

**2017 BASALT BUSINESS AND SALES TAX LICENSE RENEWAL**



December 1, 2016

Dear Business Owner:

Enclosed is a Business/Sales Tax License Application Form for renewal of your Basalt Business and Sales Tax Licenses for 2017.

Please complete the required forms and return to Town Hall no later than the close of business, **Tuesday, January 31, 2017**. Late renewals are charged \$25 per month until paid. Please return your renewal promptly to avoid late charges.

The Town of Basalt's Municipal Code states:

**"Sec. 6-2. License required.** It shall be unlawful for any person, firm, association, partnership or corporation either as a principal, agent, clerk, employee or otherwise to commence or carry on any kind of business, profession or occupation without first having procured a license from the Town to do so as hereinafter provided."

**IF YOU ARE A SOLE PROPRIETOR**, you must comply with the requirements of House Bill 06S-1023 and complete the Lawful Presence Affidavit, which can be found and printed from the "Commercial" tab of the Basalt homepage at [www.basalt.net](http://www.basalt.net). Sole Proprietor means that your business is NOT incorporated, an LLC, a PC, etc.

**IF YOU ARE A HOME-BASED BUSINESS**, please register your home based business with the Town of Basalt using the Business License Application Form. Registration of your home-based business is required to insure compliance with zoning laws. HOWEVER, if retail sales are involved, then you need to obtain only the \$10 sales tax license.

**IF YOU ARE A SHORT TERM RENTAL**, in addition to the first page of the business license application, please be sure to complete the Short Term Rental information on the second page (back) of the application form.

Contact me at Basalt Town Hall at 927-4701 x103, or by email, [pams@basalt.net](mailto:pams@basalt.net) if you have questions relating to your business license. Thank you for your prompt attention to this matter.

Best regards,

  
Pamela K Schilling  
Town Clerk

**2017 - BASALT BUSINESS LICENSE  
AND SALES TAX LICENSE APPLICATION**

**TOWN OF BASALT  
101 MIDLAND AVENUE  
BASALT, CO 81621  
(970) 927-4701 FAX: (970) 927-4703**

**Town of Basalt Use Only:**

Check No. \_\_\_\_\_ License No. \_\_\_\_\_  
Planning Department:  
Approved: \_\_\_\_\_ Denied: \_\_\_\_\_  
SHORT TERM RENTAL Bldg. Department:  
Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

**“ANY PERSON, FIRM, ASSOCIATION, PARTNERSHIP OR CORPORATION ENGAGED IN ANY PROFESSION OR OCCUPATION WITHIN THE TOWN OF BASALT MUST OBTAIN A BUSINESS LICENSE.”**

If you are no longer in business in the Town of Basalt, please indicate that on this form and return it so we may update our records.

**Exemptions** include **day care centers, schools, Town-licensed contractors, non-profit corporations and non-retail home occupations.** However, the Municipal Code requires home occupations register with the Town to ensure compliance with local zoning laws. **There is no fee** for this registration.

**Sales Tax Licenses** apply to all retail sales operations or businesses collecting sales tax.

**Businesses with multiple locations, and locations with multiple businesses,** must have separate licenses for each business. **Contractors** should obtain a contractor's license to work in the Town of Basalt, in lieu of a business license.

**FEE CATEGORIES: Check the appropriate category and enclose the appropriate fee.**

\_\_\_\_\_ **\$10.00 Sales Tax License only:** Home occupations with retail sales, non-profit corporations, special event participants, market vendors and licensed contractors who sell at retail must have a sales tax license. Annual fee is \$10.00. \_\_\_\_\_ 2017 Sunday Market Other (Specify) \_\_\_\_\_

\_\_\_\_\_ **\$25.00 Business License only:** Professions, occupations, or businesses that **do not involve retail sales** and are not otherwise exempt, must have a business license. Annual fee is \$25.00.

\_\_\_\_\_ **\$35.00 Retail Business and Sales Tax License:** Retail businesses, restaurants and licensed liquor establishments must have a \$25.00 Town business license **and** a \$10.00 Town sales tax license.

\_\_\_\_\_ **\$35.00 Short Term Rentals (STR):** Individuals and Businesses engaged in Short Term Rentals must have a \$25.00 Town business license **and** a \$10.00 Town sales tax license. Annual Fee is \$35.00. **All Short Term Rental applicants MUST complete the back of this form to designate a Local Contact.**

**PLEASE COMPLETE THE FOLLOWING:**

**Corporate Name:** \_\_\_\_\_ (d/b/a) or \_\_\_\_\_  
(If applicable) (business name)

**Nature of Business:** \_\_\_\_\_ **No. of Employees** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **State Sales Tax No.** (Retail, Liquor, Restaurant, etc.) \_\_\_\_\_

**Business Mailing Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Business Physical Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Business Owner Name:** \_\_\_\_\_ **Owner e-mail:** \_\_\_\_\_

**Business Owner Contact Phone:** Home Phone: \_\_\_\_\_ Cell \_\_\_\_\_

**Review and Complete information on back of this form as necessary.**

**NOTE:** This Business License is valid only for the Business Physical Address listed here. In order to maintain a valid business license, a Business Owner is responsible for registering any change in location with the Town to ensure compliance with local zoning laws

Emergency Contact (if other than owner): \_\_\_\_\_

Name: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

e-mail: \_\_\_\_\_

**SHORT TERM RENTAL APPLICANTS  
MUST COMPLETE THIS SECTION:**

**All Short Term Rentals must have a Designated Local Contact.** This Contact person may be the owner, but in cases where the owner is absent, there must be a local individual authorized to manage the property and tenants.

**Physical Address of Short Term Rental Property:** \_\_\_\_\_

**Owner** – Complete information on front of this application. Complete the Emergency Contact information above for those times when the Owner is absent.

**Designated Local Contact:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_ Home \_\_\_\_\_

e-mail address of Designated Local Contact: \_\_\_\_\_

Other contact information: \_\_\_\_\_

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