



COMMERCIAL APPLICATION PACKET

Finance Department
9500 Civic Center Drive
Thornton, Colorado 80229

Sales Tax Division
303-538-7400
FAX 303-538-7556
www.cityofthornton.net

Welcome to the Thornton business community!

Enclosed is the paperwork necessary to obtain a Sales and Use Tax Business License and apply for a Certificate of Occupancy (CO) with the City of Thornton. Every business operating within the City must obtain a CO and a Sales and Use Tax Business License regardless of the nature of the business. The license is free and the application consists of four parts:

1. **Application for Sales and Use Tax Business License** – This form provides general information regarding your business. Please be certain to complete every line on the application and allow 2 – 3 weeks for processing of your application. You may apply for your business license online at www.salestaxonline.com (separate paper application for CO may be required as outlined below). Upon approval of your Sales and Use Tax Business License application, you will receive your business license and an informational packet regarding tax return filing requirements in the mail. If you have questions about the business license application process or sales/use tax questions, please contact the Sales Tax Division at 303-538-7400.

The total sales/use tax rate within the City of Thornton is 8.5%. The City of Thornton is a home-rule city; therefore, a separate Sales and Use Tax Business License is required for the City and the 3.75% city tax is remitted directly to the City. The remaining 4.75% is remitted to the State of Colorado and you may also be required to be licensed with the State of Colorado. For questions about State licensing or reporting requirements, you may contact the Colorado Department of Revenue at 303-238-7378.

2. **Thornton Initial Use Tax Return for a New Business** – this form explains use tax and provides you with the opportunity to report any use taxable purchases you may have made up to this point. If you have no liability at this time, simply enter zero on this form. If you need additional information regarding use tax and how to determine your liability, please call 303-538-7400 or visit www.cityofthornton.net.
3. **Certificate of Occupancy Application** – Upon review and approval of this application by City planning staff, the Building Inspection Division will contact you to arrange an inspection of your location to ensure compliance with City Building Codes and to issue a Certificate of Occupancy (CO). You must obtain a CO prior to opening for business. A new CO is required for all changes of ownership of existing businesses. A separate check for the \$25.00 CO fee is due when this application is submitted. If you have already obtained a City Building Permit for construction work at your location, this CO application is not required. If you have questions about the CO application or building inspection process, you may contact the Building Division at 303-538-7250.
4. **Commercial Occupation License Questionnaire** – the information provided on this form will enable the City Development Department to determine if your intended business activity complies with City Zoning ordinances. Please answer each question as it applies to your business. If there is a concern regarding zoning approval, the City will contact you. If you have questions about zoning approval, you may contact the Planning Division at 303-538-7295.

Thank you and good luck with your business!



Sales Tax Division
 9500 Civic Center Drive
 Thornton, CO 80229-4326
 Phone 303-538-7400 Fax 303-538-7556

APPLICATION FOR SALES AND USE TAX BUSINESS LICENSE

FOR CITY USE ONLY			
Reporting Frequency	1	4	12
	A	Q	M
Business Start Date	_____		
Geo-Code	_____	Ward	_____
NAIC	_____	ADDR Key	_____
Bus. Nature	_____		
Permit #	_____		
Account Number	_____		
Econ Dev. Date Emailed	_____		
Zoning Received	_____		
Date to CD	_____		

PLEASE TYPE OR PRINT NEATLY

Trade Name – DBA		Business Phone No. ()	
Taxpayer Name (Owner, Partners, Corporate, or LLC) (Last, First, Middle)		Business Owner/Manager Phone No. ()	
Business Address		City	State Zip + 4
Mailing Address (if different)		City	State Zip + 4
Tax Contact Person/Registered Agent		Title	Tax Contact Phone No. () Email
REASON FOR FILING APPLICATION: <input type="checkbox"/> Original Application/New Ownership <input type="checkbox"/> Change in Ownership Structure – Describe: _____ <input type="checkbox"/> Other _____			
TYPE OF OWNERSHIP: (check only one) <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other (Specify) _____			
Check business location type: <input type="checkbox"/> Commercial Establishment <input type="checkbox"/> Private Residence <input type="checkbox"/> No Thornton Location (vending-in)			
Location of records: (check only one) <input type="checkbox"/> Same as business location address <input type="checkbox"/> Same as mailing address <input type="checkbox"/> Other (Specify) _____			
TYPE OF BUSINESS: <input type="checkbox"/> Wholesaler <input type="checkbox"/> Retail – Sales <input type="checkbox"/> Consumer – Use <input type="checkbox"/> Single Event – Period Covered <input type="checkbox"/> Multiple Event (MO/DAY/YR) _____ Event Location _____			Total No. of Employees _____ in Thornton
Type of Service Provided/Type of Merchandise Sold (be specific):			
Date business was purchased or date that business began operating in Thornton:			
Name of previous owner or business at present location:			
<input type="checkbox"/> Check here if your company creates its own tax returns and does not need the City to supply them.			
<input type="checkbox"/> If Seasonal, mark each business month. <input type="checkbox"/> Jan <input type="checkbox"/> Feb <input type="checkbox"/> Mar <input type="checkbox"/> April <input type="checkbox"/> May <input type="checkbox"/> June <input type="checkbox"/> July <input type="checkbox"/> Aug <input type="checkbox"/> Sept <input type="checkbox"/> Oct <input type="checkbox"/> Nov <input type="checkbox"/> Dec			

ADDITIONAL LEASED EQUIPMENT, VENDING MACHINE, OR AMUSEMENT DEVICE LOCATIONS:		
Name of Thornton Business Location	Address	No. of machines or pieces of leased equipment at location

PRIVILEGED AND/OR CONFIDENTIAL COMMERCIAL FINANCIAL INFORMATION				
NAMES AND HOME ADDRESSES OF OWNERS, PARTNERS, OFFICERS, OR MEMBERS OF LLC <u>(Must Be Completed)</u>				
(Information is not subject to disclosure and will be redacted upon public information request)				
Name	Date of Birth	Address (street, city, state, zip code)	Phone Number	% owned and title
Bank Name			Bank Account No. Type of Account	
Bank Address				
Federal Employer Identification No. (FEIN) or SS#		Colorado State License No.	Drivers License No. (Sole Proprietors Only)	
FILING FREQUENCY: If average tax owed is:				
<input type="checkbox"/> \$25.00/month or less – Annually	<input type="checkbox"/> Under \$100/month – Quarterly		<input type="checkbox"/> \$100/month or more - Monthly	<input type="checkbox"/> Wholesale only - Annually

"I declare, under penalty of perjury, that this application has been examined by me and the statements made herein are made in good faith pursuant to the City of Thornton tax laws and, to the best of my knowledge and belief, are true, correct and complete."

APPLICANT: (PLEASE PRINT) _____

APPLICANT'S SIGNATURE: _____

TITLE: _____ DATE: _____



THORNTON INITIAL USE TAX RETURN FOR A NEW BUSINESS OR ACQUISITION OF AN EXISTING BUSINESS

CITY OF THORNTON, COLORADO
SALES TAX DIVISION
9500 Civic Center Drive
Thornton, Colorado 80229-4326

COMPLETE AND RETURN ORIGINAL COPY
MAKE A COPY FOR YOUR RECORDS

THE CITY OF THORNTON SALES AND USE TAX ORDINANCE LEVIES A 3.75% USE TAX UPON:

- a) Tangible personal property and taxable services purchased for use (i.e. items not for resale) in the operation of your business within the corporate limits of Thornton, when no City sales tax was paid at the time of purchase; and
- b) Tangible personal property and taxable services (except inventory for resale) acquired through the purchase of an "ongoing or existing business" within the corporate limits of Thornton.

To determine if Thornton's 3.75% use tax is due, examine the Purchase Agreement and/or all invoice copies of tangible personal property and taxable services purchased. If the Purchase Agreement and/or invoices do not include 3.75% sales tax for the City of Thornton, as well as all Colorado State collected sales taxes, then those items should be included on the schedule below. Some common items subject to the tax include, but not limited to: furniture, fixtures, office equipment, machinery, software, shelving, cabinets, preprinted forms, books, factory supplies, office supplies, cleaning supplies, brochures, and leases or rentals of any equipment. If you have questions on the taxability of specific items, contact the City Sales Tax Division at 303-538-7400 or visit our website at www.cityofthornton.net.

Please schedule below all tangible personal property and taxable services purchased for which use tax is due. If you have purchase documents which show that City tax has been paid attach copies and enter "none" on the "Tax Due" line. **In order for this return to be properly reviewed, please enclose copies of all invoices and/or other supporting documentation.**

	Purchase Date	Name of Vendor	Description of Item	\$ Cost
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

PLEASE NOTE

THIS RETURN MUST BE PROPERLY SIGNED AND RETURNED TOGETHER WITH THE AMOUNT DUE, IF ANY, ON OR BEFORE THE TWENTIETH (20TH) DAY OF THE MONTH FOLLOWING THE DATE OF PURCHASE.

Total Cost	\$ _____
TAX DUE 3.75% of Total Cost	\$ _____

IF RETURN IS FILED AFTER THE DUE DATE, THEN ADD:

Penalty: 10% of Tax	\$ _____
Interest: .6667% per month	\$ _____
Total Due:	\$ _____

I hereby certify under penalty of perjury that the statements made herein are to the best of my knowledge true and correct:

Business Name: _____	Signature: _____
Address: _____	Title: _____
_____	Date: _____

Certificate of Occupancy Application

City of Thornton
9500 Civic Center Drive
Thornton, Colorado 80229
E-Mail: buildings@thorntonco.gov
Phone: (303) 538-7250

**Application Fee of \$25.00
Is Due At Time of Submittal**

Failure to complete this 3-page form in its entirety may result in the rejection of your application.

**Important Information: Please Read and Check the Appropriate Box Below:
(Check all that apply)**

- Change of ownership of a building
- Change of ownership of a business
- Change in the business name
- Change of use in the building

Street Address of Building: _____ Unit # _____

Mailing Address (If Different): _____

City: _____ State: _____ Zip: _____

Name of Business: _____ Phone: _____

Local Contact Name (Please Print): _____

Local Contact e-mail address: _____

Local Contact Phone Number: _____

Type of Business: _____ Opening Date: _____

Will there be any changes to the floor plan of the building? Circle one Yes No

Will there be any changes to the electrical system? Circle one Yes No

Will there be any changes to the plumbing system? Circle one Yes No

Will there be any changes to the heating or cooling system? Circle one Yes No

Is the building equipped with a fire sprinkler system? Circle one Yes No

Is the building equipped with a fire alarm system? Circle one Yes No

Will there be any changes to the fire sprinkler or alarm system? Circle one Yes No

What is the principle use of the space you will occupy? _____

What was the previous use of the space you will occupy? _____

PLEASE NOTE: A final building inspection is required to be approved before a CO is issued. Please call 303-538-7250 if you have any questions about this form or your inspection.

FOR OFFICE USE ONLY

Use Group: _____ Fee Paid: _____

Tenant Improvement Required: Yes No Fee Refund: _____

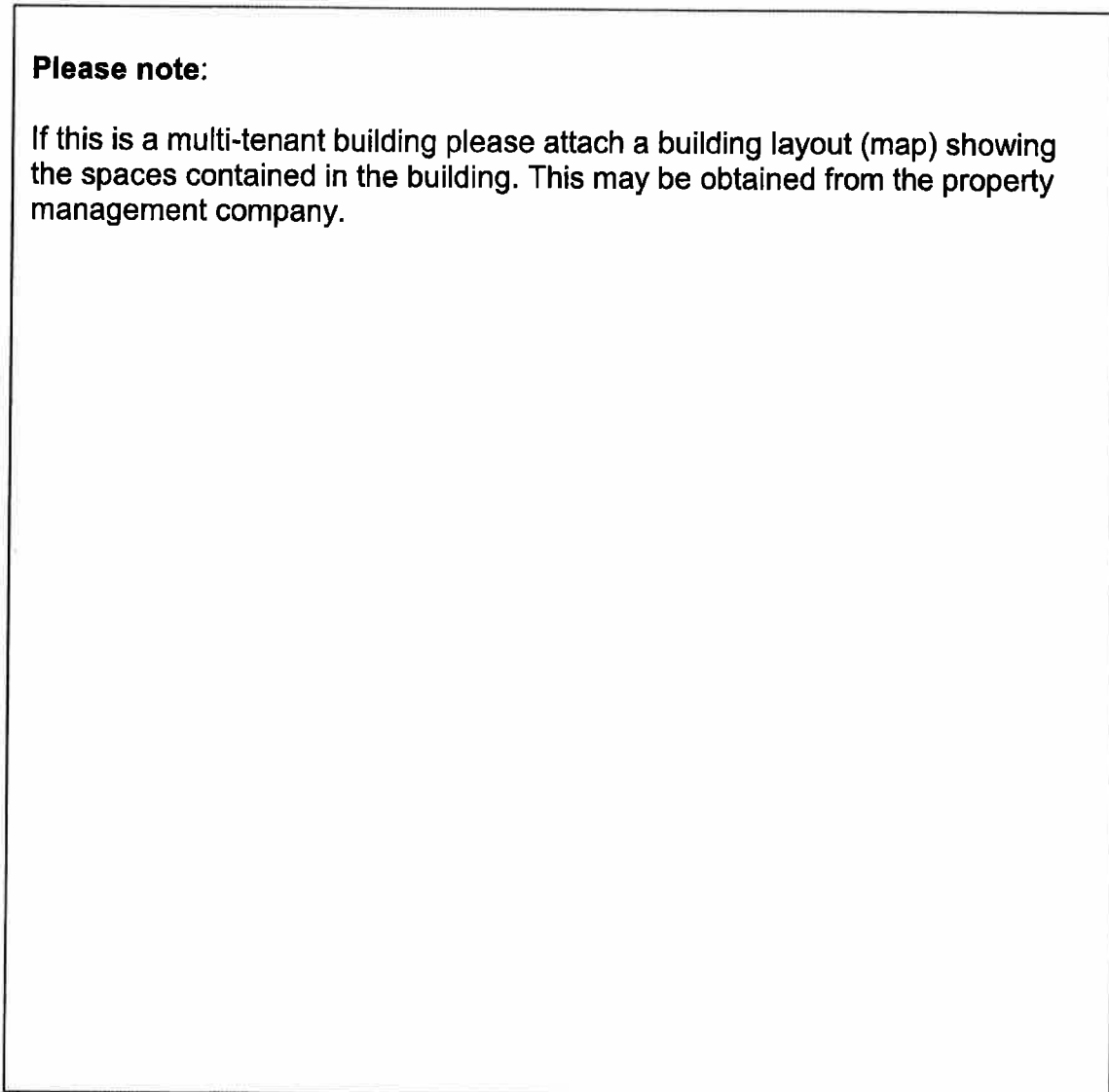
Approved by: _____ Date: _____

Business CO Floor Plan

Please note:

If this is a multi-tenant building please attach a building layout (map) showing the spaces contained in the building. This may be obtained from the property management company.

Depth
___ Feet ___ Inches



Width
___ Feet ___ Inches

Instructions:

1. Measure the width and depth of the space you will be occupying and place the measurements in the appropriate boxes above.
2. Draw in the location of all interior partition walls.
3. Draw in the location and size of all exit doors.
4. Label each room with its use.
5. Draw in the restrooms

I hereby attest that the statements made in this application are true to the best of my knowledge and that I am the owner or legal representative of the owner of the proposed business

Applicant's Signature

Phone Number

Date

Building Address: _____ Business Name: _____



CITY OF THORNTON ZONING

COMMERCIAL OCCUPATION LICENSE QUESTIONNAIRE

(Please Print)

Business Name: _____ Phone No.: _____

Business Address: _____

Name of Property Owner: _____

Applicant's Name: _____

PLEASE ANSWER ALL QUESTIONS

1. Describe the type of business _____

Will there be any outdoor storage or display associated with the business? _____

If yes, explain _____

2. Is this business a new use for this location? _____

If yes, what was the previous use? _____

3. If the activity is a restaurant, what is the total seating capacity? _____

4. How many parking spaces are currently provided for your use? _____

5. Will the business be an adult amusement establishment, adult book store, adult photo studio, or an adult theater? _____

6. All wall signs and most freestanding signs require a building permit; this includes replacing sign copy, installing new signs, placing banners, or other temporary signs. Identify the size and location of all signs that will be on the property. (Use back if needed).

7. Will there be any changes to the landscaping, parking lot or outside portion of the building? (Explain)

I understand that the continued permission of this license is dependent upon me abiding by all regulations of the Municipal Code of the City of Thornton. The information stated above is to the best of my knowledge true and accurate.

Applicant's Signature

Phone Number

Date

FOR OFFICE USE ONLY

ZONE: _____

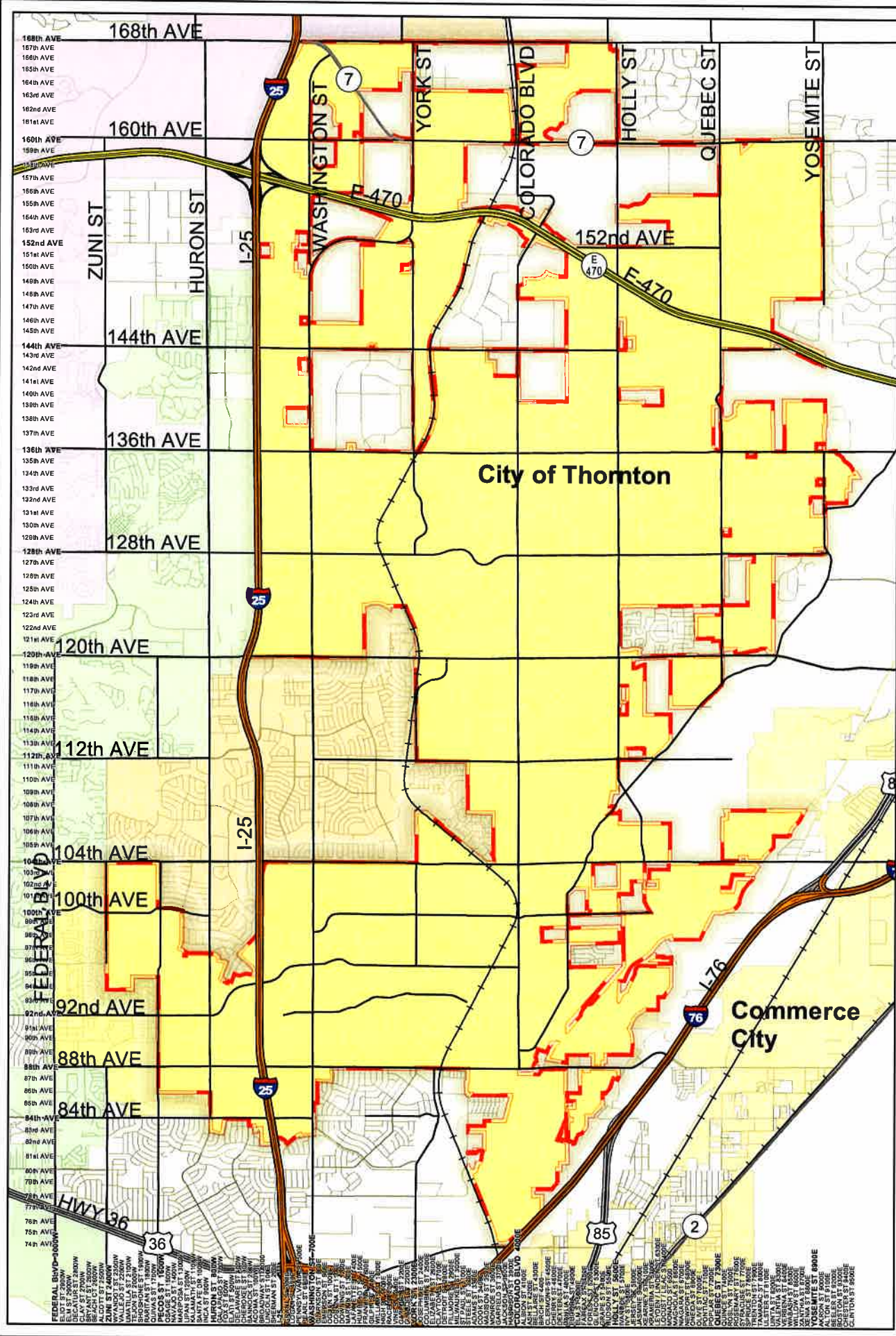
PERMIT #: _____

COMMENTS: _____

APPROVED/DISAPPROVED

BY: _____

DATE: _____



1 in = 6,583.3 ft
9/13/2018

City of Thornton
9500 Civic Center Drive, Thornton, Colorado 80229. (303) 538-7295
City Limits
as of 8/28/2018

