

6 License Applications

6.1 Applying for a Business License

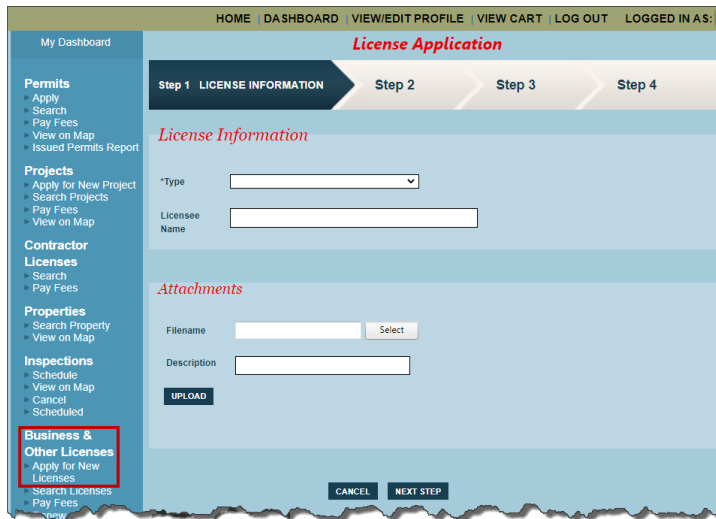
Important: If you are an Out-of-city business, you do not need a business license. Please fill out an out of city sales tax license at [Business Licenses | City of Commerce City, CO \(c3gov.com\)](https://www.cityofcommerce.com/c3gov.com) and scroll down to section titled “**For businesses located outside of Commerce City Limits.**”

Use the instructions below to apply for a n In-City Commerce City **Business License**.

To apply for an In-City Commerce City **Business License**:

1. From the external home page, click **Login** to login to eTRAKiT.
You are redirected to a dashboard of the current activities.
2. On the left navigation bar, under **Business and Other Licenses**, click **Apply for New Licenses**.

The Step 1 License Information screen displays.



3. Complete the following sections of the screen.

License Information

Based on the type of license chosen, additional and different fields may display.

Field	Description
Type	From the drop-down list, select the Type . EX: Here, Outdoor Vendor In this example I chose Outdoor Vendor, so specific fields display for that license under Additional Info Required Below .
License Name	Type a License Name which represents specifics of this license. EX: Here, Sydney’s Hot Dogs

Additional Info Required Below

Vendor Info

Provide the following information to obtain your license.

*= Required

R	Field	Description
*	Trade Name	Type the name of your trade—for example food service.
*	Mailing Address	Type your full mailing address including address, city, state, and zip code.
	Business Website	If you have a Web site, enter the full URL here.
*	Fully describe business operation	Fully describe how you operate your business. Are you selling food, alcohol? Indicate all operational practice <i>in detail</i> . Insufficient descriptions may result in processing delays for your license.
*	FEIN	From drop-down list, select an answer to indicate if you have a Federal Tax ID Number.
*	FEIN#	If you selected Yes in field above, type the Federal Tax ID Number.
*	State Sales Tax ID Number	Type your State Sales Tax ID Number if available.
*	Estimated Start Date in Commerce City	Click on the calendar and select the estimated start date.
*	Filing Frequency	From the drop-down list, select your filing frequency.
*	Number of Employees	How many employees are a part of this business?
	Was this business acquired in whole or part	From the drop-down list, select your answer.
	Prior Owner's Name	If there is a prior owner, type their name.

Vendor Info 2

Provide the following information to obtain your license.

R	Field	Description
*	Describe what you sell or services provided	Describe services/sales. Insufficient descriptions may result in processing delays for your license.
*	List days and hours of operation	Type days and hours of business operation.
*	Name of company and addresses of all stops	Type your answer.
	Map or drawing of proposed location and structures attached?	As available, attach a document below depicting attached location and structures.

R	Field	Description
	Written consent or property owner or person in control of location attached?	As available, attach a document below.
*	Is business being conducted out of a motor vehicle?	From the drop-down list, select an answer.
	Proof of insurance attached?	If document is attached, click the check box. Important: If not attached, there may be delay in processing time.
	Copy of Registration attached?	If document is attached, click the check box. Important: If not attached, there may be delay in processing time.
	Copy of Driver's License attached?	If document is attached, click the check box. Important: If not attached, there may be delay in processing time.
	Purchase Price	Type the purchase price, for example 35000. <i>Note:</i> Commas are generated once you click outside the field.
	Acquisition Date	Click on the calendar and select the date you acquired the business.

Park Vending

Provide the following information to obtain your license.

R	Field	Description
*	Will you be vending in a park or recreation facility?	Select an answer.
*	Do you plan to use the electricity at Bison Ridge?	Select an answer. Electricity is only available at Bison Ridge Recreation Center, in designated areas. A separate fee will be charged for electric hookup at Bison Ridge. You must provide your own electricity at all other city parks.
*	Have you provided (1) General Liability Insurance and (2) Certificate of Insurance?	If you will attach, select PROVIDED , otherwise leave blank. All vendors must provide: (1) general liability insurance (including damage to premises rented) on a primary basis in the amount of \$1,040,000/occurrence; and (2) a certificate of insurance naming the City of Commerce City as an additional insured.
*	Have you provided Automobile Liability?	All vendors must provide: Automobile Liability (owned, non-owned, hired) Amount to be determined by City Risk Manager. It is not uncommon for the City to ask for \$1,040,000 per vehicle. Amount depends on circumstances of the event, vehicles listed, and information listed on this application form.

R	Field	Description
*	Do you agree to be responsible for any damage or injury caused by your vending operations on City property?	<p>Check Yes to agree to be responsible for any damage or injury caused by your vending operations on City property.</p> <p>You and your entity agree to indemnify and hold harmless the City, it's officers, employees, and agents, from and against all claims, demands, or damages arising out of the applicant's exercise of this license.</p>

Attachments

Ensure to include required attachments with your application. Failure to do so may delay in the issuance of your permit.

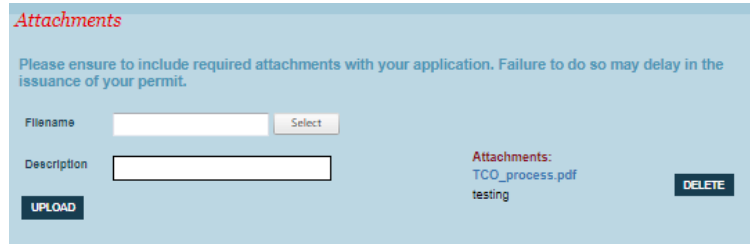
- a. Click **Select** and locate the appropriate file.
The Description field displays.
- b. Optionally enter a **Description** of the file.
- c. Click **Upload**.

The following message displays:

Please ensure that *all required* attachments are included with the application. Failure to include all required materials will delay the application process. Attachments will not be returned once submitted.

Note: Attachments become the property of Commerce City.

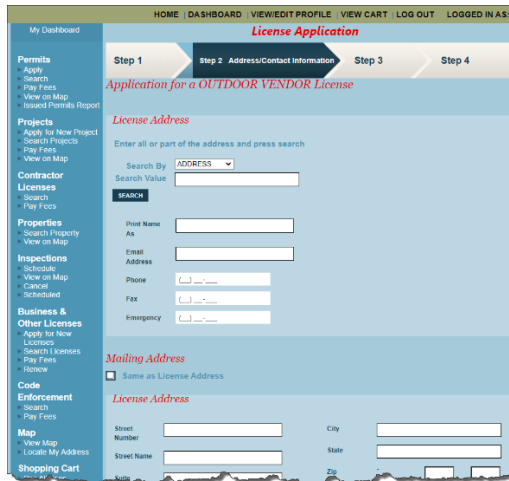
- d. Click **Accept**.
The system displays the file as uploaded.



- e. As needed, upload additional files.

4. Click **Next Step**.

The Step 2 Address/Contact Information screen displays.



5. Complete the following sections of the screen, dependent on your License selections.

EXAMPLE: In this example I chose Outdoor Vending License.

License Address

Important: If you are located in Commerce City, complete this field.

Important: If you are an Out-of-city business, you do not need a business license. Please fill out an out of city sales tax license at [Business Licenses | City of Commerce City, CO \(c3gov.com\)](http://Business Licenses | City of Commerce City, CO (c3gov.com)) and scroll down to section titled **“For businesses located outside of Commerce City Limits.”**

- a. In the **Search By** field, From the drop-down list, select **Address**.
- b. In the **Search Value** field, type a partial to full address and click **Search**.

The system retrieves results matching characters types.

- c. Select appropriate selection.

The system displays the full address for your selection, for example

172316105013
10002 REUNION PKWY
COMMERCE CITY, CO 80022

Note: Clicking **Address Lookup** will clear fields and return you to the original display.

- d. Complete the following fields:

Field	Description
Print Name As	Type your full name.
Email Address	Type your email address.
Phone	Type your phone number in xxxxxxxxxx format. Dashes are inserted automatically.
Fax	Type your fax number in xxxxxxxxxx format. Dashes are inserted automatically.
Emergency	Type your emergency phone number in xxxxxxxxxx format. Dashes are inserted automatically.

- e. If the **Mailing Address** is the same as the **License Address**, check the checkbox. If you are not located in Commerce City, do not check.
- f. For the **License Address**, enter the appropriate fields as displayed.

Important: If you *are not* located in Commerce City, ensure you complete this section, so we can reach you via mail.

- g. Enter information for contacts as needed:

Note: If your Mailing Address is the same as the License Address, check the check box.

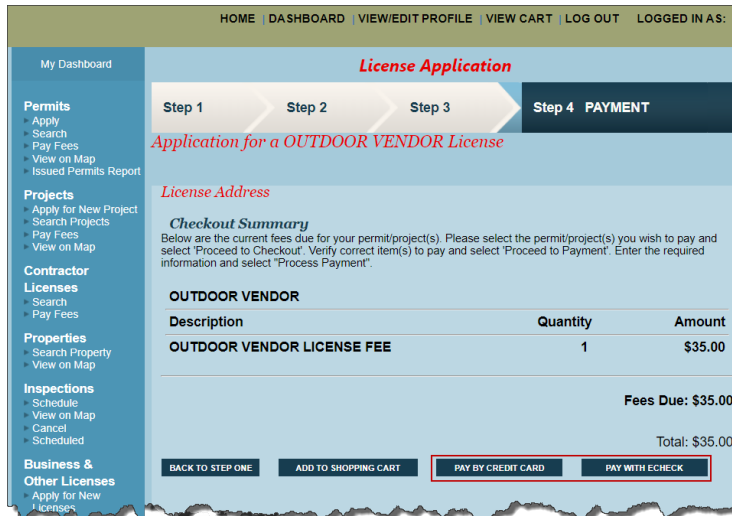
R	Field
	License Address
	Applicant Information (pre-populated and changeable)
	Owner Information
	Tax Contact Information
	Emergency Contact Information

6. Click **Next Step**.

The Permit Application: Step 3 Review and Submit screen displays.



- Review and edit as needed information as needed, and then click **Next Step**.
The License Application: Step 4 Payment displays.



- Pay your fees. Click **Pay by Credit Card or Pay with ECheck** and follow the prompts to pay your bill.

Important: This fee is non-refundable.

Once completed, you are returned to the Step 4 Payment screen.

- To view the license, click **View License**.

The License Description tabs display.

The tabs summarize the content on the requested license:

Note: The depicted information can change based on other activity happening on this license, like edits, reviews or approvals, to name two. This information is collected based on one point in time.

Tab	Content	Content Description
License Info	<p>License No: SBL22-0013 Licensee Name: Sydney's Hot Dogs Type: OUTDOOR VENDOR SubType: Do not use: ●●●●●●●● Status: Paid Online Issued: License Expire: Applied: 8/30/2022 Attachments: TCO_Extension_process.pdf</p>	The License Number assigned and the summary of the license.
Additional Info	<p>Print Name As: BB Address1: 1501 Dandelion Street Address2: City: Littleton State: CO Zip: 80120 Phone: (666) 666-6666 Fax: E-Mail: 1 GROSS RCPTS</p>	Information which was entered for the license.

Tab	Content	Content Description								
Site Info	<p>Address: 10088 PITKIN WAY 🌐</p> <p>City/State/Zip: COMMERCE CITY, CO, 80022</p> <p>Property Type ADDRESS</p> <p>APN: 172318218010</p> <p>Subdivision: REUNION FILING NO 12</p> <p>Tract:</p> <p>Block:</p> <p>Lot: 37</p> <p>Sect-Twp-Rng: 18 2S 66W</p> <p>Lot Size (\$F): 7793.83620952</p>	Address and site details.								
Contacts	<table border="1"> <thead> <tr> <th>Contact Type</th> <th>Name</th> <th>Address</th> <th>City/State/Zip</th> </tr> </thead> <tbody> <tr> <td>APPLICANT</td> <td>Mr Clean</td> <td>1501 West Long Ave</td> <td>Littleton, CO 80120 - 8054</td> </tr> </tbody> </table>	Contact Type	Name	Address	City/State/Zip	APPLICANT	Mr Clean	1501 West Long Ave	Littleton, CO 80120 - 8054	Contact Information added for the license.
Contact Type	Name	Address	City/State/Zip							
APPLICANT	Mr Clean	1501 West Long Ave	Littleton, CO 80120 - 8054							

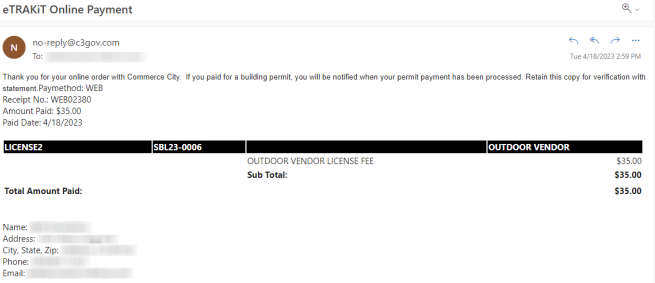
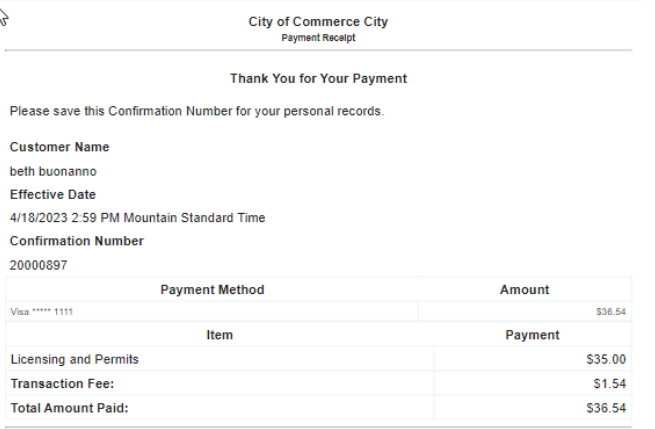
6.2 License Notification Process

Once you submit your license request, the license goes through a review process. Through most steps of the process, you are notified via email.

Important: If any action is required, you will be notified via email.

The table below defines the statuses your permit will go through, and the actions you should take.

These communications are EXAMPLES ONLY.

Permit Status	System Action	Action you should take
Paid Online	<p>Once you make a payment, you should receive a similar email based on cost of license:</p> <p>EXAMPLE for: Business License</p>  <p>Payment Receipt</p> <p>EXAMPLE for: Business License</p>  <p>A Transaction Fee has been included in the total amount paid for this transaction.</p>	Optionally, check on your application.