

Thank you for doing business in the City of Brighton!

¡Gracias por hacer negocios en la Ciudad de Brighton!

Enclosed is the paperwork necessary to license your business with the City of Brighton.

Individuals and companies based outside the Brighton City limits and are engaged in business in the City must apply for a City business and license by filling out the general business license application.

The license fee is \$10.00 Licenses are issued by the City's Finance – Sales Tax Division. They expire at the end of every odd numbered year and can be renewed at the beginning of every even numbered year. The city will send out renewal information in the few months prior to license expiration.

Required information and forms:

1. **General business license application** – This form provides general information regarding your business.
2. **If you are a mobile / outdoor vendor** – A temporary use permit is required. A Business license cannot be issued until you obtain said permit. Please contact the City's Community Development Department for information regarding the temporary use permit.

Additional information, forms and/or approvals may be required depending on your proposed business activity.

Incomplete applications will not be accepted. Please allow up to 3 weeks for processing of your application from the time all the required documents are received. Upon approval of required forms the Finance – Sales Tax Division will mail your license and information packet.

We wish you the best of luck with your Business!

¡Le deseamos mucho éxito con su negocio!

CONTACT / CONTACTO

Sales Tax Division
SalesTax@Brightonco.gov
303-655-2041

Community Development (for mobile vendors temporary use permit)
Istop@brightonco.gov
303-655-2017

Si tiene alguna duda o si necesita ayuda en español para llenar las formas favor de contactar al departamento de impuestos sobre ventas de la Ciudad. Estamos aquí para ayudarle.

GENERAL BUSINESS LICENSE APPLICATION

The license fee is \$10.00 Issued licenses expire at the end of every odd-numbered year and can be renewed at the beginning of every even-numbered year. Please allow up to 3 weeks from the time all applicable forms are submitted for your application to be processed.

**Mail Application with \$10.00 license fee to:
City of Brighton
Attention: Finance – Sales Tax
500 South 4th Avenue
Brighton, CO 80601**

GENERAL INFORMATION			
Reason for filing application: <input type="checkbox"/> New Business <input type="checkbox"/> Change of location <input type="checkbox"/> Expansion of current business <input type="checkbox"/> Change of ownership	Proposed Start Date in Brighton:		
Desired reporting Frequency: <input type="checkbox"/> Annual (service only / minimal tax due) <input type="checkbox"/> Quarterly (tax due is \$40/month or less) <input type="checkbox"/> Monthly (tax due is more than \$40/month)	Do you need the City to mail you hard copies of sales tax returns? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Please provide a general description of your business:	Is this a mobile business? (i.e. food truck ,etc.) <input type="checkbox"/> Yes <input type="checkbox"/> No		
BUSINESS INFORMATION			
Business Name (<i>Or sole proprietor name</i>):	DBA (<i>Doing Business As</i>):		
Business Address (<i>No PO Box, include unit # if applicable</i>):	City	State	Zip
Mailing Address (<i>If different than above</i>):	City	State	Zip
Business E-mail:	Business Phone #:		
Type of Business: <input type="checkbox"/> Individual/Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Service <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Other: _____	State Sales Tax #:		
	Federal ID #:		
TAX PREPARER INFORMATION			
Tax Preparer Name:	Tax Preparer E-mail:		
	Tax Preparer Phone #:		
Tax Preparer Address:	City	State	Zip
PURCHASE OF EXISTING BUSINESS (<i>If applicable</i>)			
Name of Business Purchased:	Former Sales Tax License #:	Date business originated:	
Name of former owner:	Former owner contact:		
Are fixed asset included in purchase? (i.e. furniture, machinery, equipment, etc.) <input type="checkbox"/> Yes <input type="checkbox"/> No	Value of Fixed Assets:		



500 South 4th Avenue Brighton, CO 80601
www.brightonco.gov

OWNERS/OFFICERS Confidential Information – will on be filed under open records			
Name:	Title	Phone #:	
Address	City	State	Zip
Name:	Title	Phone #:	
Address	City	State	Zip
Name	Title	Phone #:	
Address	City	State	Zip
Name	Title	Phone #:	
Address	City	State	Zip

AFFIRMATION AND SIGNATURE			
<input type="checkbox"/> I declare, under the penalty of perjury in the second degree, and by signature affixed hereto, that this application is complete and accurate to the best of my knowledge and belief, and that the statements made herein are made in good faith pursuant to the Colorado tax laws and regulations.			
Signature of Owner/Officer or Authorized Rep	Printed Name	Title	Date

If you have questions regarding this application please contact the City of Brighton Sales Tax Division by e-mail: SalesTax@Brightonco.gov or phone 303-655-2041.