



1199 Bayfield Parkway • PO Box 80 • Bayfield, CO 81122 • 970.884.9544 TOWN HALL • 970.884.2195 FAX

Business License Application

1 Business Information				
Business Name			North American Industry Classification System Provide the NAICS # (https://www.naics.com/search)	
Name of Person Completing this Application (Contact)			Business Mailing Address	
Contact Phone			Contact Email	
*State Tax Number	Federal ID	Year Business Established	Describe the nature of the Business	
<i>*Failure to provide a State Tax Number will cause the application to be rejected immediately, unless there is a valid reason the business operation is exempt from Colorado tax regulation. (Explain on a separate sheet of paper.)</i>				
Business Owner Name if different than the contact name			Business Owner Email	
Business Owner Telephone			Website	
Type of Ownership (Mark One) <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Non-Profit <input type="checkbox"/> Other				
2 Land Use Parameters				
Business License is regulated by the Town of Bayfield Municipal Code. The applicant is responsible to abide by all land use regulations of which includes but not limited to; sign regulations, zoning regulations, site development regulations, etc. The Municipal Code Land Use Code is on the Town website or schedule time with the Town Manager or Planning official in the event you have additional questions.				
Land Use Information				
Physical Address of the Business plus City, State and ZIP			Is this address located within the Town of Bayfield Municipal Boundary? <input type="checkbox"/> Yes <input type="checkbox"/> No (If No, skip to next section.)	
Business operations will be visible from the street? <input type="checkbox"/> Yes <input type="checkbox"/> No (If No, explain)			What is the zoning district? _____	
3 Business License Classification				
Current Business License Regulations – Ordinance 447 (11/17/2020) and Resolution 472 (12/1/2020)				
Select the business classification.				
A. <input type="checkbox"/> Non Profit <u>Non-profit Business</u> means a business that is operating within a permanent structure, fence enclosure, property, etc.				
B. <input type="checkbox"/> Occupation 1-6 Employees <u>Occupational Profit Business</u> means a business that is operating within a permanent structure, fence enclosure, property, etc.				
C. <input type="checkbox"/> Occupation 7 or more Employees <u>Occupational Profit Business</u> means a business that is operating within a permanent structure, fence enclosure, property, etc.				
D. <input type="checkbox"/> Traveling Trade <u>Traveling Trade Business</u> means a business operation that does not have a permanent location in Bayfield and is typically traveling from place to place, such as; general contractor, construction developer, door to door sales, roving snack wagons, realtor, property management firm, professional carpenter trade business, equipment operation, etc.				

Itinerant *Itinerant Business* means any business conducted in a building, tent, from a truck, van or trailer, on a parking lot or vacant parcel of land, or a sanctioned Town event with property owner permission, for a temporary period of time. Includes, food truck/trailer, parking lot sales, garage/yards. Under one business license, the business operation has the option to designate no more than three temporary locations. (Provide the address or location of the 3 temporary locations.)

Itinerant Location #1 _____ #2 _____ #3 _____

Location Suggestions: All locations must have permission from the property owner. List the address of the location in #1 that would be considered the main location, secondary locations next. Bayfield property locations can be listed however the event must be sanctioned by the Town. If no additional locations are listed or the business prefers more than three locations an additional application and fee is required. Town properties include; Eagle Park, Mill Street Block Parties, Holiday Event Locations, Road Side Park, Little Pine, Joe Stephenson Park, Town Hall complex, etc.

Provide the itinerant application request: E. ☐ first six months F. ☐ remaining calendar year

G. ☐ Market Coordinator *Market Coordinator* means one individual or organization (including a non-profit) that organizes a market. Cottage Food Act eligible participants participate at market coordinator invitation.

H. ☐ Street Vendor *Street Vendor/Booth Business* Cottage Food eligible participants that are not represented by a Market Coordinator, retail sales, product display, political, informational pamphlets, fee based mini carnival type activities and other organizations that are associated with a Special Event activities.

4 Business License Fee

RE Classification	Fee	RE Classification	Fee
A Non-Profit (calendar year)	\$0	E Itinerant First 6 Months	\$30
B Occupation 1-6 Employees (calendar year)	\$50	F Itinerant Remaining Year	\$45
C Occupation 7 or more (calendar year)	\$100	G Market Coordinator (10 days/cal yr)	\$150
D Traveling Trade (calendar year)	\$50	H Street Vendor/Booth (10 days/cal yr)	\$25

Town Use Only

Payment: \$ _____ Check # _____ Cash _____ Credit Card _____ Other _____

5 Certifications

Attach compliance certificates and/or licenses if business is subject to any federal, state or other local agency registration and/or licensing requirements. (Retail Food, Non-Profit, etc.)

6 Signatures with limited information from the Municipal Code

Section 5-20 (7) The Business License remains valid as approved via the application describing the business, term of the effective fee and the agents representing the business operations are generally with good moral character, honest and respectable whom follow the rules and regulations of Bayfield, the state and federal law.

Section 5-21. Delinquencies. (1) Annual Business License renewals are due prior to forty-five (45) days after the previous Business License expires. A delinquent fee of \$30 will be charged from the 45th day and prior to sixty days of delinquency.

Section 5-22. Penalties for offenses. (1) The carrying on of any business upon revocation or without having first obtained a license from the Town as required by this chapter is a violation of this chapter. & (2) The carrying on of any business upon sixty days after the expiration without renewal from the Town as required by this chapter is a violation of this chapter. Any person, firm, corporation, whether as principal, agent, employee, or otherwise, violating any of the provisions of this chapter or causing the violation of any of the provisions of the Town Code may be cited by a Town official to municipal court and be subject to penalty in accordance with Section 1-5 of the Bayfield Municipal Code in addition to any specific penalties outlined in this chapter or any other penalties otherwise authorized by the Municipal Code for violations.

My Signature below represents that the information provided in this application is accurate to best of my knowledge.

Contact Signature

Date

7 Town Use Only	Business License Issued #