

**TOWN OF GEORGETOWN**  
P.O. Box 426 Georgetown, CO 80444  
303-569-2555 x2 / [townclerk@townofgeorgetown.us](mailto:townclerk@townofgeorgetown.us)

**BUSINESS LICENSE APPLICATION**

THIS APPLICATION IS FOR A  new license  renewal • SALES TAX LICENSE NO. (if retail) \_\_\_\_\_

NAME OF BUSINESS OWNER \_\_\_\_\_

NAME OF BUSINESS (DBA) \_\_\_\_\_

STREET ADDRESS OF BUSINESS \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

BUSINESS PHONE NO. \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

MAILING ADDRESS OF BUSINESS \_\_\_\_\_

LOCAL MANAGER (if not owner) \_\_\_\_\_

DESCRIPTION OF BUSINESS \_\_\_\_\_

BACKFLOW PREVENTER INSPECTION REPORT (IF REQUIRED) \_\_\_\_\_

TYPE OF BUSINESS OWNERSHIP  Sole proprietor  
 Partnership (not husband and wife)  
 Partnership, husband, and wife  
 Corporation  
 Limited Liability Company  
 Other \_\_\_\_\_

DO YOU WISH TO BE LISTED ON THE TOWN'S WEBSITE  YES  NO

\_\_\_\_\_  
(signature of applicant)

\_\_\_\_\_  
(date)

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**BUSINESS LICENSE FEES (annual)** Please check all that apply.

<input type="checkbox"/> License for business with its own address or outside of Georgetown	\$ 75.00
<input type="checkbox"/> License for home occupation business within Georgetown	\$ 60.00
<input type="checkbox"/> Renewal late fee (not applicable to out of town contractors)	Double fee
<input type="checkbox"/> Town sales tax fee for businesses that collect sales taxes	\$ 1.00
<input type="checkbox"/> For each exterior vending machine (pop, cigarette, candy, ice but NOT newspaper)	\$ 35.00
<input type="checkbox"/> For each interior amusement machine (games, etc.)	\$ 10.00
<input type="checkbox"/> Sandwich Board Signs (information required listed on the back of this application)	\$ 50.00 first year
<input type="checkbox"/> Sandwich Board renewal	\$ 10.00 renewal

**PROMOTION ASSESSMENT FEES (annual - applicable only to businesses located in Georgetown)**

<input type="checkbox"/> Annual fee for business with its own address	\$180.00
<input type="checkbox"/> Annual fee for home occupation businesses	\$ 35.00

TOTAL FEES DUE FOR 2024 \$ \_\_\_\_\_

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THIS SECTION TO BE COMPLETED BY TOWN

DATE APPLICATION AND FEE RECEIVED \_\_\_\_\_

APPROVED\_\_\_ DENIED\_\_\_ TOWN CLERK: \_\_\_\_\_

CONDITIONS OF APPROVAL: \_\_\_\_\_

See other side

If you are renewing your Sidewalk Sandwich Board sign, please read and sign the following:

\_\_\_\_\_

*Owner's Signature*

The following items must be submitted with this application, or your business license will not be issued;

- 1. A site plan showing the property of the business to be advertised, the street or sidewalk where the sign is proposed to be located, and any significant features in the area (such as buildings, street signs, lamp posts, landscape features, etc.)
- 2. A sketch or photograph of the proposed sign
- 4. \$10 for a renewal
- 5. Certificate of liability insurance naming the Town of Georgetown as an additional insured with minimum limits of \$150,000 single occurrence/ \$600,000 aggregate
- 6. Legal description of the property abutting the affected street or sidewalk

\_\_\_\_\_

*Town Administrator*

Approved Date: \_\_\_\_\_

Conditions: \_\_\_\_\_