

# How to Apply for a Home Occupation Business License in Westminster

**Welcome!** We're excited you've chosen Westminster for your home-based business. Here's what you need to know to get started:

## Step 1: Make Sure Your Business Is Allowed

Before you apply for a license, it is recommended that you check that your business is permitted at your home address under [Westminster Municipal Code](#).

- To be sure, you may contact the **Planning Division** at [planning@westminsterco.gov](mailto:planning@westminsterco.gov) or **303.658.2092**.
- Be ready to share:
  - Your exact property address
  - A detailed description of what your business does

## Step 2: Apply for Your Business License

Apply for your **Business and Sales Tax License** online:

- Visit <http://etaxwestminster.gentaxcpc.net>
- TIPS:
  - Applications usually take **3-4 weeks**, so apply early!
  - The application is designed for commercial businesses, so some questions may not seem relevant to a home business—don't worry, just answer as best you can.
  - Licensing question: If the application asks whether your business requires state or federal licensure, this applies to professions like barbers, nail technicians, massage therapists, etc., who are licensed through DORA. If you select YES, you'll need to upload a copy of that license.
  - CO Sales Tax Number: This field is optional.
  - NAICS Code: You can search for the correct NAICS code by keyword directly in the system.
  - Tax Type: All businesses should select Sales and Use as their tax type—even if you don't collect sales tax. If you don't collect tax, you'll simply log in once a year and file a \$0 return.
  - Square Footage: The application will ask for the total square footage of your home and how much is used for your business. This is to ensure compliance with city code. Estimates are fine!

## Step 3: What Happens After You Apply

Your application will be reviewed by several city divisions:

- **City Clerk's Office** – Confirms your business info and address

- **Planning Division** - Verifies your business is allowed and ensures you signed the Home Occupation Agreement (automatically generated by the system)
- **Sales Tax Division** - Sets your tax filing schedule
- **Fire Department** - Checks fire safety requirements (no inspection required)

#### **Step 4: Get Your License**

- **If approved:** You'll get an email and can print your license from your online portal.
- **If denied:** You'll receive an email and letter explaining why.