



**Town of Bayfield**  
1199 Bayfield Parkway  
P.O. Box 80  
Bayfield, CO 81122  
970-884-9544

## **BUSINESS LICENSE APPLICATION**

### REASON FOR SUBMITTAL:

- NEW BUSINESS (COMMERCIAL)       NEW BUSINESS (HOME BASED)  
 BUSINESS NAME CHANGE       OWNERSHIP CHANGE  
 LOCATION CHANGE – PRIOR LOCATION \_\_\_\_\_

### TYPE OF BUSINESS:

- RETAIL       SERVICE       NON-PROFIT ORGANIZATION  
 MANUFACTURING       WHOLESALE       OTHER, PLEASE DESCRIBE \_\_\_\_\_

### TYPE OF OWNERSHIP:

- CORPORATION       LIMITED LIABILITY COMPANY       PARTNERSHIP       SOLE PROPRIETORSHIP  
 NON-PROFIT (PROOF of 501(c) 3 required – No Fee)       OTHER \_\_\_\_\_

\*BUSINESS NAME: \_\_\_\_\_

DBA \_\_\_\_\_

\*PHYSICAL ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ST: \_\_\_\_\_

\*MAILING ADDRESS: \_\_\_\_\_ ATTN: \_\_\_\_\_

\*CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

\*TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

WEB SITE: \_\_\_\_\_ NUMBER EMPLOYEES: \_\_\_\_\_  
(INCLUDING OWNER)

\*License fee is \$45.00 for first two employees, \$10.00 for each additional employee

\*OWNER: \_\_\_\_\_ \* PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

MANAGER: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

\*SALES TAX ID: \_\_\_\_\_ \*FEDERAL ID: \_\_\_\_\_

(Please attach a copy of the Colorado Sales Tax License to the Business License Application – If Applicable)

\*EMERGENCY NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

\*EMERGENCY NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

**Business Description:**

Describe in DETAIL the nature of the business, types of products to be sold, services to be provided, etc:

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Days Of Operation: \_\_\_\_\_ Hours Of Operation: \_\_\_\_\_

Please complete this section ONLY if the business is physically located inside Bayfield Town Limits:

- Have you met with the applicable Town staff regarding the business license?  YES  NO
- Will there be **ANY** remodeling or building alterations  YES  NO
- Will a new sign be installed or an existing sign be changed?  YES  NO
- Have you applied for a sign permit?  YES  NO
- Has there been a change in use for the business location?  YES  NO
- If yes, have you completed the site plan requirements?  YES  NO
- Will you be cooking & serving food?  YES  NO
- Will you be serving or selling liquor?  YES  NO
- Does the business utilize any hazardous, toxic or flammable materials?  YES  NO
- Does the business generate store, use, and/or handle hazardous materials?  YES  NO
  - Liquid or vapor having a temperature higher than 150<sup>0</sup>.
  - Gasoline, benzene, naphtha, fuel oil or other flammable or explosive liquid, solid or gas.
  - Garbage that has not been properly shredded, meaning the wastes from the preparation, cooking and dispensing of food that have not been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers.
  - Ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, paunch manure, grit, brick, cement, onyx, or carbide.
  - Water or waste containing a toxic or poisonous substance in sufficient quantities.
- If yes to any of the above, does the business have a grease, sand or oil separator?  YES  NO

Date of last inspection? \_\_\_\_\_ Size: \_\_\_\_\_  
*Please Provide Certificate Of Last Inspection*

- Does the business have an appropriate water backflow prevention device?  YES  NO

**Note:**

- Remodels or alterations must be reviewed by the Town's Planning Department, the Building Inspector, & the Fire Department prior to construction or remodeling.
- The Bayfield sign code requires review & approval before signage can be erected, including temporary signs
- Continued compliance with Town Building Codes & Fire Codes must be maintained at all times.
- Fire inspections will be conducted by Upper Pine Fire Protection District and all corrections must be completed before a business license is issued.
- Food Establishments must attach a current Colorado Retail Food Service License and must submit State Health Departments Approved Final Inspection Report to the Town prior to opening.

- Engineered or architectural plans may be required.

I, declare under penalty of perjury, as an applicant for a Business License from the Town of Bayfield, that I am a United States citizen, legal permanent resident or otherwise lawfully present in the United States pursuant to state and federal law. I also declare that that this application has been examined by me and the statements made herein are made in good faith pursuant to the Town of Bayfield's Town Code and regulations, and to the best of my knowledge and belief are true, correct and complete. I also agree to follow the rules and regulations of the State of Colorado and the Town of Bayfield.

**Date:** \* \_\_\_\_\_ **Signature of Applicant:\*** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

DATE PAID: \_\_\_\_\_ AMOUNT PAID: \_\_\_\_\_ LIC NUMBER ISSUED: \_\_\_\_\_

**Town of Bayfield Administration & Planning Department:**

Zoning District: \_\_\_\_\_

Is The Zoning Correct ?                      Yes    No

Was The Item Taken To Planning Commission For A Variance Or Use By Review?    Yes    No                      Date: \_\_\_\_\_

Does The Signs Meet Sign Code Requirements? :    Yes    No    Permit Issued?    Yes    No

Approved     Denied     Held    Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

**Town of Bayfield Building Inspector:**

Change of Occupancy or Use?            Yes    No    Old Occupancy: \_\_\_\_\_ New Occupancy: \_\_\_\_\_

Is Building In Compliance With 2003 International Building Code?                      Yes    No

Approved     Denied     Held    Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

**Town of Bayfield Public Works Department:**

**Current ERT's Assessed:** \_\_\_\_\_ **New ERT's Assessed:** \_\_\_\_\_

Approved     Denied     Held    Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

**Upper Pine Fire Protection District:**

**Is Building In Compliance With The 2003 International Fire Code?**    Yes    No

Approved     Denied     Held    Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_