

SOLICITOR'S LICENSE
CITY OF GREELEY
1000 10TH STREET, GREELEY CO 80631
970-350-9728 Fax: 970-350-9736

Needed for initial application:

\$30.00 License fee.

Completion of Application for Business License

Completion of Affidavit of Lawful Presence (Sole proprietor or ind. only)

Completion of Application for Sales and Use Tax License

Completion of Check-off List (if located in city limits)

Take completed application and license fee to 1551 N. 17th Ave Greeley, Co.

ID pictures will be taken at that time.

****Renewal notices are sent in the month before due with a \$30.00 renewal fee being due before the end of the renewal month.**

****Please note that you are not licensed until all required documentation is received. ****

6.04.490 Solicitors.

(a) For solicitors of orders for goods to be delivered at a later date or for payment at a later date for the goods, the fee shall be set in writing annually by the City Manager.

(b) Nonprofit organizations located within the City are exempt from obtaining a solicitor's license when soliciting goods or services for fund-raising purposes. (Ord. 28, 2007 §1; Ord. 26, 1993 §1(part); prior code §14-22(28)(e))

Chapter 6.56 Peddlers, Hawkers and Solicitors

6.56.010 Signs against solicitation or peddling to be obeyed. No peddler, hawker, itinerant merchant, transient vendor, solicitor or door-to-door salesman of goods, wares or merchandise shall go in or upon any private residences or private offices in the City for the purpose of soliciting orders for the sale of goods, wares or merchandise or for the purpose of disposing of or peddling the same, without first having been invited or requested to do so by the owner or occupant thereof; provided that such owner or occupant thereof has posted or displayed, at or near the entrance thereof, a sign indicating that such persons are not welcome, invited or allowed, such as *No Peddlers or Agents, No Peddlers, No Solicitors*, or any other sign of similar import or meaning. (Prior code §15-83)

6.56.020 One invitation not to imply another. No invitation or request to visit or go in or upon any private residences or private offices in the City, given or extended by the owner or occupants to any such persons, is an implied invitation or request to gain a visit or go in or upon any private residences or private offices referred to in Section 6.56.010. (Prior code §15-84)

6.56.030 Violation unlawful. Any practice in violation of Sections 6.56.010 or 6.56.020 is a nuisance and is unlawful. (Prior code §15-85)

6.56.040 Exempt persons. Nothing contained in Sections 6.56.010, 6.56.020 and 6.56.030 shall apply to persons exempt under the laws of the State. (Prior code §15-86)

CITY OF GREELEY
APPLICATION FOR BUSINESS LICENSE

Remit to: 1000 10 Street Greeley, CO 80631

970-350-9728

Fax: 970-350-9736

NAME OF COMPANY OR FIRM _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE NUMBER _____ LICENSE # _____

ATTN. NAME _____

MASTER NAME _____

TYPE OF LICENSE _____

AMOUNT PAID _____ RECEIPT # _____

SIGNATURE _____ DATE _____

*******ONLY FILL OUT IF YOU ARE APPLYING FOR ONE OF THE FOLLOWING LICENSES:**

SOLICITOR, ONE DAY PEDDLERS, PEDDLERS, MAGAZINE SALESPERSON,
DAIRY VEHICLE, OR DELIVERY SERVICE.

NAME:	
AGE:	WEIGHT:
BIRTH DATE:	HAIR COLOR:
HEIGHT:	EYE COLOR:

AFFIDAVIT OF LAWFUL PRESENCE

I, _____, swear or affirm under penalty of perjury under the laws of the State of Colorado that (check one):

- ___ I am a United States citizen, or
___ I am a Permanent Resident of the United States, or
___ I am lawfully present in the United States pursuant to Federal law.

I understand that this sworn statement is required by law because I have applied for a public benefit. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit. I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under Colorado Revised Statute 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

Signature _____ Date _____

For internal use only: IDENTIFICATION PROVIDED
___ Colorado Driver's License
___ Colorado Identification Card Issued by Department of Motor Vehicles
___ United States Military Card
___ United States Military Dependent Identification Card
___ United States Coast Guard Merchant Mariner Card
___ Native American Tribal Document

For internal use only: ALTERNATE I.D. PROVIDED Only through July 1, 2007
___ Original birth certificate from any state of the United States
___ certificate verifying naturalized status by U.S. with photo and raised seal
___ Certificate verifying U.S. citizenship by U.S. government, e.g., U.S. passport
___ Order of adoption by a U.S. court with seal of certification
___ valid driver's license from any state of the U.S. or the Dist. of Columbia excluding AK, HI, IL, MD, MI, NE, NM, NC, OR, TN, TX, UT, VT and WI
___ valid immigration documents demonstrating lawful presence, e.g., current foreign passport with current I-551 stamp or visa, current foreign passport with I-94, I-94 with asylum status, unexpired Resident Alien card, Permanent Resident card or Employment Authorization card
*A waiver may be available where no identification exists or can be obtained due to a medical condition, homelessness, or insufficient documentation to receive a Colorado I.D. or driver's license. Contact your department director.

ADVISEMENT REGARDING USE OF COLORADO DEPARTMENT OF REVENUE EMERGENCY RULES FOR TEMPORARY ADDITIONAL IDENTIFICATION DOCUMENTS OR PROCEDURES

The Colorado Department of Revenue requires the following advisement if the Applicant chooses to use one of the additional forms of identification authorized by its Executive Director pursuant to § 24-76.5-103(5)(a), C.R.S.:

- 1. Under current Colorado law, in order to receive benefits beyond July 1, 2007, Applicant must produce one of the following forms of identification: a valid Colorado driver's license or a Colorado identification card issued pursuant to Article 2 of Title 42, C.R.S.; a United States military card or a military dependent's identification card; a United States Coast Guard merchant mariner card; or a Native American tribal document.
2. As soon as possible, Applicant should begin working diligently to secure the appropriate identification document; and
3. A determination of eligibility for benefits based on an Alternative Identification or the Electronic Identification Indicator in no way constitutes a representation that Applicant has provided sufficient information or documentation to support the issuance of one of the forms of identification set forth in § 24-7605-103(4)(a) C.R.S.



CITY OF GREELEY

FINANCE DEPARTMENT

1000 10TH STREET

GREELEY, CO 80631

(970) 350-9733 FAX (970) 350-9736

<http://www.greeleygov.com>

APPLICATION FOR SALES TAX / USE TAX

NO LICENSE FEE IS REQUIRED. THE GREELEY SALES/USE TAX RATE IS 3.46%

BUSINESS INFORMATION

Name of Business: _____

DBA Name: _____

Physical Address: _____

Telephone Number: _____ Fax: _____

Email: _____ Web Site: _____

FEIN: _____ SSN: _____

Year company was founded: _____ Length of time at this location _____

Is this the headquarters for this company? Y N

BUSINESS DESCRIPTION

Please provide a detailed description of the nature of business (products sold and services provided):

NAICS Code: _____

If you do not know your NAICS code, please check which best describes your business activity:

Agriculture Utilities Construction Manufacturing Wholesale Trade

Retail Trade Transportation, Warehousing Information Real Estate, Rental, & Leasing

Professional Health Care Accomodation, Food Services

Other: _____

Type of Ownership (Select Only One):

Sole Proprietor LLC Partnership Corporation LLP Other _____

Name of Owner (s): _____

Address of Owner: _____

Filing Frequency:

Monthly (tax collected is over \$50/month) Quarterly (tax collected is \$25.00-\$49.99/month)

Annual (tax collected is less than \$25/ month)

MAILING AND CONTACT INFORMATION

Sales/Use Contact: _____ Title: _____

Telephone Number: _____ Fax: _____

Email: _____

Mailing Address: _____

Date Started or Date Business Will Open: _____

Name of Former Owner (If Purchasing Existing Business): _____

I declare under penalty of perjury, that this application has been examined by me and that the statements made herein are, to the best of my knowledge and beliefs, are true, correct and complete.

Authorized Signature: _____ Date: _____

FOR CITY USE ONLY:

ACCT # _____ GEO: _____ PROP ID: _____ SQ. FT. _____



CITY OF GREELEY

FINANCE DEPARTMENT
1000 10TH STREET
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(970) 350-9733 FAX (970) 350-9736
<http://www.greeleygov.com>

APPLICATION FOR SALES TAX / USE TAX INSTRUCTIONS

GENERAL INFORMATION:

- * If the business or home occupation has a physical location within the City limits of Greeley, a Sales/Use Tax License/Zoning Review/Occupancy Certificate check-off list must be completed and signed by the Community Development and Building Inspection departments. These departments are located at 1100 10th Street, Greeley, CO 80631. There are no charges for these services and there is no sales/use tax license fee required.
- * If the business is a City of Greeley sewer user, the Commercial Sewer User Classification Questionnaire must be completed.
- * Return the completed and signed application, the completed and signed check-off list (if applicable) and sewer questionnaire (if applicable) to the following address: City of Greeley, Finance Department, 1000 10th Street, Greeley, CO 80631

BUSINESS INFORMATION:

- * Please provide the information indicated, and include area codes when listing telephone numbers.

BUSINESS DESCRIPTION:

- * If you know the North America Industry Classification System (NAICS) code, for your business fill in the blank. Provide a detailed description of your business, including products sold and services provided. Check the box best describing your business.
- * Type of Ownership:
 - Sole Proprietorship: Business is owned and operated by a single individual.
 - LLC: Limited Liability Company - combines the tax attributes of a partnership with the attributes of a corporation for liability purposes. An LLC may have one or several members and is created by filing "Articles of Organization" with the Secretary of State
 - Partnership: Business is owned by two or more individuals or other business entities.
 - Corporation: "C" Corporation - A legal entity existing separately from the parties creating the entity. "Articles of Incorporation" are filed with the Secretary of State and bylaws are adopted.
 - LLP: Limited Liability Partnership or Limited Liability Limited Partnerships (LLLLP) - Legal Limited Liability Limited Partnership Act (7/1/95) created a legal structure similar to S Corp and a LLC. A "Registration Statement" is filed with the Secretary of State.
 - Other: Please select this category, and give a brief description if the entity is a Subchapter S ("S") Corporation, a Limited Partnership Association, or a Nonprofit Organization or any other type of ownership.

MAILING AND CONTACT INFORMATION:

Please provide the requested information, even if it is the same as the business information. If this is a new business, or an existing business was purchased, and is physically located in Greeley, the applicant will need to file an Initial Use Tax return, and pay any applicable use tax.

**CITY OF GREELEY, COLORADO
SALES TAX LICENSE / ZONING REVIEW / OCCUPANCY CERTIFICATE**

CHECK-OFF LIST

A) TO BE COMPLETED BY APPLICANT:

APPLICANT _____ DATE _____

LOCATION (not PO BOX) _____

SAME AS RESIDENCE? _____ YES _____ NO _____

PHONE NO _____ BUSINESS NAME _____

TYPE OF BUSINESS

PLEASE CHECK CORRECT ONE AND BRIEFLY DESCRIBE ACTIVITY

SALES _____ SALES & SERVICE _____ SERVICE _____

MANUFACTURING _____ OTHER _____

ACTIVITY: _____

B) TO BE COMPLETED AND SIGNED BY COMMUNITY DEVELOPMENT DEPARTMENT

**Community Development 1100 10th Street, Greeley, CO 80631 Phone: (970) 350-9780
Fax: (970) 350-9800**

ZONING _____ USE BY RIGHT _____

LAWFUL NON-CONFORMING _____

HOME OCCUPATION _____

MEETS HOME OCCUPATION REQUIREMENT _____

OTHER _____

COMMENTS: _____

SIGNED _____ DATE _____

C) TO BE COMPLETED AND SIGNED BY INSPECTION DIVISION

**Building Inspection 1100 10th Street, Suite 114, Greeley, CO 80631 Phone: (970) 350-9830
Fax: (970) 350-9844**

CERTIFICATE ISSUED _____ DATE _____

OCCUPANCY CERTIFICATE NOT REQUIRED OR PREVIOUSLY ISSUED _____

SIGNED _____ DATE _____

**CITY OF GREELEY
COMMERCIAL SEWER USER CLASSIFICATION QUESTIONNAIRE**

When a business is opened or changes hands, the sewer account is reviewed for proper billing classification. It is important that you fill out this questionnaire accurately and completely, to ensure your business is receiving the correct billing rate. Please return this questionnaire along with your Sales Tax License Application.

Name of Business: _____

Short Business Description: _____

Contact Person: _____

Is this a home-based business? _____yes* _____no

**If yes, then please stop here and return the form.*

Outside Landscape square footage (this information is *very important* in establishing correct sewer billing information for commercial businesses.)

_____ Less than 15,000 ft² _____ more than 15,000 ft²

Please read the following classifications to determine which class your business best fits, and check the appropriate one. If it does not fit into any of the following classes, then please explain:

_____ **Class I:** includes retail stores, offices, car washes, cleaners, laundromats, schools, colleges, churches, beauty shops, financial institutions, membership organizations without dining facilities, motels without dining facilities, gas stations without repair, and bed and breakfasts that serve only a continental breakfast.

_____ **Class II:** includes bars and taverns without dining, service stations and garages with repair, animal clinics, hospital/convalescent homes, photo finishing, light manufacturing, coffee shops, convenience stores, and bed and breakfasts that cook a daily breakfast.

_____ **Class III:** includes restaurants, hotels with dining facilities, bars and taverns with dining, and membership organizations with dining.

_____ **Class IV:** includes food markets (grocery stores), butchers, bakers, and food manufacturing.

_____ **Class V:** includes mortuaries and miscellaneous heavy commercial manufacturing.

If you have any questions, then please contact the City of Greeley Industrial Pretreatment Program at 970-350-9363. Thank you for your cooperation and assistance.

CITY OF GREELEY, COLORADO
INITIAL USE TAX FORM
 (Instructions are on the reverse side of this form)

Greeley Sales Tax License Number:			
Business Name:			
Business Address:	City:	State:	Zip Code:
Business Telephone Number:			

Section A

Date of Purchase	If business was purchased, indicate: Seller's Name and Address	Purchase Price of Equipment, Fixtures, Furniture, Supplies, Etc.	3.46% of Purchase Price

Section B: Purchase of Equipment, Fixtures, Furniture, Supplies, Etc.

Invoice Date	Vendor's Name and Address	Purchase Price on Which Tax Was Paid	Purchase Price on Which Tax Was <u>Not</u> <u>Paid</u>
Totals			
		Amount Due	X 3.46%

Section C: Leases of Equipment, Fixtures, and Furniture

Lessor	Address	Type of Equipment Fixtures / Furniture	Tax paid by (/)	
			Lessor	Lessee

Total Tax Due

Section A _____ + Section B _____ = Total Tax _____

Penalty _____ + Interest _____ = Total Tax, Penalty & Interest _____

CITY OF GREELEY, COLORADO

Instructions - Initial Use Tax Form

The INITIAL USE TAX FORM must be completed when an existing business is purchased from a previous owner, or when opening a new business.

PURCHASED BUSINESS - If you purchased the business from a previous owner, the USE TAX you owe is 3.46% of the purchase price of the equipment, fixtures, supplies, etc., based on the allocated acquisition price as stated in the purchase contract, but not less than the fair market value. COMPLETE SECTION A.

NEW BUSINESS - If this is a new business, COMPLETE SECTION B. List vendors from whom you purchased your equipment, fixtures, furniture, supplies, etc., as shown in the purchase contract. Indicate the purchase price in the appropriate column, Tax Was Paid or Tax Was Not Paid. Multiply the Tax Was Not Paid column by 3.46% This is the amount due from your business.

If you lease equipment, fixtures, or furniture, a 3.46% tax is due on the gross amount of the lease. COMPLETE SECTION C. This amount is to be paid either by you or the lessor over the period of the lease. List all leases and indicate whether you or the lessor will pay the tax.

If a local sales tax has been paid, but at a rate of less than 3.46% use tax is due on the difference between the amount of sales tax actually paid and the amount calculated at the rate of 3.46%

Please provide a detailed listing for each section that applies to you. If additional space is needed, attach continuation sheets.

Checks should be made payable to the City of Greeley. This form is due on the 20th day of the month following the date an existing business in Greeley is purchased. If this is a new business, the form is due on the 20th day of the month following the first day that sales are made or services are provided in Greeley. A late filing of this form is subject to a 10% penalty of the tax owed, and interest of 1% per month of the tax owed.

Return this form to the City of Greeley, 1000 10th Street, Greeley, CO 80631. If you need assistance in completing the form, or have questions concerning the use tax, please contact the sales tax office at (970) 350-9733.

After the INITIAL USE TAX FORM has been filed, subsequent purchases should be included on your regularly filed sales/use tax returns for the City of Greeley. Do not use this form to compute or pay tax on motor vehicles, trailers, or the tax on materials used in construction of real property or real property improvements which involve the issuance of a building permit.