

An application for a Westminster Business/Sales and Use Tax License will go through multiple steps before the approval is given to the City Clerk's office to issue a license that allows your business to operate legally within the City of Westminster. The full process could take up to 4 weeks.

Step 1: The application will be reviewed by the City Clerk's office to make sure that all the information and required forms have been submitted.

Step 2: Within 2-3 days, the completed application will be entered into a database where an account number will be generated. NOTE: The issuance of an account number does not mean that the license to operate has been approved.

Step 3: The application is then routed to the following four city divisions for review and approval. NOTE: All four must approve the issuance of a license before a business can operate legally.

- 1) The **Planning Division** will determine, based on current zoning ordinances, if the business description provided in box 61 of the application is an "allowed use" at the intended business address. *(Direct phone # 303-658-2114)*
- 2) The **Building Division** will determine that the business location meets the required building codes to operate the type of business described. To insure compliance, **the Division may do a site inspection**. Site inspections will typically be performed on all new builds, remodels, assembly uses, including restaurants, and automotive repair facilities. Someone from the Building Division will contact a business representative directly to schedule a licensing inspection if one is needed for approval. The issuance of a business license does not take the place of, or mean that the applicant does not need to obtain a building permit for construction work. Building permits are required for most building construction activities, including any plumbing, mechanical or electrical work. *(Direct phone # 303-658-2075)*
- 3) The **Fire Department** will review the application for any safety concerns as well as fire code compliance. This applies to new and existing buildings, tenant improvements, change of occupancies, and residential uses. The use, modification, or addition of required fire protection systems will be reviewed. If there is a concern, someone from the Fire Department will contact a business representative directly to schedule a licensing inspection. *(Direct phone # 303-658-4500)*
- 4) The **Sales Tax Division** will review the application to make sure the requested reporting frequency in box 64 is appropriate for the type of business indicated. That Division will automatically mail out information to the tax correspondence address provided regarding the collection and remitting of Sales/Use Tax to the city. This mailing will provide the account number generated and the set filing frequency but it does not mean that the issuance of the license has been approved. All tax questions and filings should be directed to the *Sales Tax Division*, not the City Clerk's office, at 303-658-2065 or salestax@cityofwestminster.us.

Step 4: **License Approved** - Once the City Clerk's office receives all four approvals, a license will be generated on 4x9 cardstock and mailed to the licensing correspondence address provided. They do not keep a copy of the license with the file so it is important that you have the license available upon request at the business and keep your account number handy for any questions and tax filings.

Step 4: **License Denied** – Should a Division have grounds to deny a license, a letter will be mailed indicating the reason for the denial.