

APPLICATION FOR SALES TAX LICENSE

CITY OF GRAND JUNCTION FINANCIAL OPERATIONS (SALES TAX)
250 NORTH 5TH STREET, GRAND JUNCTION, COLORADO 81501 (970) 244-1521

A \$10 NON-REFUNDABLE APPLICATION FEE MUST BE PAID WITH THE APPLICATION
NOTE: Application for License will be rejected unless all questions are fully answered.

1. BUSINESS OWNER _____

2. TRADE NAME/DOING BUSINESS AS (DBA) _____

3. BUSINESS LOCATION _____
Street Address City State Zip

4. MAILING ADDRESS _____
P.O. Box or Street Address City State Zip

5. Business Location PHONE _____ Accounting PHONE _____

6. FEDERAL ID # _____ OR SOC. SEC. # _____

Please Note: If you are a Sole Proprietor, and do not have an FEIN, it is required by law that you provide a signed Affidavit of Lawful Presence and one of the forms of identification listed.

7. STATE OF COLORADO SALES TAX ACCOUNT NUMBER _____

8. Indicate type of ownership: _____ What do you sell? _____
INDIVIDUAL _____ PARTNERSHIP _____ CORPORATION _____ OTHER _____

9. A. STARTING DATE OF RETAIL SALES IN GRAND JUNCTION: _____
B. HAVE YOU HAD PREVIOUS CITY TAXABLE SALES: YES NO
C. HAVE ALL OUTSTANDING TAXES BEEN FILED AND PAID: YES NO
D. CIRCLE: HOME BUSINESS STORE FRONT IN GJ OUT OF CITY FARMER'S MARKET

10. HOW MANY LOCATIONS WILL YOU HAVE IN THE CITY OF GRAND JUNCTION? _____
Separate Applications May be Required for Multiple Locations.

11. LIST ANY SALES TAX LICENSES HELD WITH THE CITY OF GRAND JUNCTION CURRENTLY AND IN THE LAST THREE YEARS _____

12. ESTIMATE YOUR MONTHLY AMOUNT OF CITY TAXABLE SALES \$ _____

NAME (please print) _____ TITLE _____

SIGNATURE _____ DATE _____

IF YOUR BUSINESS IS LOCATED INSIDE CITY LIMITS YOU WILL NEED TO SUBMIT AN INITIAL USE TAX RETURN IN ADDITION TO YOUR APPLICATION

*****OFFICIAL USE ONLY*****

FILING STATUS: MONTHLY _____ QUARTERLY _____ ANNUAL _____

INITIAL USE YES _____ NO _____ WHY _____

FEE REC/DATE

ACCOUNT NUMBER _____

Business Name

City of Grand Junction
Affidavit of Lawful Presence

Required for Sole Proprietors applying for Sales Tax Licenses

AFFIDAVIT OF LAWFUL PRESENCE	<p>I, _____, swear or affirm under penalty of perjury under the laws of the State of Colorado that (check one):</p> <p><input type="checkbox"/> I am a United States Citizen, or</p> <p><input type="checkbox"/> I am a legal Permanent Resident of the United States, or</p> <p><input type="checkbox"/> I am otherwise lawfully present in the United States pursuant to Federal Law</p>	
	<p>I understand that this sworn statement is required by law because I have applied for a public benefit. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit. I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under Colorado Revised Statute 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.</p>	
	Signature:	Date:

Per House Bill 2006S-1023, you must provide one of the following forms of identification:

Valid Colorado Driver's license

Colorado ID Card

United States Military Card or Military Dependent Card

United States Coast Guard Merchant Mariner Card

Native American Tribal Document

Other document allowed by the Colorado Department of Revenue Rules for lawful presence.

New Business Checklist

The City of Grand Junction wants your business to succeed! The following agencies, departments and/or divisions should be contacted to answer questions and to avoid issues before the opening of your business.

Community Development Division

Zoning, Fire Protection and Sewer Services

Before you get started with your business, please contact the City of Grand Junction Community Development Division to ensure that your business location meets the requirements for zoning, fire protection and sewer services.

The Community Development Division offices are located in City Hall at 250 N. 5th Street. Office hours are Monday to Friday, 7:30 am to 5:00 pm. You can reach us by phone at (970) 244-1430 or by email at planning@gjciry.org

Building Permits, Sign Permits, Home Occupation Permits, Temporary Use Permits and Business Verification

- A building permit is required for certain types of construction.
- A sign permit is required for all new signs in the City of Grand Junction.
- A home occupation permit is required to run a business out of a residence.
- Temporary Use Permits are required for short-term uses or special events.
- A Business Verification is required for the re-use of an existing building and/or site.

Please contact the Community Development Division at (970) 244-1430 or by e-mail at planning@gjciry.org

Industrial Pretreatment Division

Before building, purchasing or leasing a commercial/industrial facility or property a potential owner should contact the Industrial Pretreatment Division regarding facility requirements and regulations. *This can help a facility avoid costly mistakes or oversights regarding City requirements.* Examples of regulated facilities are: restaurant or food services, automotive and equipment shops, medical and dental facilities, laundries, food processors, pest exterminators, lawn spraying, waste haulers, metal finishers, hazardous chemical usage or manufacturing facilities, bulk chemical storage, heavy industry.

Contact the Industrial Pretreatment Division at (970) 256-4180 to verify there is adequate and required sewer pretreatment in place for the type of business you wish to start and to determine if additional pretreatment will be required. The Industrial Pretreatment offices are located at 2145 River Road.

Sewer/Water - Customer Service Division

Before purchasing or leasing a business property, please contact the City of Grand Junction Customer Service Department to verify there is adequate sewer and/or water capacity available for the type of business you wish to start and to determine proper utility charges.

The Customer Service offices are located in City Hall at 250 N. 5th Street. Office hours are Monday – Friday, 7:30 am to 5:00 pm. You can reach us by phone at [\(970\) 244-1579](tel:9702441579).

Contractor's License – Mesa County Building Department

You need a license to engage in the business of a contractor within the City. The City of Grand Junction contracts with Mesa County for all Building Permits and Licensing. Please contact the Mesa County Building Department at 970-244-1631.

Sales Tax License – Revenue Division

If you are engaging in the sale of tangible personal property or providing taxable services at a location inside City's limits or delivering items or taxable services to a location inside the City's limits, you must have a sales tax license.

Lori Bang, Tax Support Specialist, can be contacted by phone at (970) 244-1521 or e-mail at loriba@GJCity.org.
<http://www.gjciry.org/SalesandUseTax.aspx>

New Business Checklist

Liquor License – City Clerk’s Office

A liquor license is required to sell alcohol. Please contact the Clerk’s Office at (970) 244-1510.

Pawnbrokers and Secondhand Dealers License – Police Department

Businesses engaged in the retailing of second-hand goods and pawnbrokers must be licensed. Please contact the Police Department, Records Division at (970) 549-5000 or PDRecords@GJCITY.org.

Questions? Please contact the Economic Development and Sustainability staff at (970) 256-4009 or Business@GJCITY.org