



TOWN OFFICE USE ONLY			
Date Received: _____		By: _____	
Fee: \$ _____		Pmt Type: _____	
Approved _____	Denied _____	Date: _____	
Expires: _____		By: _____	

## BUSINESS LICENSE APPLICATION

The following application is pursuant to Municipal Code Chapter 5.02 and must be completed for any business in or conducting business within the Town of Palmer Lake. Licenses are valid for one year from the date of issue. The following must be submitted for this application to be considered:

- Completed Business License Application
- Applicable fees
- Copy of personal identification (for ID options, see AFFIDAVIT on page 4)

Submission of application does not guarantee approval.

*Note: A minimum of 10 days is required to process this application.*

---

---

### BUSINESS INFORMATION

*The following fields will be published on the town website: Business Name, dba, City & State. Phone & Website are optional.*

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

DBA (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Email: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Publish on Town Website? Yes No

Website: \_\_\_\_\_ Publish on Town Website? Yes No

Share business information with PLEDG (Palmer Lake Economic Development Group)? Yes No

State Sales Tax #: \_\_\_\_\_ Federal Taxpayers #: \_\_\_\_\_

Goods and/or Services to be sold: \_\_\_\_\_

Is this business home-based or is there a storefront?  Home-Based  Storefront

**Attach a description of the business details and goals.** If home-based, refer to section 17.58 Home Occupation Town municipal code to address the regulations for a home occupation.

---

---

**HOURS OF OPERATION**

	Hours of Operation
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

Will your business require a sign?  Yes  No

*All business signs must be pre-approved in accordance with Palmer Lake Municipal Code. The Sign Permit Application can be found online at [www.townofpalmerlake.com](http://www.townofpalmerlake.com) under Resources > Forms > Land Use or at the Town office.*

---

---

**OWNER/APPLICANT INFORMATION**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Driver's License State/#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Has applicant been convicted of any crime, misdemeanor, or violation of any municipal ordinance?  Yes  No

If yes explain: \_\_\_\_\_  
\_\_\_\_\_

---

---

**VEHICLES**

List any vehicles used in conducting this business. Send an additional sheet if more than two (2) vehicles:

1. Make: \_\_\_\_\_ Model: \_\_\_\_\_ License Plate State/#: \_\_\_\_\_

2. Make: \_\_\_\_\_ Model: \_\_\_\_\_ License Plate State/#: \_\_\_\_\_

---

---

**REFERENCES (new applicants only)**

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

---

---

**EMERGENCY CONTACTS**

List two (2) additional parties to reach with keys to the building that are available to respond, should there be anything suspicious or criminal identified at the location.

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_
2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

---

---

**CONFIDENTIAL**

This portion of the application will not be released to the public. This information is confidential and for police use only. Information will be forwarded to El Paso County Sheriff's Office Patrol Premise Check, maintained by:

Communication Section, 2739 E. Las Vegas St., Colorado Springs, CO 80906  
Business Phone: (719) 390-5555, Fax: (719) 391-8917

Janitorial Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Alarm Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Hazmat Location: \_\_\_\_\_

Location of Lock Box/Safe: \_\_\_\_\_

---

---

**LICENSE TYPE & FEES**

APPLICATION FEES PAID		
Check ONE:		
<input type="checkbox"/>	New Business License	\$75.00
<input type="checkbox"/>	Annual Renewal	\$50.00
<input type="checkbox"/>	Change in Ownership/Location	\$50.00

\_\_\_\_\_ I understand that \$25.00 of the total reservation fee is non-refundable, regardless of event cancellation.  
(Please Initial)

*Note: A renewal application must be received on or before the license expiration date. If renewal application is not received on or before the license expiration date, a \$15.00 late fee will apply, in addition to the annual renewal fee. If license is not renewed within sixty (60) days beyond the expiration of the license, the license will be considered abandoned, and a new application must be submitted.*

---

---

**APPLICANT ACKNOWLEDGEMENT**

THIS APPLICATION HAS BEEN EXAMINED AND COMPLETED BY ME. ALL OF THE INFORMATION COMPLETED IN THIS APPLICATION AND ALL ATTACHMENTS ARE TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AM AWARE OF AND FULLY UNDERSTAND THE TOWN OF PALMER LAKE REGULATIONS. BY SIGNING BELOW, I HEREBY CERTIFY THAT I AM THE PERSON WHOSE NAME APPEARS ON THIS APPLICATION AS THE APPLICANT. I UNDERSTAND THAT A DIGITALLY SIGNED COPY OF THIS DOCUMENT TRANSMITTED BY EMAIL SHALL BE DEEMED TO HAVE THE SAME LEGAL EFFECT AS DELIVERY OF AN ORIGINAL SIGNATURE FOR THE PURPOSES OF VALIDITY, ENFORCEABILITY, AND ADMISSIBILITY.

\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Date

If completing this form electronically, it may be signed either by typing your name in the Signature field or by printing the form and signing by hand. The form may be submitted electronically by saving it to your computer and attaching it to an email to [info@palmer-lake.org](mailto:info@palmer-lake.org). Applicable fees may be paid online at [www.townofpalmerlake.com/make-payment](http://www.townofpalmerlake.com/make-payment). Alternatively, forms and payments may be turned in at the Town office.

---

---

**LAWFUL PRESENCE AFFIDAVIT**

This section of the application is required to be completed by applicants applying as a sole proprietor.

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
- I am a legal Permanent Resident of the United States, or
- I am otherwise lawfully present in the United States pursuant to Federal law.

I understand that this sworn statement is required by law because I have applied for a public benefit. I understand that state requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit. I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under Revised Statute 18-8503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

BY SIGNING BELOW, I HEREBY CERTIFY THAT I AM THE PERSON WHOSE NAME APPEARS ON THIS APPLICATION AS THE APPLICANT. I UNDERSTAND THAT A DIGITALLY SIGNED COPY OF THIS DOCUMENT TRANSMITTED BY EMAIL SHALL BE DEEMED TO HAVE THE SAME LEGAL EFFECT AS DELIVERY OF AN ORIGINAL SIGNATURE FOR THE PURPOSES OF VALIDITY, ENFORCEABILITY, AND ADMISSIBILITY.

---

Applicant Signature

Printed Signature

Date

If completing this form electronically, it may be signed either by typing your name in the Signature field or by printing the form and signing by hand. The form may be submitted electronically by saving it to your computer and attaching it to an email to [info@palmer-lake.org](mailto:info@palmer-lake.org). Applicable fees may be paid online at [www.townofpalmerlake.com/make-payment](http://www.townofpalmerlake.com/make-payment). Alternatively, forms and payments may be turned in at the Town office.

Per HB 06S-1023, you must provide a copy of ONE of the IDs below with this Affidavit. If submitting this form electronically, be sure to include a copy of ID with your application:

- Coast Guard Mariner Document
- CO Driver's License
- CO ID Card
- Military ID
- Native American Tribal Document