



City of Northglenn
 Sales Tax Division
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 Northglenn, CO 80233-1001

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 Email: salestax@northglenn.org
 Website: www.northglenn.org/taxes

BUSINESS LICENSE APPLICATION

Pursuant to City Code **Section 5-3-8(a)(b)** It shall be unlawful for any person to engage in the business of selling at retail, as the same is defined in this Code, tangible personal property and services subject to the tax imposed by this Code, without first having obtained a license therefore, as provided by Section 5-3-19. Every person, retailer or lessor, who comes within the definition of "engaged in business in the City," as defined, shall obtain a Sales and Use Tax License in order to do business in the City of Northglenn. **Merely obtaining a business license does not excuse, nor supersede any other permits and/or approvals necessary to actively engage in business within the City.** It is the responsibility of each business to acquire all of the appropriate permits, licenses, and/or approvals as listed in the '[New Business Checklist](#)' prior to conducting business within the City.

APPLICATION FOR ONE OF THE FOLLOWING:

- Business License - **\$15 Fee (Service or Sales)**
 - **OR**
- Home Occupation Business License - **\$15 Fee (Enclose Home Occupation Agreement)**
 - **OR**
- Exempt Institute License – **No Fee (Enclose a copy of the IRS 501(c)(3) Letter of Exemption)**

(Office Use Only)

License Number: 99- _____

Business Type: _____ **Geo Code/Org:** _____

Lot: _____ **Cust:** _____ **NURA:** Yes No

1. Filing Frequency: If Sales Tax Collected is:

- \$100/quarter or less – ANNUALLY
- \$100/month or less – QUARTERLY
- \$100/month or more – MONTHLY

Check this box if company creates its own tax returns and does not need the City of Northglenn to supply them. **(Enclose a copy of created tax return for City approval)**

Filing frequency subject to City approval. Annual filing status is typically granted to service businesses, wholesalers, & non-profit 501(c)(3) organizations

2. Indicate Type of Organization:

- | | | |
|--|--|--|
| <input type="checkbox"/> INDIVIDUAL | <input type="checkbox"/> PARTNERSHIP | <input type="checkbox"/> NON-PROFIT (501(c)(3) non-profits must enclose copy of IRS exemption letter) |
| <input type="checkbox"/> ASSOCIATION | <input type="checkbox"/> ESTATE/TRUST | |
| <input type="checkbox"/> LIMITED LIABILITY COMPANY | <input type="checkbox"/> CORPORATION | |
| <input type="checkbox"/> GOVERNMENT | <input type="checkbox"/> LP, LLP, LLLP | |

3. **Full legal name of Business or Corporation:** _____

4. **Trade Name (Doing Business As):** _____

5. **State of Colorado Sales Tax License #:** _____ **(Enclose a copy of the license)**

6. **Physical Business Location (Street & Unit #):** _____

City _____ State _____ Zip Code _____ Square Feet _____

Landlord (if business located in Northglenn) _____ Phone _____

7. **Mailing Address (if different from location address):** _____

City _____ State _____ Zip Code _____

Continued on next page

8. **Business Location Phone:** _____ **Fax:** _____

9. **Business Website Address:** _____

10. **Nature of Business/Type of Sales:** _____

11. **North American Industry Classification System (NAICS) Code (if known):** _____

12. **Days and Hours of Business Operation:** _____ **# of Employees:** _____

13. **Date business activity began or will begin in Northglenn:** _____

14. **Did You Purchase an Existing Business?:** Yes No If Yes, Date of Purchase _____

Name of Prior Owner and Business Name _____

15. **List any other current or past businesses (within the past 5 years) owned in Northglenn:**

1. _____ 2. _____

16. ***List all principal owners, partners, and or corporate officers (attach an additional sheet if necessary):**

1. Name _____ Home Address _____

Title _____ Home Phone _____ Cell Phone _____

Date of Birth _____ Email Address _____

Valid Identification Number _____ Valid Identification Type _____

2. Name _____ Home Address _____

Title _____ Home Phone _____ Cell Phone _____

Date of Birth _____ Email Address _____

Valid Identification Number _____ Valid Identification Type _____

* Valid proof of identification includes a State Driver's License, State Identification Card, U.S. Passport, Resident Alien Card, and/or Military Identification card. Enclose a **legible copy** of valid identification.

17. **Colorado Registered Agent (if Corporation or LLC):** _____

Address _____

Phone _____ Fax _____ Email _____

18. **Contact for Business Records/Accountant:** _____ Phone _____

Address _____ Email _____

19. **Emergency Contact Name:** _____ Phone _____

"I declare under penalty of perjury, that this application has been examined by me and the statements made herein are made in good faith pursuant to the City of Northglenn tax laws and regulations, and to the best of my knowledge and belief, are true, correct, and complete. I also understand that additional permits and/or approvals (as described in the 'New Business Checklist') will be necessary prior to conducting any business within the City of Northglenn."

Signature of Owner/Officer _____ Date _____

Printed Name _____ Title _____

Incomplete applications will not be processed. Applications will not be processed until \$15.00 license fee is received. Please allow 20 days for processing. Items noted with an asterisk (*) are kept strictly confidential.