If the registrant is not a natural person, the title of the officer or agent completing the form on behalf of the registrant must also be printed on the form. Forms without a signature will be returned.

Keep information updated. The information in this Business and Tax License Application is used by a variety of City agencies including the Tax Division, Police, Fire, Code Enforcement, Planning, Building and Economic Development for health, public safety, land use, and other regulatory and informational concerns. It is critical that you report any changes in this information to the Tax Division as soon as practicable. Please reference your assigned Wheat Ridge account number/City ID on any correspondence.

Wheat Ridge taxes. The Tax Division collects Wheat Ridge taxes. For forms and information, visit the <u>Tax & Licensing</u> page of the City of Wheat Ridge website, <u>www.ci.wheatridge.co.us</u>.

Trade name registration. An individual or entity transacting business in the state of Colorado under a name other than their legal or true name must register such trade name (also referred to as a "doing business as" or "DBA") with the Colorado Secretary of State. Additional information is available at http://www.sos.state.co.us.

State tax registration. In addition to licensing with the City of Wheat Ridge, businesses must register with the Colorado Department of Revenue and may be required to register with other home rule cities. Additional information is available on the department's website: http://www.taxcolorado.com or by contacting the Taxpayer Services Division at (303) 238-7378. The department publishes a directory of home rule municipalities (publication number DR 1002) which is also available on their website.

Business signs. A permit from the City is required for some signs. Sign regulations are contained in Chapter 26 of the Wheat Ridge Code of Laws. Contact the Community Development Department at (303) 235-2846 for additional information.

County taxes and information. Wheat Ridge is located within Jefferson County, Colorado. Property taxes are collected by the county. For information on county resources and property taxes contact:

Jefferson County: (303) 279-6511

Food service businesses. Food service businesses are required to obtain a permit from the health department. For more information contact:

Jefferson County Food Safety: (303) 231-5700

Specific Instructions

Line 1 – Legal/True Name of Business. Enter the legal name of the individual or entity registering exactly as it appears on the registrant's social security card, charter, articles of organization, or other legal document. This is not normally the name of the individual completing this form.

Individuals/Sole Proprietors: Enter your last name followed by your first name as it appears on your social security card.

Corporations: Enter the name of the corporation as it appears in the articles of incorporation or corporate charter.

Limited Liability Company: Enter the name of the LLC as it appears in the articles of organization.

Partnerships: Enter the name of the partnership as it appears in the partnership agreement.

Trusts: Enter the name of the trust as it appears in the trust instrument.

Line 2 – Trade Name. Enter the name by which the business is known to the public if it is different from the legal name. Trade names are also referred to as "doing-business-as" or "DBA" names and must be registered with the Secretary of State (see above). If the trade name exceeds 30 characters, abbreviate it appropriately.

If the business is known by multiple trade names, enter the most common name (i.e. the name which will appear on business invoices and signage) and attach a sheet listing the additional trade names.



It is particularly important that local businesses list the name displayed on premise signage so that police and fire personnel can easily locate the business in case of an emergency.

Line 3 – Federal Employer Identification Number. Enter the business' nine digit Federal Employer Identification Number (EIN).

If the applicant is an individual or a single member disregarded LLC without an EIN, do not enter your social security number (or taxpayer identification number). Leave this line blank.

If the applicant has applied for an EIN, leave this line blank and file an update upon receiving the EIN from the Internal Revenue Service. For additional information on applying for an EIN visit, the IRS website: http://www.irs.gov.

Line 4 – Colorado Sales Tax Account. If applicable, enter the retail sales tax or retailers use tax account number issued to the registrant by the Colorado Department of Revenue. If the applicant has applied for a state sales tax account, leave this line blank and file an update upon receiving an account number from the Department of Revenue. For additional information on registering with the Department of Revenue, visit their website: http://www.taxcolorado.com.



Do not list an EIN or state sales tax account number on tax returns, forms, and other correspondence with the City. Upon approval of the registration, the City will issue a unique Wheat Ridge tax account number.

Line 5 – Other Wheat Ridge Tax Accounts. Each location within the City requires a separate license.

Sales made from locations outside Wheat Ridge, catalog sales, and sales over the internet may be reported under a single account that is separate from accounts for locations in the City. Taxpayers must not add these sales to an account for a location in the City.

Provide any other Wheat Ridge business and tax license account numbers this applicant owns.

Line 6 – Reason for Filing. Check the box which best represents the reason you are submitting this form. Note that business licenses are generally not transferrable, and that a new registration will be required if the business is sold or merged into another entity causing a requirement to change the FEIN/EIN.

Line 7 – Legal Form. Check the box next to the appropriate legal form.



Pursuant to C.R.S. § 24-76.5-103, individuals and single member sole proprietorships are required to submit a Lawful Presence Affidavit form in addition to this application. This form is

available in the Tax & Licensing section of the City website and is included with the application. Out of City and catalog and internet only accounts not located in Wheat Ridge do not need to complete this form.

Line 8 – Location/Account Type. Check the box which best describes the location for which a license is sought.

Commercial locations include all premises within the City (except residential dwellings) where any kind of trade, vocation, occupation, profession, enterprise, establishment, or other activity or matter, whether or not for profit, is operated, excluding those activities operated from a residential address. For licensing purposes, commercial locations include licenses for businesses operating and maintaining hotels/motels, multifamily dwellings, and residential care facilities.

Home Occupations those commercial or business activities based in a dwelling unit (residence) in accordance with the City zoning code. Special restrictions apply to inhome businesses and the <u>Home Occupation Supplement to the Application</u> form is required to be submitted with this form.

Out of City/Catalog/Internet accounts are for applicants making sales or collecting tax on sales in the City who do not maintain a fixed premise in the City. Out of city accounts are also for applicants with one or more locations in the City to report sales of property and services originating from location outside Wheat Ridge. Sales from multiple locations outside Wheat Ridge may be combined under a single out of city account, however, taxpayers may not report out of city sales using an existing local account.

Solicitor/Peddler accounts are for short-term sales or solicitations of sales in the City. Peddlers are limited to selling from a single location only and must obtain the property owner's written permission to do so. A \$100 site cleanup escrow deposit and a \$100 tax deposit are required. Solicitors must bear a valid ID issued by any state and a copy of the license at all times while working in the City. A \$100 tax deposit may be required depending on the nature of the solicited sales.

Festival/Farmers' Market. Applicants include farmers' market, other festival and Carnation Festival vendors. The organizer of the event is responsible for site cleanup so no escrow is required of individual vendors. A tax deposit is required from festival and farmer's market vendors, but the amount may be reduced based on City sponsorship or other considerations.

Mobile Food Sales. Sales of food and non-alcoholic beverages from pushcarts or trucks are permitted subject to specific rules. The rules are viewable herein or on www.ci.wheatridge.co.us. You may also obtain a copy from the Tax Division or the Zoning Division.

Massage Parlor. Massage services by practitioners not having a Colorado Massage Therapy license, except exempt alternative modalities specified by C.R.S. 12-35.5-110, are restricted as to location and subject to additional application requirements and regulation. See www.ci.wheatridge.co.us or inquire with the Tax Division.

Medical Marijuana. Medical marijuana centers (dispensaries), growing operations and infused products production are regulated by state and local laws and are subject to additional application requirements. See www.ci.wheatridge.co.us or inquire with the Tax Division.

Kennel. A non-veterinary location that houses more than three dogs or four cats or that sells, breeds, buys, trains or trades cats or dogs must obtain the City kennel license in order to be approved for a business license. The annual fee is \$35. Call for an inspection at (303) 235-2220.

Pawn Broker. Pawn brokers must apply for the pawn broker's license, which requires an annual fee of \$5,000. The application is available from the Police Department by calling (303) 235-2932.

Out of City, catalog and internet accounts do not need to complete lines 9 through 16. Proceed to line 17.

Line 9 – Location Manager Name. Enter the name of the person responsible for the management and supervision of activities carried on in the City.

Line 10 – Location Number. Businesses with multiple locations often assign each location a unique identification number or code. If you refer to this location by such a code, enter it on this line.

Line 11 – Location Phone Number. Enter the local phone number, including area code, of the location for which a license is sought.

Lines 12 through 16 – Location Address and Building Owner Information. Enter the street address of the location for which a license is sought. Include the suite, space, or unit number if applicable. Do not enter a post office box. Enter the city, state, and zip code. Zip+4 entries are permitted. In the space allotted, provide the name and phone number of the landlord for the location if you do not own it.

Line 17 –Website. Enter your company's website address, if one exists.

Line 18 – Business Licensing Contact. Enter the name of the individual or department to which correspondence regarding business registration and licensing should be directed. Such correspondence includes without limitation, licenses, renewal notices, and notices of adverse action.

Line 19 – Business Licensing Phone Number. Enter the phone number of the individual or department handling business registration and licensing inquiries.

Line 20 – Business Licensing Fax Number. Enter the facsimile number upon which correspondence regarding business registration and licensing is received.

Line 21 – Duplicate Address. If the address for business licensing correspondence is the same as the location address listed on lines 12 through 15, check the box on this line and proceed to line 26. Otherwise, complete lines 22 through 25.

Lines 22 through 25 – Business Licensing Address. Enter the mailing address of the individual or department to which correspondence regarding business licensing should be directed. Post office boxes are permitted on this line. Enter the city, state, and zip code. Zip+4 entries are permitted.

Lines 26 through 33 – Tax Correspondence and Forms Addresses. Enter the mailing address of the individual or department to which correspondence regarding Wheat Ridge taxes and forms should be directed. Post office boxes are permitted. Enter the city, state, and zip code. Zip+4 entries are permitted.



The Wheat Ridge Code of Laws requires that every person engaged in business in the City keep and preserve records suitable in content and form to allow the City to determine such person's tax liability. Audits are often conducted

at the location where books and records are maintained, but may also be conducted at City offices.

Line 34 – Duplicate Address. If the address where tax records are maintained is the same as the location address, the business licensing address, or the tax address, check the appropriate box on this line 33 and proceed to line 38. Otherwise, complete lines 34 through 37.

A street address where tax records are maintained is required. <u>Do not check a duplicate address box if you entered a post office box for the business licensing or tax address.</u> Complete lines 31 through 34.

Lines 35 through 38 – Tax Records Address. Enter the street address where tax records are maintained. Do not enter a post office box. Enter the city, state, and zip code. Zip+4 entries are permitted.

Line 39 – Legal Name of Business. In order to prevent the second page from being misplaced, enter the legal name of the registrant as it appears on line 1 of the first page.

Lines 40 through 53 – Owner, Officer, Partner, Manager, or Member Information. Enter the name, title, e-mail address, home street address, city, state and zip code of each



owner, officer, partner, LLC manager, or principal LLC member. Do not enter a post office box. Do not enter the principal office or location address unless the registrant is a home occupation.

If there are more than two individuals, attach an additional, typewritten sheet listing the legal name of the business (from line 1) and containing all of the required information. Use only white, 8½" x 11" paper. Duplex printing is permitted.

Lines 54 through 56 – Prior Registrant. If this application was caused by the purchase of an existing business, a merger, or a change in legal form, enter the name and Federal Employer Identification Number (if known) of the previous registrant. Enter the effective date of the purchase, merger, or change on line 57. The account of the previous registrant will be closed and a final tax return will be required.



In certain circumstances, a new owner may be liable for taxes owed by a previous owner. For more information, see Section 22-38 of the Wheat Ridge Code of Laws at www.municode.com.

Line 57 – Start Date in Wheat Ridge. Enter the date business commenced or will commence in Wheat Ridge. All registrants must enter a date in the form mm/dd/yyyy. If you are unsure of the exact date, enter a date which best represents your anticipated start date.

This date may be in the past if the registrant has been operating without a license. Prior period tax returns may be required.

New businesses in the City should list the opening date excluding prior construction and setup time. An initial use tax return is due on the 20th of the month following this date.

Out of City businesses should list the date of the first sale or contact within the City.

Line 58 – Employees. Local businesses enter the number of employees working at the location for which a license is sought. Out of City businesses should skip this line.

Line 59– Business Activities. Check the boxes which best describe the main business activities to be conducted under the license being sought.

Line 61 – General Details of Goods Sold or Services Provided. Enter a brief description of the goods to be sold and/or services to be provided.

Along with the main business activities, this description will be used to evaluate the proposed use for public safety and land use compliance. This description will also aid the Tax Division in assigning a class code for analytical purposes. Be as specific as possible in the space provided.

Line 62 – Requested Reporting Frequency. Every person/entity engaged in business in the City must file a tax return at least annually even if no tax is due. Even service businesses that do not make taxable sales will likely have a use tax liability. For additional information on use tax, refer to the Tax & Licensing page of the City website or call the Tax Division at (303) 235-2820.

Professional services and home occupations will usually be assigned an annual frequency. Depending upon the nature of the business and the average tax liability, some businesses will be required to file more frequently. Check the box representing your requested filing frequency.



If your business is occasional, making only one or two sales in the City per year in excess of \$1,000, select an annual filing frequency to avoid filing zero liability returns monthly. **Use of Self-Provided Forms.** Check this box if your business plans to file on substitute forms in accordance with tax regulations. Unless indicated, the City will print and send tax forms for you to use.

Online Filing. Check this box if your business plans to file sales and use tax returns online using the City's online filing portal via the City website or www.salestaxonline.com. Unless indicated, the City will print and send tax forms for your use.

Lines 63 through 68 – Emergency Contact Information. Local businesses, enter the name, title, and after hours phone number of two local emergency contacts. This information is used by the Wheat Ridge Police Communications Center in case of a police or fire emergency.

The persons on this list must be able to report to the business, make police reports, take charge of and/or secure the premises. Given the critical nature of this information, it is important that it is kept current. Report any changes immediately to the Tax Division.

Signature – After reviewing the registration and any supplements required for accuracy and completeness, sign them where indicated and provide a clear printed version of your name as well.

CERTIFICATE OF PROPERTY PERMISSION Medical Marijuana Primary Caregiver

Permission is hereby granted for:	
	(Primary Caregiver)
To conduct medical marijuana activiti	ies for up to 5 patients at:
(le	gal address)
Owned by:	
(owner or de	uly authorized agent)
Primary Caregiver Signature	Date
Property Owner/Authorized Agent Signature	e Date
NOTARY PUBLIC:	
Sworn before me thisday of By	of20
Address	
My Commission Expires:	CEAL:
	SEAL:

PRIMARY CAREGIVER AFFIRMATION AND ACKNOWLEDGEMENT

I,		, hereby affirm and			
ackno	owledge the following:				
1.	I am a state approved a medical marijuana primary caregiv	er.			
		Initial			
2.	I understand that I may be subject to Federal criminal prose	ecution for the			
	distribution of a controlled substance.	Initial			
3.	3. I agree to provide the Wheat Ridge Police Department with the registre identification number and name of each of my patients when and if as				
		Initial			
4.	I agree that the provisions of Chapter 26 of the Wheat Ridge concerning home occupations have been made known to me they apply to my activities as a primary caregiver.	e and I understand that			
5.	I understand that it is unlawful to grow medical marijuana and so doing could result in administrative action against no Caregiver License.	• •			
6.	I understand that the City of Wheat Ridge accepts no legal with its approval and my subsequent operation of a medica caregiver location.	•			
Signa	ture:	Date:			