

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 <u>Business Licenses | City of Commerce City, CO (c3gov.com)</u> 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.

	HOME DASHBOARD VIEW/EDIT PROFILE VIEW CART LOG OUT LOGGED IN AS:					
My Dashboard	License Application					
Permits Apply	Step 1 LICENSE INFORMATION Step 2 Step 3 Step 4					
Pay Fees View on Map Issued Permits Report	License Information					
Projects Apply for New Project Search Projects 	туре					
 Pay Fees View on Map 	Licensee Name					
Contractor Licenses Search Pay Fees	Attachments					
Properties Search Property View on Map	Filename Select					
Inspections Schedule	Description					
Cancel Scheduled	UPLOAD					
Business & Other Licenses Apply for New						
Search Licenses Pay Fees	CANCEL NEXT STEP					

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				
Туре	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.		
		Note: 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?	Check Yes to agree to be responsible for any damage or injury caused by your vending operations on City property. 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.

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.

Attachment	3		
Please ensure issuance of y	e to include required attachments with yo our permit.	our application. Failure to do so may	delay in the
Filename	Select		
Description		Attachments: TCO_process.pdf	DELETE
UPLOAD		testing	

e. As needed, upload additional files.



4. Click Next Step.

The Step 2 Address/Contact Information screen displays.

	HOME	DASHBOARD VIEW/EDIT PROFILE	VIEW CART LOG OU	JT LOGGED IN AS: *		
	License Application					
Permits Apply Search Pay Fees View on Map	Step 1 Application for a	Step 2 Address/Contact Information	Step 3	Step 4		
Issued Permits Report Projects Apply for New Project Search Projects Pay Fees View on Map	License Address	he address and press search				
Contractor Licenses Search Pay Fees	Search By Pana Search Value					
Properties Search Property View on Map	Print Name As					
Inspections Schedule View on Map Cancel Scheduled	Email Address Phone (
Business & Other Licenses Apply for New	Emergency					
Licenses Search Licenses Pay Fees Renew	Mailing Address	Address				
Code Enforcement Search Pay Fees	License Address					
Map View Map Locale My Address	Street Number Street Name	City	y			
Shopping Cart	Suite	Z	لسخب			

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 <u>Business Licenses | City of Commerce City, CO (c3gov.com)</u> 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 xxxxxxxx format. Dashes are inserted automatically.
Fax	Type your fax number in xxxxxxxx format. Dashes are inserted automatically.
Emergency	Type your emergency phone number in xxxxxxxx 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.

	ног	ME DASHBOARD	VIEW/EDI	T PROFILE	VIEW CART	LOG OUT	LOGGED IN AS:
My Dashboard	License Application						
Permits Apply Search Pay Fees View on Map Issued Permits Report	Step 1 Application	Step 2	s R VENI e application	tep 3 Revi DOR Lice	ew and Submit		Step 4
Projects Apply for New Project Search Projects Pay Fees View on Map	License Infor Type C	mation DUTDOOR VENDOR	EDIT	1	License Ado	lress	EDIT
Contractor Licenses Search Pay Fees	Licensee S	iydney's Hot Dogs		i	Mailing Ad	dress	EDIT
Properties Search Property View on Map	Additional In Below	fo Required	EDIT		Contacts Applicant Ir	nformation	EDIT
Inspections Schedule View on Map Cancel Scheduled Business &	Trade Name Mailing Address Business Website	Sydney's Hot Dogs 1501 None			beth buonanno (303) 437-7233 1501 West Long Ave bethbuonanno1@msn.c Littleton, CO 80120 - 8054 Owner Information		
Other Licenses Apply for New Licenses Search Licenses Pay Fees	Fully describe business operation FEIN	Sell hot dogs out of a car YES	t		Tax Contac	t Information	1
► Renew Code	State Sales Tax	123456 CO			Linergency	Contact Into	maton
Enforcement Search Pay Fees	Estimated Start Date in Commerce City	4/6/2023		i	Fees	0.170.000.1	
Map Yow Map	Filing Frequency	QUARTERLY			Type Amount	\$35.00	VENDOR LICENSE FEE



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

	HOME DASHBOARD VIEW/EDIT PROFILE VIEW CART	LOG OUT	LOGGED IN AS:			
My Dashboard	License Application					
Permits Apply Search Pay Fees View on Map Issued Permits Report	Step 1 Step 2 Step 3 Step Application for a OUTDOOR VENDOR License	4 PAYME	NT			
Projects Apply for New Project Search Projects Pay Fees View on Map Contractor Licenses Search	License Address Checkout Summary Below are the current fees due for your permit/project(s). Please select the permit/project(s) you wish to pay and select "Proceed to Checkout" Verify correct item(s) to pay and select "Proceed to Payment". Enter the required information and select "Process Payment". OUTDOOR VENDOR					
Pay Fees	Description Qua	ntity	Amount			
Properties ► Search Property ► View on Map	OUTDOOR VENDOR LICENSE FEE	1	\$35.00			
Inspections Schedule View on Map Cancel Scheduled		F	Tees Due: \$35.00			
Business & Other Licenses Apply for New	BACK TO STEP ONE ADD TO SHOPPING CART PAY BY CREDIT CARD	PAY W				

8. 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.

9. 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	License No: S Licensee Name: S Type: O SubType: Do not use Status: P Issued: License Expire: Applied: 8/ Attachments: TCC	SBL22-0013 Sydney's Hot Dogs DUTDOOR VENDOR Paid Online 3/30/2022 O_Extension_process.pdf	The License Number assigned and the summary of the license.
Additional Info	Print Name As: BI Address1: 15 Address2: City: Li State: Cr Zip: 8(Phone: (6 Fax: E-Mail: 1 GROSS RCPTS	B 501 Dandelion Street ittleton ;O 0120 366) 666-6666	Information which was entered for the license.



Tab	Content		Content Description
Site Info	Address: 10088 PITKIN WAY City/State/Zip: COMMERCE CITY, CO, 80022 Property Type ADDRESS APN: 172316216010 Subdivision: REUNION FILING NO 12 Tract: Block: Lot: 37 Sect-Twp-Rng: 16 25 66W Lot Size (\$F): 7793.83620952		Address and site details.
Contacts	Contact Type Name A APPLICANT Mr Clean 1	Address Oky/State/Zip 801 West Long Ave Littleton, CO 80120 - 8054	Contact Information added for the license.