



BrightonSM

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

GENERAL BUSINESS LICENSE APPLICATION

Submit this application if you are applying for a business not physically located in the City of Brighton. The City of Brighton Business License also serves as your sales tax license. Note this application is not for a contractor's license. For contractor licenses please contact the City's Building Division.

The City has a license fee of \$10.00. Issued licenses expire at the end of every-odd numbered year, unless otherwise specified or sooner revoked and must be renewed if the license holder remains engaged in business in the City of Brighton.

Return with \$10.00 license fee to: OR
 City of Brighton
 Attention Sales Tax
 500 S 4th Ave
 Brighton, CO 80601

E-mail to SalesTax@Brightonco.gov and
 Pay \$10.00 fee by phone (MasterCard or Visa)
 303-655-2041

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 <input type="checkbox"/> Other _____		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 blank sales tax returns? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please provide a general description of your business:			
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"/> Partnership <input type="checkbox"/> Non-Profit <input type="checkbox"/> LLC <input type="checkbox"/> Other:		State Sales Tax #:	
		Federal ID #:	
TAX PREPARER INFORMATION <i>If Applicable</i>			
Tax Preparer Name:			
Tax Preparer E-mail:		Tax Preparer Phone #:	
Tax Preparer Address:		City	State Zip

OWNERS/OFFICERS Confidential Information – will not 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			
<i>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.</i>			
<i>Signature of Owner/Officer or Authorized Rep</i>	<i>Printed Name</i>	<i>Title</i>	<i>Date</i>

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. In-person by appointment only. To schedule an in-person appointment go to Calendly.com/brightonco-tax-licensing.

REMINDERS:

- Additional fees, forms and/or approvals may be required depending on your proposed business activity.
- This application is NOT for a contractor’s license. For contractor licenses please contact the City of Brighton’s Building Division at 303-655-2017 or lstop@brightonco.gov. A general business license is required in addition to a contractor’s license if non-permitted work will be performed in the City of Brighton.