



City of Castle Pines Tax & License Division

Online Application Available beginning January 2020 at

www.castlepinesco.gov

Mailing Address:
PO Box 913320
Denver, CO 80291-3320

Email: salestax@castlepinesco.gov
Phone: 720-875-4160

BUSINESS LICENSE APPLICATION

COMPLETE APPLICATION IN FULL. INCOMPLETE APPLICATIONS MAY BE RETURNED AND/OR DELAY THE ISSUANCE OF THE LICENSE.

BUSINESS LICENSE (BIENNIAL FEE) ----- \$25.00

SECTION ONE: All information provided in this section of the application is considered public information and is required to be released upon public request.

1 Type of Ownership: Sole Proprietor Partnership Corporation Limited Liability Company Other _____

2 Business Name: _____

3 Trade Name ("Doing Business As"): _____

4 Business Physical Address: _____
Street City State Zip

5 Mailing Address: _____
Street (If different than Business Address) City State Zip

6 Business Phone No: _____ Start Date of Business In City: ____/____/____

7 Web site Address: _____ E-mail Address: _____

8 Primary Contact: _____
Name/Title Email Address

9 Nature of Business (Check all that apply): NAICS code (4 digits) _____

- Retail Wholesale Manufacturing Construction Service Office Only Communications/Telecom
- Medical Mail/Internet Order Finance/Insurance/Real Estate Professional/Technical/Scientific Other

Product or service provided (be specific) _____

10 Location Information (For in City Locations): Is this business in a: Private Residence Commercial Building
Home-based business (private residence): Generally, home-based businesses are not required to obtain a business license if annual sales are less than \$1,000 per calendar year. This exception only applies to having to obtain a business license. Sales tax must still be collected and remitted for sales that are taxable. Please see Sec. 4-3-420 or contact the City's Tax and Licensing Division for additional important information regarding home-based business tax and licensing requirements. See also the Section 23 of the City's Zoning Ordinance for rules and regulations regarding Home Occupations.

Do you have other locations in the City? Yes No
If "YES," a separate application must be completed per business location.

