

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	Once you make a payment, you should receive a similar email based on cost of license:		Optionally, check on your application.
	EXAMPLE for: Business License		
	eTRAKIT Online Payment	Q ,	
	no-reply@c3gov.com To:	Tue 4/18/2023 2:59 PM	
	Thank you for your online order with Commerce City. If you paid for a building permit, you will be notified when your permit payment has been processed. Retain this copy for verification with statement Paymenthout. WEB Recipt No. VERSU23300 Amount Paid: \$155.00 Paid Obter 4/18/20233		
	LICENSE2 SBL23-0006 OUTDOOR VENDOR LICENSE FEE	OUTDOOR VENDOR \$35.00	
	Sub Total Amount Paid:	\$35.00 \$35.00	
	Name Address: City, State. Zity: Phone: Email:		
	Payment Receipt		
	EXAMPLE for: Business License		
	City of Commerce City Payment Receipt		
	Thank You for Your Payment		
	Please save this Confirmation Number for your personal records.		
	Customer Name		
	beth buonanno		
	Effective Date 4/18/2023 2:59 PM Mountain Standard Time		
	Confirmation Number		
	20000897		
	Payment Method	Amount	
	Visa ***** 1111	\$36.54	
	Item	Payment	
	Licensing and Permits Transaction Fee:	\$35.00 \$1.54	
	Total Amount Paid:	\$36.54	
	Payment Details		
	Licensing and Permits beth buonanno - \$35.00		
	A Transaction Fee has been included in the total amount paid for this transaction.		