



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 and description may be obtained at <https://www.naics.com/> and applied to page two of application.
- The number of full-time and part-time employees is required for locations inside the City of Greeley.
- 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>

ADDITIONAL FORMS

- **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 or businesses located outside the City of Greeley.
- **Home Occupation Permit Application** – This form is required to obtain a permit for home-based businesses.
 - More information can be found here:
<https://greeleyco.gov/Business/Construction-and-Growth/Planning-and-Zoning>
 - **NOTE:** Businesses with commercial locations should not complete this form.
- **Description of Vehicles** – This form is required for all refuse haulers doing business in the City of Greeley.

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>



Business License Application
 Finance Department
 1100 10th St.
 Greeley, CO 80631

(970) 350-9733
 FAX (970) 350-9736
 greeleysalestax@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) New Business (Including new location) Update Information for Account: Business Purchased or Merged Renewal		5) Type of Ownership (check only one): Individual/Sole Proprietor Corporation (Including PC) Limited Liability Company (LLC) Partnership (General or Limited) Limited Liability Partnership (LLP or LLLP) Non-Profit Trust Government Other Entity Type: <input type="text"/>	
	4) Location/Account Type (check only one): Commercial (Including retail, office, and industrial locations) Home Occupation (<u>Home Occupancy Permit Form required</u>) 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: Same as Location Address (lines 9 - 13 above) Same as Licensing Address (lines 18 - 21 above)		26) Mailing Address for Tax Forms, Notices, and Correspondence		
		27) City	28) State	
		29) Zip Code		
30) Check one of the following if the records address is: Same as Location Address (lines 9 - 13 above) Same as Licensing Address (lines 18 - 21 above) 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.				

PART B - Address & Contact Information

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.								
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)		Retail Trade	Wholesale Trade	Transportation, Warehousing				
Manufacturing or Processing		Agriculture	Utilities	Real Estate, Rental & Leasing				
Professional or Service		Construction	Information	Natural Medicine				
Accommodation, Food Services		Health Care	Other: <input style="width: 100%;" type="text"/>					
57) Check this box if you intend to sell liquor.			58) Description of Goods Sold or Services Provided				59) State Child Care License Number	
60) Requested Reporting Frequency								
Monthly		Quarterly		Annually		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.								
Business Application								
PART E - Business Application Checklist	Completed Sewer Questionnaire (for commercial locations).							
	Home Occupation Permit Application (if needed).							
	Description of Vehicles (for all refuse haulers).							
Signature of Applicant or Authorized Agent		Signature					Date	
		Print Name					Title	