



500 South 4th Avenue Brighton, CO 80601  
www.brightonco.gov

## BUSINESS LICENSE APPLICATION OUT OF CITY BUSINESS

Welcome to the City of Brighton Business Community!

This application packet is for a City of Brighton Business and sales tax license for businesses that do not have a physical location in the City and who are not mobile or outdoor vendors (i.e. food truck, etc.) Please note that, depending on your proposed business activity, additional fees, forms and/or approvals may be required. The current license fee is \$10 which can be paid with a MasterCard or Visa by calling 303-655-2041.

**The following documents are required for vending-in businesses:**

- General business license application**
- If license is for an individual/sole proprietor** – affidavit of lawful presence
- If applicable, copy of any required City, State and/or Federal approvals, permits, and/or licenses**

These can include, but are not limited to:

- City of Brighton Contractor's License – contact the building division for more information
- Health Department License

For information on what is and is not allowed in the City of Brighton please contact the planning division.

Incomplete applications will not be accepted. Upon approval of required forms the City's Finance – Sales Tax Division will email your license and information packet.

### **CONTACT**

#### **Sales Tax Division**

SalesTax@Brightonco.gov  
303-655-2041

To schedule in-person appointment go to  
[Calendly.com/brightonco-tax-licensing](https://calendly.com/brightonco-tax-licensing)

#### **Planning Division**

klessner@brightonco.gov  
303-655-2059

#### **Building Division**

lstop@brightonco.gov  
303-655-2017



<b>TAX PREPARER INFORMATION <i>If Applicable</i></b>			
Tax Preparer Name:			
Tax Preparer E-mail:		Tax Preparer Phone #:	
Tax Preparer Address:	City	State	Zip

<b>FOR COMMERCIAL AND HOME BUSINESSES WITHIN THE BRIGHTON CITY LIMITS</b>			
Property Owner Name:			
Property Owner E-mail:		Property Owner Phone #:	
Property Owner Address:	City	State	Zip

<b>OWNERS/OFFICERS Confidential Information</b>			
Name:	Title	Phone #:	
Address	City	State	Zip
Name:	Title	Phone #:	
Address	City	State	Zip
Name	Title	Phone #:	
Address	City	State	Zip

<b>AFFIRMATION AND SIGNATURE</b>			
<p><i>I declare, under the penalty of perjury in the second degree, and by signature affixed hereto, that this application is complete and accurate to the best of my knowledge and belief, and that the statements made herein are made in good faith pursuant to the Colorado tax laws and regulations. I understand that it is my responsibility to operate my business in compliance with the City of Brighton's Land Use and Development Code and the Municipal Code. I understand that non-compliance is grounds for revocation of my license.</i></p>			
Signature of Owner/Officer or Authorized Rep	Printed Name	Title	Date

**AFFIDAVIT OF LAWFUL PRESENCE  
 FOR “NATURAL PERSONS” OR SOLE PROPRIETORS**

Colorado law requires the verification that all natural persons 18 years or older or sole proprietors who are applying for a public benefit are lawfully present in the United States prior to receiving the public benefit. A public benefit includes the application or renewal of a grant, loan, contract, and professional or commercial license provided by an agency of the state or local government.

I, \_\_\_\_\_ swear or affirm under penalty of perjury under the laws of the State of Colorado that (check one):

- I am a United States citizen, or
- I am a Permanent Resident of the United States; or
- I am lawfully present in the United States pursuant to Federal law

I under that this sworn statement is required by law because I have applied for a “public benefit.”

I understand that state law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit.

I acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the laws of Colorado.

I have attached a copy of one of the acceptable documents provided by the State of Colorado and I presented it to the agency as proof of identification that I am at least 18 years of age and I am lawfully in the United States.

\_\_\_\_\_  
 Printed Name of Applicant/Representative \_\_\_\_\_  
 Title

\_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Business Name

Acceptable documentation includes

- Colorado Driver License, Colorado Driver Permit or Colorado Identification Card valid for federal identification, voting or public benefit purposes, expired one year or less
- Out of state Driver License or photo identification card valid for federal identification, voting or public benefit purposes, expired one year or less
- US Passport expired less than 10 years
- Valid foreign passport with I-94 or valid processed for I551 stamps
- Valid I551 Permanent Resident Card
- Valid I688 Temporary Resident, I688B, and I766 Employment Authorization Card with intact photo
- Valid US Military ID
- Tribal identification card with intact photo
- Certificate of Naturalization with intact photo
- Certificate of US Citizenship with intact photo