

How to Apply for a Business License in Westminster

Thank you for bringing your business to Westminster. We are very glad you are here! The guide below provides an overview of the licensing process. A few quick things to know:

- Every business needs a license to operate REGARDLESS of tax collection status.
- Applications take 4-6 weeks, so apply early!
- You need approval from all city divisions before you can legally open.

Step 1: Before signing a lease or buying a location, talk to these teams:

1. **The Economic Development** Team can help you find a site and connect you to resources. Please visit westminstereconomicdevelopment.org for more information.

- Contact:
 - Email: ecodevo@westminsterco.gov
 - Phone: 303.658.2108

2. **Planning Division**

- Questions to Ask:
 - Is my planned business allowed at this location?
 - The exact property address is needed to check this.
 - Also provide a detailed description of the use/activities planned at the site.
- Contact:
 - Email: planning@westminsterco.gov
 - Phone: 303.658.2092

3. **Building Division**

- Questions to Ask:
 - What occupancy does my business fall under?
 - Provide a full description of the business with day-to-day activities. Also, include an approximate square footage of your space.
 - What is the current occupancy classification of the space?
 - Provide the full address of the space.
 - Will I need a new Certificate of Occupancy?
 - I am doing this work to make the space ready for my business: [Provide information on all work being done, even minor cosmetic changes]. What permits will I need?
 - Do I need a Tenant Finish Permit?
 - Can I schedule a Business License Inspection?
- Contact:
 - Email: permits@westminsterco.gov
 - Phone: 303.658.2075

4. **Fire Department**

- Questions to Ask:
 - Will modifications to the fire suppression and/or alarm system be necessary?
 - Does changing the business's occupancy change my fire alarm/suppression system needs?
 - Will I need a fire inspection?
- Contact:
 - Email: fireinspections@westminsterco.gov
 - Phone: 303.658.4500

5. **Backflow and Cross Connection Control**

- Backflow protection is needed for all businesses to keep water safe. To learn more, check the [City of Westminster's Municipal Code](#).

- A final inspection is required before new meter installation or during the permit process.
- Contact:
 - Email: backflow@westminsterco.gov
 - Phone: 303.658.2477

6. **Water Taps** (if your business will use a lot of water)

- Questions to Ask:
 - Will tap fees be required?
- Contact:
 - Drew Beckwith: dbeckwith@westminsterco.gov | 303.658.2386

Step 2: Apply for your Business and Sales Tax License

Apply for your license at the GenTax website: <http://letaxwestminster.gentaxcpc.net>

- Need Help? There's a video tutorial available [here!](#)

Steps of the Application Review:

1. City Clerk's Office:
 - Confirms your business info, address, and type of license.
2. Planning Division:
 - Makes sure your business is allowed at your location.
3. FOGG Division:
 - Checks if your location needs a wastewater treatment system.
4. Sales Tax Division:
 - Verifies how often you'll file taxes based on your business type.
5. Building Division:
 - Makes sure your business meets building codes, which may include site inspections for new or remodeled buildings.
 - Note: Getting your business license doesn't replace the need for building permits.
 - Types of Permits:
 - New Construction:
 - You'll need a building permit (includes water/sewer tap, fire systems, signs, fences, etc.).
 - Timeline: First comments take about 6 weeks.
 - Tenant Finish/Remodel (if making changes to an existing building):
 - You'll need permits for any building changes. If you're changing the outside, you'll also need planning approval.
 - Timeline: First comments take about 4 weeks; revision reviews take about 2 weeks.
6. Fire Department:
 - Looks at fire safety and codes. They'll inspect if needed for approval.

Step 3: Approval or Denial

- Approval:
 - Once all divisions approve, you will get an email notification and can print your license from your online portal.
- Denial:
 - If denied, you'll get a letter and email explaining why.