

City of Glenwood Springs

Business Guide



Licenses

Business Licenses or Sales and Use Licenses: Operating a business within the City of Glenwood Springs will require either a Business License or a Sales and Use Tax License. Both need to be renewed every two years. If you have moved locations or changed ownership you will need to update your license.

- **Apply:** Create an account on MuniRevs and fill out a business license. This process is completed online. MuniRevs Access Link: <https://glenwoodsprings.munirevs.com>. Any questions or concerns related to MuniRevs please call 1-888-751-1911
- **Contact:** Any questions or concerns about Sales and Use Tax License or Business Licenses please contact our Finance Department Kara Daniels at 970-384-6445 or kara.daniels@cogs.us

Building Inspections

Once applying or updating your licenses (General or Sales and Use Tax) you will need a building inspection. This is required for any business whether new or existing when moving into a space, with a Building Permit, or a Change of Use Permit. Once updated or applied for a license you will be informed of appropriate next steps.

- **Change of Use Permit:** Moving into a building that was a different use from your business, for example, retail changing to a restaurant would require you to apply for a change of use permit and have an inspection. This cost is \$94. You will be informed if this applies to your business once licenses has been processed.
 - **Application:** <https://www.cogs.us/153/Forms-Permits-Applications>
- **Contact:** Please contact Community Development if you have any questions at 970-384-6450.





Business Uses

Zoning: Depending on the location, business types or uses are either prohibited or permitted. Before signing a lease, purchasing property, or setting up a home occupation please refer to the zoning code to confirm if your business is permitted in that location.

- **Contact:** Community Development regarding zoning questions at 970-384-6450

Temporary Sales: If you are only interested in setting up a temporary business such as food truck, food stand or retail pop-up you will be required to apply for a Temporary Sales Permit in addition to a Sales and Use Tax License. There are 4 options for a Temporary Sales Permit available including 72 hours, 14 days, 30 days or 120 consecutive days. You will be exempt from Temporary Sales Permit if you are part of a permitted community-wide event (Not remittent of Sales Tax).

- **Application:** <https://cogs.us/335/Temporary-Use-Permits>
- **Community-Wide Event:** If you are part of a permitted community-wide event contact Karstin with the Parks and Recreation Department at karstin.moser@cogs.us or 970-384-6305

System Improvement Fees

System improvement fees refer to water, sewer, fire, park and school impact fees. If you are a new businesses or moving to a new location, system improvement fees will be assessed. This is dependent on proposed use and location. Before signing a lease or purchasing property, contact Community Development.

- **Contact:** Please contact Community Development to get an estimate for System Improvement fees, please call at 970-384-6450.

Questions? Contact Me!

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