



PUBLIC RIGHT OF WAY/CONTRACTOR & BUSINESS LICENSE APPLICATION INSTRUCTIONS

GENERAL INFORMATION:

- Application packets with missing information/documentation will not be processed.
- Include:
 - Address of the physical location of the business.
 - Mailing address where business licenses/renewals should be sent.
 - Mailing address where sales tax information should be sent.
- Email addresses are required.
- NAICS Codes may be obtained at <https://www.naics.com/>.
- The number of full-time and part-time employees is required.
- Reporting frequency and estimated sales/use tax liability is required.
 - The City of Greeley follows the State of Colorado's filing frequency found here:
 - <https://tax.colorado.gov/sales-tax-filing-information>

WILL YOUR WORK INVOLVE TREES?

- A City of Greeley [Tree Trimming Application Packet will be needed.](#)

ADDITIONAL FORMS & FEES:

- **Public Right-Of-Way Contractor License Annual Fee** – [List of current Business License & Permit Fees & Charges](#)
- **Right of Way Permit Bond** – This form must be completed by you and your surety company. The original form with surety seal, must be turned in with the application packet.
 - The amount of the bond is determined by the number of the right of way permits issued to your company for the previous calendar year.
 - [See current City Fee Directory for Right-Of-Way Permit Bond fee schedule](#)
- **Home Occupation Permit Application** – This form is required to obtain a permit for home-based businesses.
 - NOTE: Businesses with commercial locations should not complete this form.
- **Sewer Questionnaire** – This form is required if you have a commercial location inside the City of Greeley. This includes retail, office, and industrial locations.
 - NOTE: Not required for home-based businesses, businesses located outside the City of Greeley, or renewal applications.

ADDITIONAL INFORMATION

- **How to Start a Business in Greeley**
 - <https://greeleyco.gov/Business/Business-Operations/How-to-Start-a-Business-in-Greeley>
- **Sales Tax Questions**
 - <https://greeleyco.gov/Business/Business-Operations/Sales-Tax>
- **eTRAKit - City of Greeley's Community Development Web Portal**
 - <https://trakit.greeleygov.com/etrakit/>
- **Construction and Growth FAQ's**
 - <https://greeleyco.gov/business/construction-and-growth>



Right of Way Contractors & Business License Application
 Finance Department
 1100 10th St.
 Greeley, CO 80631

(970) 350-9733
 FAX (970) 350-9736
 greeley.salestax@greeleygov.com
 www.greeleyco.gov

In order to ensure processing, please fill in fields in legible print. Incomplete applications will not be processed.

PART A - Business Information	Business Name & Type of Entity		FOR CITY USE ONLY	
	1) Legal/True Name of Business (Last, First if Individual). Repeat on Page 2		ACCT #	SQ. FT.
	2) Trade Name/Doing Business As (DBA) of Business		PROP ID	GEO
	3) Reason for Filing (check only one) <input type="checkbox"/> New Business (Including new location) <input type="checkbox"/> Update Information for Account: <input type="checkbox"/> Business Purchased or Merged <input type="checkbox"/> Renewal		5) Type of Ownership (check only one): <input type="checkbox"/> Individual/Sole Proprietor <input type="checkbox"/> Corporation (Including PC) <input type="checkbox"/> Limited Liability Company (LLC) <input type="checkbox"/> Partnership (General or Limited) <input type="checkbox"/> Limited Liability Partnership (LLP or LLLP) <input type="checkbox"/> Non-Profit <input type="checkbox"/> Trust <input type="checkbox"/> Government <input type="checkbox"/> Other Entity Type:	
PART B - Address & Contact Information	4) Location/Account Type (check only one): <input type="checkbox"/> Commercial (Including retail, office, and industrial locations) <input type="checkbox"/> Home Occupation (<u>Home Occupancy Permit Form required</u>) <input type="checkbox"/> Out of City Location(s)			
	Location Information			
	6) Location Manager Name		7) Location Phone Number	8) Location Fax Number
	9) Location Street Address with Suite Number (No PO Boxes)			
	10) City	11) State	12) Zip Code	13) Location Manager E-mail Address
	Business Licensing Mailing Information (This is where your Business License and Certificate of Occupancy will be mailed)			
	14) Send Business Licensing Correspondence Care Of		15) Licensing Phone Number	16) Licensing Fax Number
	17) Check the following if the licensing address is: Same as Location Address (lines 9 - 13 above)		18) Mailing Address for Business Licensing Correspondence	
	19) City		20) State	21) Zip Code
	Tax Mailing Information (This is where your tax booklet and any tax information will be mailed)			
	22) Send Tax Correspondence Care Of		23) Tax Phone Number	24) Tax Fax Number
	25) Check one of the following if the tax address is: <input type="checkbox"/> Same as Location Address (lines 9 - 13 above) <input type="checkbox"/> Same as Licensing Address (lines 18 - 21 above)		26) Mailing Address for Tax Forms, Notices, and Correspondence	
	30) Check one of the following if the records address is: <input type="checkbox"/> Same as Location Address (lines 9 - 13 above) <input type="checkbox"/> Same as Licensing Address (lines 18 - 21 above) <input type="checkbox"/> Same as Tax Address (lines 26 - 29 above)		31) Address where Tax Records may be Inspected (No PO Boxes)	
			32) City	33) State
		34) Zip Code		
Tax Contact E-mail Address Primary E-mail Address:		Alternate E-mail Address:		
This form has 2 pages. Both pages must be completed. Incomplete applications will not be processed.				

		35) Legal/True Name of Business (From Part A, Line 1)						
PART C - Owners/Officers		36) Name of principal officer, owner, partner, member, or manager			37) Title			
		38) Address of principal residence			39) City	40) State	41) Zip Code	
		42) Name of other officer, owner, partner, member, or manager			43) Title			
		44) Address of principal residence			45) City	46) State	47) Zip Code	
Additional officers, owners, partners, members, or managers may be included on attachments.								
PART D - Business Inception & Operations		48) Legal Name of Prior Business (if purchased or merged)				49) Purchase/Merge Date		
		50) Date Started or Date Business Will Open						
		51) Hours of Operation (local businesses only)						
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	From:							
	To:							
		52) Website Address			53) NAICS Code:		Number of Employees at this Location	
							54) FT _____ 55) PT _____	
		56) Primary Business Type (check only one) <input type="checkbox"/> Retail Trade <input type="checkbox"/> Wholesale Trade <input type="checkbox"/> Transportation, Warehousing <input type="checkbox"/> Manufacturing or Processing <input type="checkbox"/> Agriculture <input type="checkbox"/> Utilities <input type="checkbox"/> Real Estate, Rental & Leasing <input type="checkbox"/> Professional or Service <input type="checkbox"/> Construction <input type="checkbox"/> Information <input type="checkbox"/> Natural Medicine <input type="checkbox"/> Accommodation, Food Services <input type="checkbox"/> Health Care <input type="checkbox"/> Other: _____						
		57) Check this box <input type="checkbox"/> if you intend to sell liquor.		58) Description of Goods Sold or Services Provided			59) State Child Care License Number	
	60) Requested Reporting Frequency							
	<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> Occasional Filer Estimated Annual Sales/Use Tax Liability: _____							
Every business must file at least annually, even if no tax is due. All businesses, including those that do not make taxable sales, will likely have a use tax liability.								
PART E - Business Application Checklist	Business Application							
	<input type="checkbox"/> Completed Sewer Questionnaire (for commercial locations). <input type="checkbox"/> Home Occupation Permit Application (if needed). <input type="checkbox"/> Description of Vehicles (for all refuse haulers).							
Signature of Applicant or Authorized Agent		Signature				Date		
		Print Name				Title		