



COLORADO • SINCE 1878

NEW BUSINESS CHECKLIST

The City of Louisville welcomes you and extends our best wishes for your success. We are pleased you have chosen Louisville as your business location.

Prior to making final arrangements for the start of a new business within the City of Louisville, prospective businesses should check with the following City divisions to ensure that all requirements for the type of business anticipated have received the necessary approvals from the City:

Planning and Zoning Department – for approval of the specific kind of business and zoning requirements and sign or banner permits for the location anticipated.
Call 303-335-4592 or 303-335-4590

Building and Safety Department – for approval of building construction and use, including permits for exterior and interior remodeling.
Call 303-335-4584

As part of the City of Louisville approval process, the above listed departments will be required to review your business registration.

Other helpful resources include:

Bonnie Star – Economic Development Director
Call 303-335-4531

SALES/USE TAX LICENSE INFORMATION

All individuals, businesses and home-based businesses that sell any form of tangible personal property in the City are required to have a City sales/use tax license.

All non-retail businesses are also required to have a City sales/use tax license, including home-based businesses. Service-based businesses that have use tax to remit to the City are required to file a sales/use tax return by January 20th for the previous calendar year.

Annual fee \$25 (calendar year licenses)

Applicants must have federal tax I.D. (FEIN) and a state sales tax license prior to applying for a City of Louisville sales/use tax license.

Sales tax and licensing questions should be directed to the Sales Tax and Licensing Division (303) 335-4514 or (303) 335-4524

GENERAL INFORMATION

Federal Tax I.D. numbers (FEIN) are obtained through the IRS for all corporations, LLC's etc. Individuals, sole-proprietors and husband/wife partnerships should use their social security number.

www.irs.gov

<http://www.irs.gov/businesses/small/article/0,,id=98350,00.html>

State sales tax numbers or licenses are obtained from the Colorado Department of Revenue (Form CR-0100)

www.taxcolorado.com

www.colorado.gov/coloradobusinessexpress

To obtain a trade name registration, trademark protected DBA, logo, or similar, applications must be submitted to the Colorado Secretary of State

www.sos.state.co.us

<http://www.sos.state.co.us/biz/FileDoc.do>

In addition to the above items, any prospective or new business in the City should contact the State of Colorado and the County in which they plan to locate. Louisville is in Boulder County. Some helpful numbers are:

Colorado Small Business Development Center (Boulder)
(303) 442-1475 www.coloradosbdc.org

Colorado Department of Revenue
(303) 238-7378 www.taxcolorado.com

Colorado Secretary of State
(303) 894-2200 www.sos.state.co.us

Boulder County Public Health Department
(303) 441-1564 www.bouldercounty.org/health/environ/