

**GENERAL BUSINESS LICENSE
SUBMITTAL REQUIREMENTS
AND PROCESSING INFORMATION**

The following documents/information must be submitted as part of the Business Licensing application:

- Completed license application;
- If you are a Corporation, Partnership, or Limited Liability Company, business formation documents, management agreements, and operation agreements, with a certificate of good standing issued by the Colorado Secretary of State as applicable are required;
- Lawful Presence Affidavit for Sole Proprietorships;
- Copy of the deed reflecting ownership of, or a fully executed lease or other legal instrument demonstrating the Applicant's right to possess the proposed licensed premises, including the beginning and ending dates (term current and valid for one year minimum from license issuance) of the applicant's possessory interest in the premises for which the license is to be issued;
- A clearly legible "to scale" diagram of the proposed licensed premises, no smaller than 8.5" x 11" and no larger than 11" x 17" showing, without limitation, the building layout and the location and dimension of all off-street parking spaces and loading areas. Please include all interior wall layout, all entryways and exits to and from the proposed licensed premises and label all interior rooms/spaces (i.e. bathroom, office, mechanical room, storage, kitchen, etc.);
- The days and hours of operation;
- A detailed description of the nature of the business.
- The City Clerk may also require the applicant to submit with the application proof of general liability or other insurance naming the City, its officers and employees as additional insureds. The City Clerk's determination shall be based upon: the type of business; the recommendation of other City departments; and the risks to the general public of bodily injury and property damage.
- All necessary City fees in cash or checks payable to the City of Edgewater;
- Other required permits or licenses related to the operation of the including, without limitation, any development approvals, building permits or sign permits;
- Proof of compliance with and approvals from each local, state and federal agency with jurisdiction over the occupation proposed; and
- Any additional information that the City Clerk reasonably determines to be necessary in connection with the investigation, review and determination of the application.

The following is an overview of the processing steps for a General Business License:

1. No person shall establish, engage or be engaged in the operation, conduct or carrying on of any trade, profession, business, privilege, occupation or calling of any kind within the city without first obtaining a general business license pursuant to Article 1 Section 30 of Chapter 6 of the Edgewater Municipal Code ("EMC").
2. Approval of your business license application, and issuance of a business license, is required prior to operating a business. The application should be submitted early in the process to ensure your proposed business and building location is compliant with the EMC. Applications are available at City Hall, 1800 Harlan St., or on the City's website <http://edgewaterco.com/>.
3. Rules governing businesses in the City of Edgewater are contained in Article 1 of Chapter 6 of the EMC. **It is your responsibility to be familiar with local ordinances governing businesses and to abide by them at all times.**

4. All licenses shall be renewed annually.
5. Submit complete application and all required attachments to the City Clerk at cityclerk@edgewaterco.com or 1800 Harlan St.
6. Applicant must apply for a basic building permit. The nature of this permit is to initiate a life safety inspection. The Applicant will need to contact the Edgewater Building Department for information related to applicable building codes and necessary permits. Fees will apply. The amount of fees beyond the basic building permit fee will be determined by the inspection results and the work to be completed if any. (The fee is \$75 for the inspection only). Please contact Jennifer Schartz at jschartz@edgewaterco.com or 720-763-3001. Mike Sizemore, Building Official, can be reached at 303-450-8745 or building@safebuilt.com.
7. If any construction is planned, the Applicant will also need to contact Kevin Bol of the West Metro Fire Protection District at 303-539-9529 or kbol@westmetrofire.org to determine the need for a current fire inspection. Fees may apply.
8. If the addition to or alteration of an existing building adds to or relocates any square footage area of the building or structure, a site development plan will be required. The Applicant will need to contact City Planner Jocelyn Mills at jmills@edgewaterco.com or 720-763-3053.
9. If a sign is proposed, a sign permit will be required. Signs shall comply with Chapter 16, Article 19 of the EMC. Please contact City Planner Jocelyn Mills at jmills@edgewaterco.com or 720-763-3053 with any questions.
10. Upon receipt of a complete application, the City Clerk shall circulate the application to all affected service areas and departments of the City to determine whether the application is in full compliance with all applicable laws, rules and regulations. No license shall be approved or issued until after the proposed premises is inspected to determine compliance of the premises with any applicable requirements of Chapter 16 of the EMC, and with the plans and descriptions submitted as part of the application. Within thirty (30) days after the completion of the City Clerk's investigation of the application, the City Clerk shall issue a written decision approving or denying the application for licensure, which decision shall state the reason(s) for the decision and be sent via United States Postal mail to the Applicant at the address shown in the application.
11. After approval of an application, the City Clerk shall not issue a license or license certificate until the building in which the business is to be conducted is ready for occupancy with such furniture, fixtures and equipment in place as are necessary to comply with the applicable provisions of Chapter 18 of the EMC. Each license certificate issued by the City pursuant to this Article shall specify the date of issuance, the period of licensure, the name of the licensee, and the premises or optional premises licensed.
12. The City Clerk shall deny any application that does not meet the requirements of the EMC. The City Clerk shall also deny any application that contains any false, misleading or incomplete information. Any party aggrieved by the decision of the City Clerk under this Article may appeal the decision to the City Council, by filing a written appeal with the City Clerk within ten (10) days after the date of the decision. The City Council shall not have jurisdiction to consider any appeal that was not filed in a timely manner.
13. No general business license shall be transferable.
14. The licensee shall promptly notify the City Clerk, in writing, of any change in the information provided in the license application including, but not limited to whether such change requires the licensee to provide additional off-street parking spaces. The City Clerk may investigate the change for compliance with the EMC.
15. Each license shall be posted on the licensed premises in a conspicuous location open to public view.



GENERAL BUSINESS LICENSE APPLICATION

New License

License Renewal

This application is for the following Premise Location License Type:

- Escort Service Establishment
- Grocery or Hardware Store
- Tanning Salon
- Pawnbroker
- Purchaser of Valuable Articles

- Massage Parlor
- Laundromat
- Secondhand Dealer
- All Other Businesses
(Restaurants, retail, office, etc.)

Applicant is defined as the Legal Name of Individual or Business Entity that will hold license if approved.

Applicant is applying as (attach organizational documents):

- Corporation
- Limited Liability Company
- Individual
- Non-Profit
- Partnership
- Association or Other

Applicant Name: _____

Trade Name of Establishment (doing business as): _____

Applicant Contact Name (please print): _____

Address of Premise Location: _____ Business Space Square Footage: _____

Street Address	City	State	Zip Code
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Business Mailing Address (if different from Premise location):

Street Address	City	State	Zip Code
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Business Phone: _____ Emergency Phone: _____

Business Email Address: _____ Website Address: _____

State Sales Tax License No.: _____ FEIN No.: _____

Jefferson County Health Department License No.: _____

Sign up for the City's Town Cryer Informational email: email address: _____

If Applicant is an individual, please complete the following:

Home Address:

Street Address	City	State	Zip Code
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Social Security Number * (last four digits only): _____ Date of Birth: _____

Driver's License Number: _____ Jurisdiction that issued Driver's License: _____

If Applicant is a corporation, partnership, association or limited liability company, please list all officers, directors, partners, members and managing members of the entity, as applicable to the particular entity. If necessary, provide additional information on a separate sheet. (Not required for renewals unless there are amendments.)

NAME	HOME ADDRESS, CITY STATE, ZIP	DOB	POSITION	LAST 4 DIGITS OF SS No. *

Does the Applicant have legal possession of the premises for at least one (1) year from the date that this license will be issued by virtue of ownership, lease or other arrangement? Yes No

Ownership Lease Other (explain in detail): _____

If leased, list name of landlord and tenant, and date of expiration, EXACTLY as they appear on the lease:

Landlord	Tenant	Expires	Monthly Rent

Building Owner's Mailing Address:

 Street Address City State Zip Code

Contact Phone Numbers: _____

On-site manager information: Name: _____			
Home Address:			

Street Address	City	State	Zip Code
Business Cell Phone Number: _____	Email Address: _____		
Social Security Number * (last four digits only): _____	Date of Birth: _____		
Driver's License Number: _____	Jurisdiction that issued Driver's License: _____		

State the hours of operation each day:

Monday	_____ to _____	Friday	_____ to _____
Tuesday	_____ to _____	Saturday	_____ to _____
Wednesday	_____ to _____	Sunday	_____ to _____
Thursday	_____ to _____		

Is the business a change of use or occupancy for this location? Yes No

Will there be ANY remodeling or building alterations? Yes No

If yes, please briefly describe the type of remodeling of building alternations.

Will there be any additions to or alterations of an existing building? Yes No

If yes, please briefly describe the type of building additions or alternations.

Will you be installing a new sign or changing an existing sign? Yes No
 Have you applied for a sign permit? Yes No
 Are any flammable or hazardous materials or chemicals to be used or stored? Yes No
 If yes, please describe the materials/chemicals and indicate the quantity:

Describe in detail the nature of your business:

How many employees do you have or expect to have for this business (including yourself)? _____

Will you be selling any articles of tangible personal property? (Tangible personal property is generally moveable items that are used for income production. Examples would be office furniture, business equipment, restaurant equipment and fixtures, and any other item or supply used to operate a business. All tangible personal property is taxable unless it is specifically exempt by law.)

Yes No

If yes, please describe the articles of tangible personal property:

Will you be storing, using or consuming in the City any articles of tangible personal property or taxable services purchased at retail? Yes No

If yes, please describe the articles of tangible personal property to be stored, used or consumed in the City or taxable services purchased at retail:

Are you required to hold any other licenses or permits issued by Jefferson County or the State of Colorado? Yes No

If so, please provide a copy of those permits or licenses.

Would you be interested in receiving our Town Cryer to keep up with local news, rules and regulations?

Yes Email Address: _____ No

* Not released pursuant to C.R.S. 24-72-3-102.

Oath of Application		
I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge and belief. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Edgewater Municipal Code and all Rules and Regulations which govern my Business License. I further acknowledge that it is my responsibility to provide the City with amendments to this application in the event that any information provided herein changes after the date of application.		
Authorized Signature	Printed Name and Title	Date

Business License Type	Licensing Fee
Escort service establishment.	\$253.00
Body Art	\$200.00
Body Art – Per Body Artist	\$28.00
Massage parlor.	\$253.00
Grocery or hardware store.	\$203.00
Laundromat	\$153.00
Pawnbrokers	\$5,003.00
Tanning Salon	\$103.00
Secondhand Dealer	\$53.00
All other businesses (Includes Major Home Occupations)	\$53.00
Pawnbrokers	\$2,503.00
Purchaser of Valuable Articles	\$2,503.00
Not-for-Profit Entities	\$0

Building/Planning New Business Questionnaire

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

1. What is the proposed use of the building/tenant space? _____

2. What was the previous use of the building/tenant space? _____

3. What is the square footage of the building/lease area? _____

4. Is your business currently operating in Edgewater at a different address? Yes No

If yes, address: _____

5. Retail Restaurant Office Manufacturing/Distribution Service Other: _____

6. Provide a detailed description of operation/s to be performed within the building: _____

7. Is there food preparation involved: Yes No

8. Number of employees: _____

9. Describe any specific *EQUIPMENT* and *MATERIALS* that may be used to conduct your business: _____

Any outdoor storage of materials: Yes No If yes, describe: _____

10. Are there any *CHEMICALS* that will be stored on site:

INSIDE: _____

OUTSIDE: _____

11. Will there be any alterations to the interior or exterior of the building or tenant space: Yes No

Will a new or replacement plumbing fixtures be installed? Yes No

If yes to either of the two questions above, provide a description of the work proposed: _____
