



City of Evans  
Business And Sales Tax Office  
1100 37<sup>th</sup> Street  
Evans, CO 80620  
(970) 475-1196

[salestax@evanscolorado.gov](mailto:salestax@evanscolorado.gov)  
[www.evanscolorado.gov](http://www.evanscolorado.gov)

## BUSINESS AND SALES TAX LICENSE APPLICATION INFORMATION SHEET

### GENERAL INFORMATION:

- Application packets with missing information/documentation will not be processed.
- Email addresses are required.
- If your business has a physical location within Evans city limits, you must answer all line items on this application. For assistance in completing the application, please refer to the City of Evans zoning map located at the City of Evans website using this link [https://www.evanscolorado.gov/media/Maps/zoning\\_map\\_2022.pdf](https://www.evanscolorado.gov/media/Maps/zoning_map_2022.pdf). For additional assistance email [mhall@evanscolorado.gov](mailto:mhall@evanscolorado.gov).
- If your business does not have a physical location within Evans city limits, please skip the following line items: 8, 9, 13, 14, 15, 16, 17, 18, and 19.

### ADDITIONAL FORMS:

- **Home Occupation Packet** – this packet must be completed to obtain a business license for a home-based business. Note: businesses that operate in a commercial location should not complete this packet. Send an email to [salestax@evanscolorado.gov](mailto:salestax@evanscolorado.gov) to obtain more information.
- **Lodging Addendum** – this addendum is required to be completed by entities that lease or rent hotel rooms, motel rooms, or other accommodations to any occupant. Send an email to [salestax@evanscolorado.gov](mailto:salestax@evanscolorado.gov) to obtain more information.
- **Private Security Service** – Additional documents are required for this type of business. Send an email to [salestax@evanscolorado.gov](mailto:salestax@evanscolorado.gov) to obtain more information.



**CITY OF EVANS, COLORADO  
BUSINESS AND SALES TAX LICENSE APPLICATION**

**BUSINESS AND SALES TAX LICENSE FEE: \$25.00**

**Annual Renewal Due NOT LATER THAN December 31st**

**AFTER EXPIRATION DATE, RENEWAL FEES INCREASE TO \$50.00**

Email electronic copies, mail or hand-deliver paper copies to :	For City Use Only:																								
<p><b>City of Evans</b>  <b>Business And Sales Tax Office</b>  <b>1100 37<sup>th</sup> Street</b>  <b>Evans, CO 80620</b>  <b>(970) 475-1196</b></p> <p><a href="mailto:salestax@evanscolorado.gov">salestax@evanscolorado.gov</a>  <a href="http://www.evanscolorado.gov">www.evanscolorado.gov</a></p>	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%;">Monthly <input type="checkbox"/></td> <td style="width:30%;">Sales Tax License</td> <td style="width:40%;"><input style="width:95%;" type="text"/></td> </tr> <tr> <td>Quarterly <input type="checkbox"/></td> <td>General Registration</td> <td><input style="width:95%;" type="text"/></td> </tr> <tr> <td>Annual <input type="checkbox"/></td> <td>NAICS Code</td> <td><input style="width:95%;" type="text"/></td> </tr> <tr> <td></td> <td>GEO Code</td> <td><input style="width:95%;" type="text"/></td> </tr> <tr> <td colspan="3" style="padding-top: 10px;">Amount Paid <input style="width:95%;" type="text"/></td> </tr> <tr> <td colspan="3">Check No. <input style="width:95%;" type="text"/></td> </tr> <tr> <td colspan="3">Property Zoning <input style="width:95%;" type="text"/></td> </tr> <tr> <td colspan="3">Zoning Approval <input style="width:95%;" type="text"/></td> </tr> </table>	Monthly <input type="checkbox"/>	Sales Tax License	<input style="width:95%;" type="text"/>	Quarterly <input type="checkbox"/>	General Registration	<input style="width:95%;" type="text"/>	Annual <input type="checkbox"/>	NAICS Code	<input style="width:95%;" type="text"/>		GEO Code	<input style="width:95%;" type="text"/>	Amount Paid <input style="width:95%;" type="text"/>			Check No. <input style="width:95%;" type="text"/>			Property Zoning <input style="width:95%;" type="text"/>			Zoning Approval <input style="width:95%;" type="text"/>		
Monthly <input type="checkbox"/>	Sales Tax License	<input style="width:95%;" type="text"/>																							
Quarterly <input type="checkbox"/>	General Registration	<input style="width:95%;" type="text"/>																							
Annual <input type="checkbox"/>	NAICS Code	<input style="width:95%;" type="text"/>																							
	GEO Code	<input style="width:95%;" type="text"/>																							
Amount Paid <input style="width:95%;" type="text"/>																									
Check No. <input style="width:95%;" type="text"/>																									
Property Zoning <input style="width:95%;" type="text"/>																									
Zoning Approval <input style="width:95%;" type="text"/>																									

**For Applicants to Complete:**

Please type or complete in black ink Important: Please keep a copy of this application for your records.

**PLEASE COMPLETE APPLICATION IN FULL (Illegible and/or incomplete forms may be rejected)**

1. Type of Ownership:  Sole Proprietor  Partnership  Corporation  Limited Liability Corp.  Other  
 a. If Other, please explain: \_\_\_\_\_
2. Taxpayer Name (Owner, Partners or Corporate Name): \_\_\_\_\_
3. Trade Name ("Doing Business As"): \_\_\_\_\_
4. Business Address: \_\_\_\_\_
5. Mailing Address (Street, City, State, Zip): \_\_\_\_\_
6. Business Phone No: \_\_\_\_\_ First Day of Business in Evans: \_\_\_\_\_
7. Web Site Address: \_\_\_\_\_ E-mail Address (required): \_\_\_\_\_
8. If business address property is not owned by you, enter **property owner's name and address** (Note – this must match Weld County Assessor records): \_\_\_\_\_
9. If business address property is not owned by you, enter **property owner's phone # and email address** (Note – this must match Weld County Assessor records) : \_\_\_\_\_
10. Nature of Business (Check all that apply):  Wholesale  Manufacturing  Construction  Service  Retail  
 Office Only  Mail Order  Communications/Telecom  Finance/Insurance/Real Estate  Warehouse
11. What is your main product/service? \_\_\_\_\_
12. Do you sell, distribute, deliver, or grow medical or recreational marijuana?  Yes  No
13. Is this business in a:  Commercial Building  Private Residence (if private residence, fill out Home Occupation Certificate form).
14. What is the zone district your proposed business is located in? \_\_\_\_\_
15. Answer all in this section:
  - a) Has the building or property been vacant for more than three months?  Yes  No
  - b) If a private residence, do your customers come to your home?  Yes  No
  - c) Is the property in compliance with all applicable building, fire, and zoning codes and ordinances?  Yes  No
  - d) Is the property or business license applicant in default under the Revenue and Finance Chapter of the City Code, or indebted or obligated in any manner to the City except for current uses?  Yes  No
16. If located in Evans, what are your hours of operation? \_\_\_\_\_
17. If located in Evans, approximate sq. ft. of business? \_\_\_\_\_

**CITY OF EVANS, COLORADO BUSINESS AND SALES TAX LICENSE APPLICATION & RENEWAL APPLICATION (cont'd.)**

18. No. of employees (include self): Full-time \_\_\_\_\_ Part-time \_\_\_\_\_
19. Do you have other locations in Evans?  Yes  No If "YES", a separate application must be completed per business location.
20. Contact Person: \_\_\_\_\_  
Address (Street, City, State, Zip): \_\_\_\_\_  
Phone and Email \_\_\_\_\_

**SECTION TWO - All information provided in this section of the application is considered confidential.**

21. Filing Frequency: \$600 tax/month or more, file monthly   
Under \$600 tax/month, file quarterly   
\$600 tax/year or less, file annually
22. List Owner(s) or Corporate Officers (attach supplemental sheet if necessary):  
Name: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_  
Home Address (Street, City, State, Zip): \_\_\_\_\_  
Email \_\_\_\_\_  
List Owner(s) or Corporate Officers (attach supplemental sheet if necessary):  
Name: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_  
Home Address (Street, City, State, Zip): \_\_\_\_\_  
Email \_\_\_\_\_
23. Accountant or CPA or Local Manager (person who can provide sales tax information if needed)  
Name: \_\_\_\_\_ Position: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
Home Address (Street, City, State, Zip): \_\_\_\_\_  
\_\_\_\_\_
24. Former Owner's Name (if applicable): \_\_\_\_\_ Former Owner's License No. \_\_\_\_\_
25. Former Name of Business: \_\_\_\_\_ Date of Purchase: \_\_\_\_\_
26. Did the purchase price include fixed assets, machinery, or equipment?  Yes  No Value \$ \_\_\_\_\_
27. State of Colorado Sales Tax License No.: \_\_\_\_\_ Federal Employer I.D. (FEIN): \_\_\_\_\_

I declare, under penalty of perjury in the second degree, that this application has been examined by me, that the statements made herein are made in good faith pursuant to Colorado and the City of Evans tax laws and regulations, and to the best of my knowledge and belief, are true, correct, and complete. Further, I declare, under penalty of perjury in the second degree, that the property owner (if other than myself) has been informed that I am submitting this business license application and is knowledgeable of my use of this property.

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Name of Person Completing this Document: \_\_\_\_\_

**WHERE DO I GO TO GET INFORMATION ON LICENSING FOR THE STATE OF COLORADO?**

When opening a new business in the State of Colorado call the Colorado Business Assistance Center, (303) 592-5920 in Denver, or (800) 333-7798 toll-free in Colorado for information. Taxpayers are still required to remit State and County taxes directly to the State of Colorado.

To obtain a sales tax, wage withholding tax, or other business tax account number, visit the Denver Service Center at 1375 Sherman St., Denver, or at the Fort Collins Service Center 1121 W Prospect Rd, Bldg D, Fort Collins or any Taxpayer Service Center in Colorado. You may also get the "Colorado Business Registration" Form (CR 0100) through the Colorado Department of Revenue web site at [www.taxcolorado.com](http://www.taxcolorado.com), or call the Taxpayer Helpline at (303) 238-7378.

***Pursuant to Section 3.04.500 (I) of the City of Evans Tax Code "failure to obtain a renewal license by the December 31st expiration date shall result in payment of an increased renewal fee..."***

**Thank You**