

# 2016



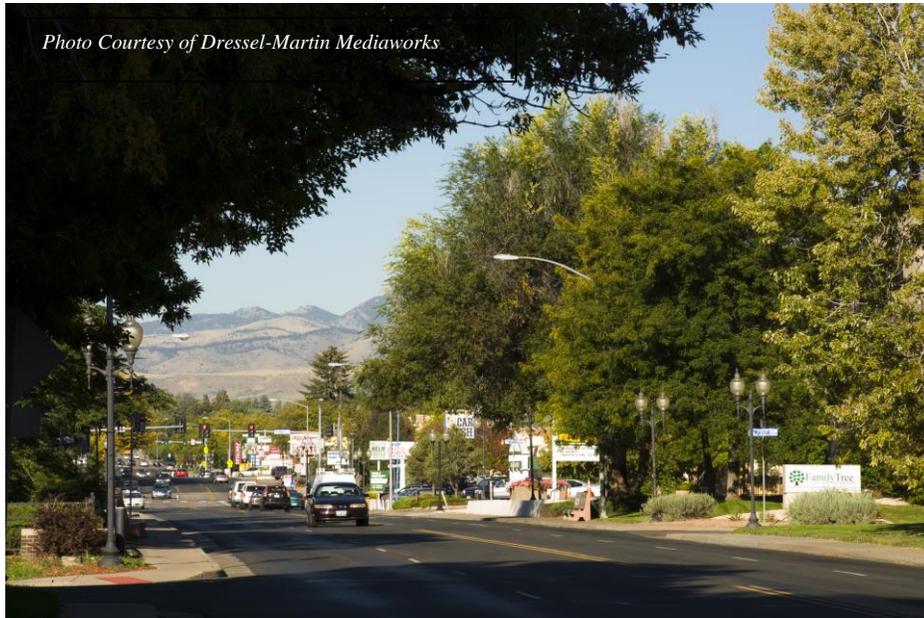
## Business Resources Guide



*Photo Courtesy of Dressel-Martin Mediaworks*

Rev 2/1/2016

This Business Resources Guide has been designed as a reference for the individual who is starting a business or has an existing business in the City of Wheat Ridge. The guide includes information on licenses, permits, applications and other details necessary to begin and support a business. Keep in mind that the booklet serves as a guide and is not intended to offer advice.



Wheat Ridge is not a full service city, meaning the City does not coordinate, inspect, authorize or act as an agent for your water district, fire district, and sanitation district. The City does not handle food-related permitting which is coordinated by the Jefferson County Public Health Department. Please use this guide as a reference for contact information.

The City of Wheat Ridge would like to thank the many city, county, state and federal agencies for their help in making this publication possible. Every effort has been made to assure that this publication is as accurate and up-to-date as possible. Information contained is subject to change. If you have questions or suggestions for additional topics, please email write and let us know.

**The City of Wheat Ridge  
Economic Development  
7500 W. 29<sup>th</sup> Avenue  
Wheat Ridge, CO 80033  
303-235-2806  
[sart@ci.wheatridge.co.us](mailto:sart@ci.wheatridge.co.us)**

# *Foreword*

## **Welcome to the City of Wheat Ridge!**

We're 'Open for Business' and the welcome mat is always out in Wheat Ridge, where you will work with an accommodating staff who will help you open or expand your business. The City of Wheat Ridge Economic Development Division invites you to discover the opportunities and resources that our unique community has to offer.

Wheat Ridge Economic Development actively supports its many dynamic business owners, corporate executives and entrepreneurs and encourage them to take advantage of:

The Business Retention Program, which identifies industry trends, gathers strategic intelligence, addresses concerns, pinpoints new opportunities and offers support to businesses and employers.

The Jefferson County Business Resource Center offers free and low-cost resources for business sustainability in start-up and existing businesses, seminars and workshops, database market analysis, demographics, psychographics and customer targeting.

The many financing programs available: Enhanced Sales Tax Incentive Program (ESTIP), Business Development Zone Program, Enterprise Zones, Tax Increment Financing, personal property tax rebates, Small Business Administration funding sources, and other financial incentives.

These are only a few ways the City of Wheat Ridge Economic Development Division is working to help your business. Contact us to find out how we can help your business be a success!

Sincerely,

Patrick Goff  
City Manager



Steve Art  
Economic Development  
Manager

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## Wheat Ridge at a Glance

Summary	Census 2010	2012	2017	
Population	30,166	30,513	31,360	
Households	13,976	14,028	14,523	
Families	7,489	7,449	7,764	
Average Household Size	2.12	2.14	2.12	
Owner Occupied Housing Units	7,631	7,117	7,529	
Renter Occupied Housing Units	6,345	6,911	6,994	
Median Age	43.7	44.2	45.2	
Trends: 2012 - 2017 Annual Rate	Area	State	National	
Population	0.55%	1.29%	0.68%	
Households	0.70%	1.45%	0.74%	
Families	0.83%	1.53%	0.72%	
Owner HHs	1.13%	1.55%	0.91%	
Median Household Income	3.36%	3.19%	2.55%	
Households by Income	2012		2017	
	Number	Percent	Number	Percent
<\$15,000	1,817	13.0%	1,829	12.6%
\$15,000 - \$24,999	1,642	11.7%	1,316	9.1%
\$25,000 - \$34,999	1,899	13.5%	1,600	11.0%
\$35,000 - \$49,999	2,384	17.0%	2,175	15.0%
\$50,000 - \$74,999	2,668	19.0%	2,622	18.1%
\$75,000 - \$99,999	1,465	10.4%	2,172	15.0%
\$100,000 - \$149,999	1,454	10.4%	1,895	13.0%
\$150,000 - \$199,999	455	3.2%	631	4.3%
\$200,000+	245	1.7%	282	1.9%
Median Household Income	\$44,281		\$52,249	
Average Household Income	\$59,194		\$67,570	
Per Capita Income	\$27,749		\$31,828	

Figure 1: Source ESRI 2015

For a much more complete listing of the available information visit the Economic Development section of the City's web site.

[www.ci.wheatridge.co.us](http://www.ci.wheatridge.co.us)

## Are You Starting a New Business?

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The City has created a document to assist in starting your Wheat Ridge Business. Click on the following link to open and print the [guide to starting a business](#).

Entrepreneur To Do List: The 10-Steps needed to get your business off on the right foot

1. Write a description of the products and services that you will be providing or producing.
2. Define your market. This includes both the area you want to sell in and the clients to whom you want to sell.
3. Write a long term (two to five plus years) and a short term (present to two years) business plan defining your goals and objectives.
4. Write a two-year financial plan. Do this for three cases: expected, best, and worst.
5. Outline the money requirements for your start-up, taking into account all three scenarios: expected, best, and worst.
6. Decided under what business form you will operate: sole proprietorship, partnership, LLC, or a corporation.
7. Seek the advice of an attorney, an accountant, a banker, and an insurance agent.
8. Secure **ALL** of your licensing requirements. All businesses in the City of Wheat Ridge need a City business license and a state business license. Different types of businesses may have different licensing requirements in addition to their general City and state business licenses. Be sure to review the FAQ – Starting a Small Business in Wheat Ridge guide which is available online or at our offices.
9. Study your market. Do you know how you are going to attract customers to your business?
10. Develop an advertising plan and budget. Developing this plan before you open your doors for business can save to a lot of time and money by allowing you to target your market more directly.

All of the information listed can be completed for free from the Jefferson County Business Resource Center at [www.jcbrc.org](http://www.jcbrc.org). If additional information is required, contact the center at 303-996-8976.

If you have **ANY** question about this list please contact Steve Art, City of Wheat Ridge Economic Development Manager at 303-235-2806 or [sart@ci.wheatridge.co.us](mailto:sart@ci.wheatridge.co.us).

## **Business Incentives**

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### **City/Urban Renewal/Local Works**

#### **Business Development Zone Program (BDZ)**

The [Business Development Zone \(BDZ\) program](#) is another tool to stimulate the economic vitality of the City of Wheat Ridge. The BDZ allows for the rebate of City use tax paid for construction projects. Up to 100% of the use tax may be rebated back to businesses identified as niche business or employers who will increase sales tax or employee base levels.

The BDZ is negotiated by staff and approved by the City Council.

#### **Building Up Business Loan Program Overview**

The [Building Up Business Loan Program](#) is sponsored and administered by Wheat Ridge Local Works, Inc., (formerly Wheat Ridge 2020) with the goal of improving the economic vitality and appearance of a targeted business area on 38th Avenue between Sheridan and Wadsworth. The purpose of the program is to encourage existing and new business development by providing financing for façade improvements, interior renovations, and small business equipment purchases.



The loans are:

- Up to \$50,000 and up to 80% of project costs
- 0% interest years 1-3 and 4% interest years 4-5
- 5-year note with 20-year amortization

#### **Enhanced Sales Tax Incentive Program (ESTIP)**

The [Enhanced Sales Tax Incentive Program](#) is a tool to stimulate the overall economic viability of the City of Wheat Ridge. The ESTIP provides for a share-back of retail sales tax generated to local retailers or developers as reimbursement for capital projects that meet the criteria established as “public or public-related improvements.”

The program is designed to encourage the establishment and/or expansion of retail sales tax-generating businesses within the City, thereby generating employment opportunities, expanding goods available and increasing the consumption of goods, while at the same time, providing

public or public-related improvements to the City at virtually no cost, or at a deferred cost to the City, its taxpayers and residents.

Up to 100% of newly generated sales tax can be “shared-back” to offset the cost of improvements

For more information regarding the Enhanced Sales Tax Incentive Program or to receive an informational packet and application contact the Wheat Ridge Economic Development Division at 303-235-2806.

## **Renewal Wheat Ridge**

Renewal Wheat Ridge (RWR), the City’s Urban Renewal Authority was formed to remediate blighting areas throughout Wheat Ridge. Carrying out [five plan areas](#) approved by the City Council, RWR has the ability to utilize Tax Increment Financing (TIF) to assist activities.

RWR also has funds available for use within the 38<sup>th</sup> Avenue Corridor Urban Renewal Plan area.

Contact the Urban Renewal Manager, Steve Art the Urban Renewal Manager at 303-235-2806 for more information on the use of TIF for your project.

## **Wheat Ridge Business District Revitalization Incentive Program**

This program offers up to \$14,000 in matching funds to commercial businesses in the [Wheat Ridge Business District’s program](#) area in order to improve the appearance of individual buildings, as well as the overall look of the City. Improvements must be to area visible from the public view. The goal of the program is to leverage private improvements while making revitalization efforts affordable, creative, and community-based. This program offers grants to help businesses update façades, signs, awnings, and provides design assistance.



The Revitalization Incentive Program is administered by the Wheat Ridge Business District (WRBD), a volunteer group comprised of Wheat Ridge business owners, property owners, and civic leaders. The board of the WRBD has appointed an application review committee to process applications. Every committee member has a strong desire to improve the physical appearance of Wheat Ridge.

For more information regarding the WRBD Revitalization Incentive Program contact Wheat Ridge Local Works at 720-259-1030.

## County Incentives

### Corporate Personal Property Tax Rebate

The Corporate Personal Property Tax Rebate program allows local counties, municipalities, and school districts to negotiate with new and expanding Colorado companies for corporate personal property tax rebates of up to 50% for up to four years. Jefferson Economic Council facilitates requests for program applicants on behalf of the county and school district.



To qualify for a rebate, the project must fall in to one of the following categories:

- New Business Facility—a newly acquired, constructed, or leased facility used to operate a revenue-producing enterprise.
- Qualified Replacement Facility—a facility in which a business has invested at least \$3 million or 300% of the investment in the old facility.
- Qualified Expansion Facility—expansion qualifies under "new business facility," and the facility isn't a "replacement facility."

In addition, a company requesting a rebate must be a primary employer, a company that sells a product or service outside the County (bringing new dollars into the County) and pay average salaries of over \$33,394 (excluding top management). JeffCo Economic Development Corporation (Jeffco EDC) will also perform an economic impact analysis to show if the project will bring a positive revenue return to Jefferson County.

#### Calculating Rebate Amount

Industrial and commercial property is assessed for property tax purposes at 29% of market value. Jefferson County's mill levy is 25.978 mills. Because of the various special and school districts and incorporated cities and towns, total mill levies can vary. The average total mill levy in Jefferson County is about 98-100 mills. However, the rebate only applies to the mill levy portion collected by the negotiating entity, i.e. county, municipality or school district.

#### Sample Calculation

The following is a sample formula for calculating the personal property tax rebate for the county's portion of the mill levy:

29% x market value of personal property x county's mill levy x 50% =  
Yearly rebate for up to four years.

29% x \$10 million in personal property x 25.978 mills or (.025978) x 50% =  
\$37,668 over four years = \$150,672 (less depreciation)

For more information regarding Corporate Personal Property Tax Rebate please call the Jefferson Economic Council at 303-202-2965.

## **Enterprise Zone**

Wheat Ridge has designated certain areas of the community for inclusion in the Enterprise Zone Program. The program is designated by the State and administered by the Jeffco EDC.

The [Colorado Enterprise Zone Program](#) encourages job creation and capital investment in economically depressed areas by providing tax credits to businesses and projects to promote and encourage economic development activities. The program was created in 1986 and is based on areas in Colorado that have high unemployment rates and low per capita income.

To see if your business is located in the new Enterprise Zone (effective 1/1/2016), please contact Jeffco EDC at 303-202-2965.

## **State Incentives**

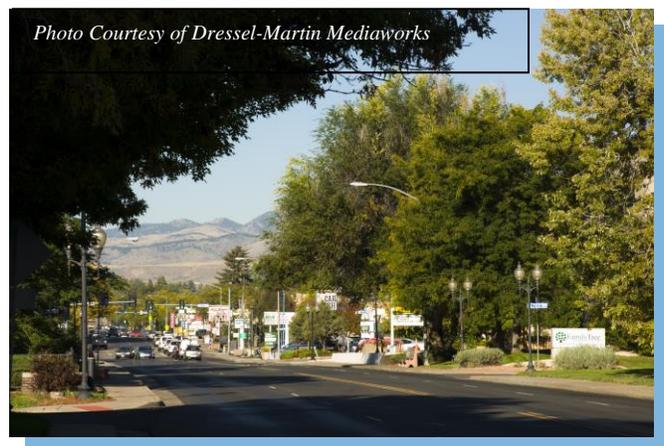
- [Job Growth Incentive Tax Credit](#)
- [Strategic Fund](#)
- [Colorado First & Existing Industry Customized Job Training Grant Program](#)

For a complete description of the State programs click on the links above or [click here](#).

## **Business Licensing**

Every individual or organization doing business of any kind in Wheat Ridge must have a City sales and use tax license, even if they don't sell anything. In order to obtain a City of Wheat Ridge general business license visit the City's sale tax office, at 7500 West 29<sup>th</sup> Avenue, Wheat Ridge

Call 303-235-2820 and the City can mail or fax an application form to you, or you may [print them](#).



You may also need additional City licenses for different types of businesses in Wheat Ridge. If you are operating any of the following types of business go to the Government Licensing section of this booklet to read about how to obtain the addition licenses needed.

- Contractors
- Restaurants, Bars, and Caterers
- Retailers and Services
- Amusements
- Pawnbrokers
- Wholesalers
- Peddlers, Solicitors, and Nonresident Vendors
- Exempt Organizations
- Admissions Events
- Short term rentals
- Apartment and Commercial Buildings
- Medical and Dental offices
- Massage Therapist
- Massage Therapy Center

Photo Courtesy of Blu Iron Photography



## **City Business License**

*Before opening any business or organization, contact:*

**City of Wheat Ridge, Sales Tax Office**

**7500 West 29<sup>th</sup> Avenue**

**Wheat Ridge, CO 80033**

**303-235-2820**

Every business in the City of Wheat Ridge is required to have a [Sales/Use Tax License](#). There is a one-time registration fee of \$5.00, and an annual \$20.00 fee for your sales tax or business license. All business licenses are renewed annually on January 1, no matter what month your original license was issued. Licensing generally takes 2-5 days. Licenses applied for after September are initially half price.

## **Admissions Events**

There is an Admissions tax of 4% on charges for admission to amusement or entertainment events or facilities. This tax is NOT applicable to:

- Functions of the U.S. government, Colorado state, and/or local governments
- Functions of Wheat Ridge licensed exempt charitable and religious organizations (Not to be confused with sales by exempt organizations of tickets to public events)
- Functions of public and non-profit private schools possessing a Wheat Ridge exemption letter
- Refunded admission charges, if the tax was also refunded
- Free passes or complimentary admissions
- Non-profit museums
- Art exhibits or shows sponsored by the City and held at City-owned facilities

Be sure to check with zoning before committing to any admissions events! It's a big

disappointment to find out too late that your event is disallowed by ordinance or might require a special permit.

Admissions tax replaces sales tax on admission charges only. Any items sold for an additional price are subject to the 3% sales tax, like any other sale. If you plan to serve liquor at your event or facility, there are special rules. Please contact the City Clerk's Office at 303-235-2823.

## **Amusements**

Every amusement arcade or center operating in Wheat Ridge must be specially licensed by the City. Complete the [Amusement Arcade or Amusement Center License Application](#). You can get an application form at the City Clerk's Office. This license must be renewed at the first of each year for \$60 per device.

For more information, please contact the City Clerk's Office at 303-235-2816.

An *amusement center* has 4 to 10 pay-to-play amusement devices. These devices must be more than 500 feet from the boundary of any school grounds. Further, applicants and managers must be free from felony convictions in the past 10 years.

An *amusement arcade* has 11 or more pay-to-play amusement devices. These devices must be more than 1,000 feet from the boundary of any school grounds and more than 1,000 feet from another amusement arcade. Further, applicants and managers must be free from felony convictions in the past 10 years.

## **Apartment and Commercial Buildings**

All owners of residential dwelling units numbering 11 or more and of commercial buildings must obtain a [Wheat Ridge business-sales-and-use tax license](#). If a property management company maintains an office at any building managed in Wheat Ridge, that company must also license. Complete the Business/Sales and Use-Tax License application.

## **Basic Information for Exemption for Resale Form**

Business name and address

Principal business activity

Brief description of items purchased for resale in the normal course of business.

State and local business or sales tax license numbers

Date documentation was obtained.

Signature of a person of authority in the purchasing company.

*An example of a standard generally accepted format is provided, but exceptions exist if you do business nationwide. Please consult your tax adviser at 303-235-2820.*

## **Building wrecking or demolition**

Individuals or businesses who wish to work in building wrecking or demolition must be licensed as a contractor. A [permit](#) is required for each address where work is to be done. Contact the Community Development Department at 303-235-2846 for more information.



## **Burden of Proof**

Wheat Ridge is one of few taxing powers that place the burden of proof of exemption on the purchaser rather than the taxpayer-vendor. Since most other cities and states place this burden on the vendor-taxpayer, it's recommended that you follow the guidelines below for documenting exemptions for resale regardless of location.

## **Businesses Involving Liquor**

Alcoholic beverages are a strictly regulated licensing process subject to additional fees. All applications must be submitted and approved by the [Wheat Ridge Liquor Licensing Authority](#). For more information, please contact the City Clerk's Office at 303-235-2816.

Obtaining a liquor license in Colorado can be a detailed process. There is both a state and city license required. The entire licensing process begins with the Wheat Ridge Liquor Licensing Authority.

## **Contractors**

There are 14 different classes of license, with fees ranging from \$75 to \$150. Complete the Building Contractors' License Application. If locating here, complete the [Business/Sales and Use Tax License Application](#). For contractors only, the business licensing fee is waived. You'll usually have your licenses the same day or the next! Be sure to renew each year. Most work requires a permit. Contact the Building Department at 303-235-2855.

The City of Wheat Ridge wishes to ensure the maintenance of good quality of life and surroundings. To this end, various activities are monitored and regulated by means of additional licenses or permits, some of which require additional fees.

## **Exempt Organizations**

Organizations and institutions that possess an IRS exemption letter and a state of Colorado exemption letter may be exempt in Wheat Ridge. Some organizations that may be issued a [Wheat Ridge exempt institution license](#) are:

- The Federal government, its agencies and departments
- A state government, its agencies and departments

- A county or municipal government, its agencies and departments
- A school district, water or sanitation district, recreation district or other governmental or quasi-governmental entity
- Charitable or religious organizations

You can apply for Wheat Ridge exempt status by completing the [Exempt Institution License application](#) and submitting it to the tax division at 7500 W 29<sup>th</sup> Avenue. There is no fee for this application.

Submit the following documents to prove the exempt nature of activities.

- Federal and state exemption letters.
- Certificate of incorporation.
- Bylaws.
- Financials showing how funds are collected and used.
- Others documents or requirements to support exemption.



## **Licensing**

Depending on the type of machine, there are different business sales and use tax licenses. Complete the [Business/Sales and Use Tax License application](#). Amusement devices, including pool tables, require additional licensing. News racks and news boxes also require an additional permit.



## **Liquor Retailers**

The sale of alcoholic beverages is strictly regulated in Wheat Ridge and is subject to additional fees. All applications must be submitted and approved by the [Wheat Ridge Liquor Licensing Authority](#). For more information, please contact the City Clerk's Office at 303-235-2816.

Obtaining a liquor license in Colorado can be a detailed process. There is both a State and City license required.

The entire licensing process begins with the Wheat Ridge Liquor Licensing Authority.

The [Wheat Ridge Liquor Licensing Authority](#) is administered by the [City Clerk's Office](#) (303)235-2816. There is a separate application process for the city and state licenses; however, the City approves or denies all applications for liquor licensing.

There is also an occupation tax classification based on business type and what and how beverages are sold. This tax ranges from \$600 to \$2,200 annually, based on classification the license is renewed yearly upon approval.

## **Massage Therapist, Massage Therapy Centers & Exempt Modalities**

Anyone providing massage therapy services to humans must possess a valid Colorado massage therapist license unless they are exempted by the Colorado Massage Therapist Practices Act. Massage therapy businesses and exempted modalities businesses must obtain a Wheat Ridge business license and may locate in in all commercial and industrially-zoned areas, or in a home if there is only one therapist. State licensing information and rules are available on the [Colorado Department of Regulatory Agencies, Professions and Occupations](#). The business license costs \$20 per year, based on a calendar year.

## **Medical and Dental Offices**

All medical and dental offices are required to obtain a [Wheat Ridge business and tax license](#), which is really a registration rather than a license. Here's how:

Complete the [Business/Sales and Use-Tax License application](#).

Fill in all the blanks and submit the Business/Sales and Use-Tax License application to the tax division at 7500 W 29<sup>th</sup> Avenue. Please include the fees stated on the form. This license must be renewed at the first of each year. Even if you don't sell items at retail, you must file a sales and use-tax return.

## **Occupations Requiring State Licensing**

The following occupations require a license, examination and/or approval from the appropriate state agency before you may open for business. The [Department of Regulatory Agencies](#) (303) 894-7855 can help you with detailed information regarding a particular license.

Accountants (CPA)	Messenger & Delivery Service
Auto dealers	Milk Handlers
Architects	Mobile Home Dealers
Attorneys	Motor Vehicle inspection Stations
Banking	Notary Publics
Barbers	Nursery & Greenhouse
Butchers & Slaughterers	Nurses
Carnivals & Amusement Parks	Nursing Home Administration
Cemeteries	Occupational School
Coal mine officials	Optometrist
Child care providers	Outdoor Advertising
Chiropractors	Passenger Tramways
Collection Agencies	Pesticide Applicators
Cosmetologists	Pharmacists
Construction of School Buildings	Physicians
Consumer lenders	Plumbers
Dairy product Handlers	Poultry Dealers
Dentists	Professional Engineers
Driving schools	Psychologists
Egg dealers	Racing event promoters
Electricians	Real Estate
Explosives	Savings & Loans
Farm Products and Feed Dealers	Scale License
Fertilizer applicators	Securities
Fireworks	Social Workers
Frozen Foods & Game Processing	Taxi drivers
Insurance	Teachers & Educators
Hearing aid dealers	Trucking (interstate) drivers
Land Surveyors	Veterinary Medicine
Life care institutions	Water Well Drilling
Liquor sales	Wildlife, Fishing & Hunting
Medical doctors	

## **Patents**

[U.S. Patent and Trademark Office](#)

**Assistant Commissioner for Trademarks**

**2900 Crystal Drive**

**Arlington, VA 22202**

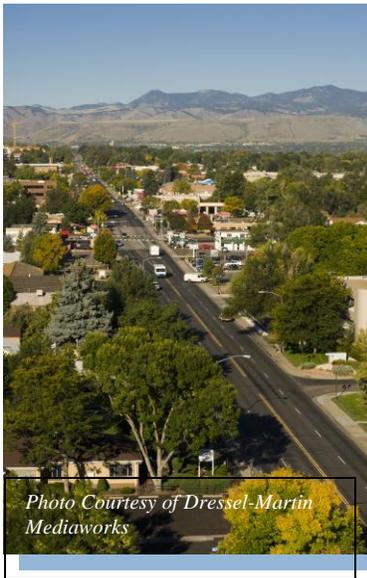
**703-308-9000**

In Colorado you may not register a trademark until you have actually used it in your business. On the federal level you may register a trademark prior to actual use; however, it will require additional paperwork and fees when it is placed into use. Trademarks are registered with the Colorado [Secretary of State](#) if your mark is used in Colorado. If your trademark will be used in more than one state, it may be registered with the U.S. Patent and Trademark Office. It is possible to search trademark availability using the Internet; however, an Internet search is not conclusive.

### **What is a patent?**

A patent for an invention is a grant of a property right by the Government to the inventor (or his or her heirs or assigns), acting through the Patent and Trademark Office. A patent may be granted for any machine, process, composition, material or design that is novel, non-obvious and useful. Before requesting a patent, you must search the list of existing patents to see if someone has registered one on the same invention.

**The Business and Government Documents Section** of the libraries listed below has lists of all existing patents. Only attorneys or agents registered with the U.S. Patent and Trademark Office may process patent applications. You may receive an application form by contacting the U.S. Commissioner of Patents & Trademarks.



### **Pawnbrokers**

Every pawnbroker must be specially licensed by the City before conducting business. Complete the [Pawnbrokers License Application](#), which is available from the police department.

The application requirements for each individual applicant, partner, officer, director, manager or shareholder owning more than 10% of the business include but are not limited to:

- Photographs and fingerprints
- Three-character reference letters from local or metro area
- Complete financial information for the past year

For corporations:

- Evidence of good standing under Colorado Statutes  
OR evidence of authorization to do business in Colorado

- Proof of fire and property damage insurance
- Zoning permission letter – call zoning at 303-235-2846.

Pawnbrokers licenses are not transferable. They may be revoked if any applicant no longer qualifies or there are violations. Further, they must be updated for any change in ownership or management.

### **Peddlers, Solicitors, and Nonresident Vendors**

**A Peddler is:**

An individual who sells and delivers goods at an outdoor location on private property from a tent, table, stand, blanket or similar. Peddlers must get the property owner’s written permission. Peddlers must also get a land use permit from zoning — call zoning at 303-235-2846

Peddlers must complete the [Temporary Business License/Sales and Use-Tax Application](#). Fill in all the blanks and submit the Temporary Business/Sales and Use Tax License application to the Tax division at 7500 W 29<sup>th</sup> Avenue. Please include fees in cash, certified check or money order (\$225 total)

The cost breakdown is:

- \$100 sales tax deposit - May be partially refundable within 10 days with proof of sales
- \$5 application fee
- \$20 license fee
- \$100 Site cleanup deposit - Refundable when site of sales is approved in writing by code enforcement or zoning. All or part may be forfeited to Wheat Ridge if cleanup of trash or debris is necessary

**A Solicitor is:**

An individual who sells or offers to sell goods house-to-house or street-to-street by walking, pushcart, wagon, motor vehicle or any other form of transportation, temporarily or on a regular basis. Solicitors must complete the [Temporary Business License/Sales and Use-Tax Application](#). Fill in all the blanks and submit the Temporary Business/Sales and Use Tax License application to the tax division at 7500 W 29<sup>th</sup> Avenue. Please include fees in cash, certified check or money order (\$125 total).

The cost breakdown is:

- \$100 sales tax deposit - May be partially refundable within 10 days with proof of sales
- \$5 application fee
- \$20 license fee

**A Nonresident Vendor is:**

An individual selling at retail from outside the City. If applicable, license as a [peddler or solicitor](#) as above. Otherwise complete the [Business License/Sales and Use-Tax Application](#). Fill in all the blanks and submit the Business/Sales and Use Tax License application to the Tax division at 7500 W 29<sup>th</sup> Avenue. Please include the fees stated on the form. This license must be renewed at the first of each year.

**Registering as a Foreign Corporation**

Filing your corporate name in this state does not give you the right to do business in another state and does not mean that your name is not already used in another state. You must register as a foreign corporation in every state in which you plan to do business, or register nationally. It is recommended that you consult an attorney if you plan to do business in more than one state or nationally and that an attorney be consulted for the preparation of your articles of incorporation. If you wish to check other states to see if your name is being used, you may obtain a list of the addresses of the Secretary of

State for every state from the reference desk at the public library.

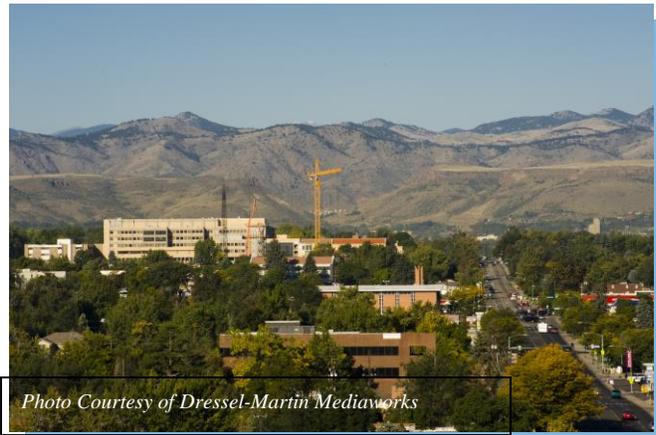
## **Registering Your Business Name**

### **Colorado Department of Revenue**

1375 Sherman Street  
Denver, CO 80261  
303-232-2434

### **Secretary of State, Corporations Division**

1560 Broadway, Suite 200  
Denver, CO 80202  
303-894-2251



Whether you have decided to operate your business as a sole proprietorship, general partnership or corporation, or if you plan to operate your business with a trade name other than your own legal name or the true name of the corporation, you must register with the [Department of Revenue](#). As a limited liability partnership, corporation or LLC you are required to register the name with the Secretary of State, Corporations Division. They will do a name check for you via fax.

If you are applying for a sales tax license, you will register your trade name on the same form. Recording does not protect the name but only gives notice to the public that you are the person doing business under that name. The name you are planning to use must be checked to make sure that it is not already being used before it may be recorded. If you will be doing business as a sole proprietor, general partnership, or association you can do a name search by calling The [Department of Revenue](#) at 303-232-2434.

To obtain a sales tax, wage withholding tax or other business tax account number, visit the Denver Service Center at 1375 Sherman St., Denver, or any Taxpayer Service Center in Colorado. You may also get the Colorado Business Registration form (CR 0100) through the Department's Web site by [clicking here](#) or calling the forms hotline at 303-238-FAST (3278).

Before to buy or lease any property call the City zoning office to make sure the property is properly zone for your business's intended use. This also applies if you intend to work out of your house. You may call zoning at 303-235-2846.

## **Restaurants, Bars, and Caterers**

The City of Wheat Ridge does not require a separate health and sanitation license. The City of Wheat Ridge recognizes state and county certifications. Any businesses involving food must contact the [Jefferson County Health Department \(JCHD\)](#) with a set of plans and specifications regarding the type of food operation. Your business must be inspected prior to opening or with a change of ownership. When you sign a lease, or if you are purchasing a business such as a restaurant, the lease or purchase contract should be contingent upon the physical facilities and equipment meeting regional health codes.

The JCHD is responsible for the [following areas](#):

Restaurant and food services	Insect and rodent control
Water quality	Mobile home parks
Kennel & pet shops	Hazardous substances
Schools	Environmental protection
Child care	Water pollution control
Subdivision review	Milk inspection

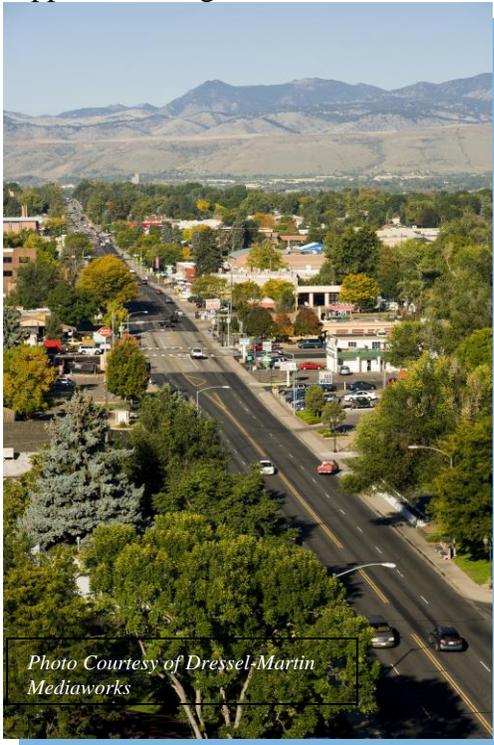
The JCHD must approve all plans for construction or remodeling in which any of the above businesses are involved before construction may begin. To find out more contact the Jefferson County Health Department at 303-232-6301.

Remember—the presence of amusement devices may require an Amusement License. Please read the Amusements section of this category to see if your restaurant also needs an Amusement License.

### ***As A Friendly Reminder***

Guest checks, kitchen checks and cash register tapes are very important! Unless you have a good point of sale computer system which creates an audit trail, you must **KEEP ALL ORIGINAL DOCUMENTS** relating to sales for three years. Additionally, because guest check booklets are so important, they should be carefully monitored. Account for every check, even voids. If a booklet is lost or destroyed, write down the details and save the note with the used guest checks. Cash register totals should balance daily to dated guest and kitchen checks and be traceable to deposits and sales journals. Catering should be separately invoiced from regular restaurant sales to show where the service was provided because if you cater outside Wheat Ridge, no Wheat Ridge tax should be collected or paid. Purchase invoices are important, too, because they support cost of goods sold and further validate sales. A simple rule about records retention is if

you aren't sure about keeping a certain type of document, keep it.



*Photo Courtesy of Dressel-Martin  
Mediaworks*

### **Retailers and Services**

Every person or organization conducting business in Wheat Ridge must acquire a [Business/Sales and Use-Tax License](#). Other licenses may be applicable from either the state, the city, or both. Complete the Business/Sales and Use-Tax License application

Please Note: Even if you do not sell physical items, you still need to file a sales and use tax report monthly, quarterly or annually even if no tax is due.

## **Short Term Rentals**

Short term rentals are the in-place use-for-a price of storage space or of tangible personal property such as:

- Laundromats
- Vending machines
- Pool tables
- Amusement machines
- Car washes
- Storage units
- Dog washes

## **Trees and Shrubs**

Individuals for hire or businesses wishing to provide tree and shrubbery services must be licensed. Below is a list of the different licenses that may be required.

- *Ornamental plant license*: for plants reachable without a ladder and evergreens reachable by a ladder 12-feet or less.
- *Large tree license*: for trees of any size.
- *Spray license*: for spraying, fertilizing or otherwise treating shrubs or plants .
- *Stump removal license*: for removing stumps.
- *Arboricultural license*: authorizes doing all the above.

To apply for these licenses, contact the [Parks and Forestry Division](#) at 303-205-7552.

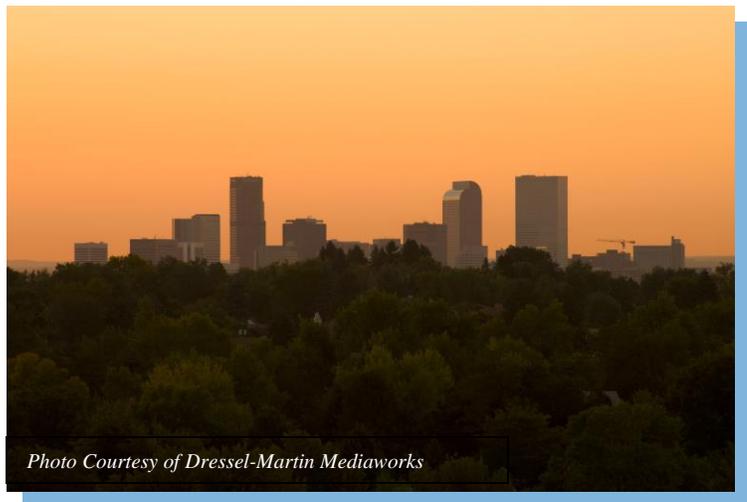
## **Trademarks**

[Colorado Secretary of State](#)  
Corporations Division  
1560 Broadway, Suite 200  
Denver, CO 80202  
303-894-2251

## **Unlicensed Massage Services (Massage Parlors)**

Massage services for humans by individuals who do not have the

Colorado massage therapist license and whose services are not exempt from licensing, may only license as a massage parlor in Wheat Ridge. A massage parlor is restricted to industrial zoning and buffers. Strict laws about operations, personnel, and licensing as set forth in Article X of Chapter 16 of the Wheat Ridge Code of Laws also apply to massage parlors. The code may be viewed by [clicking here](#). In addition to the \$20 annual business license, a massage parlor license bears a \$50 initial application fee, initial investigatory costs, and a \$50 annual license fee.



*Photo Courtesy of Dressel-Martin Mediaworks*

## **Wholesalers**

Even if you do not sell items at retail, you must file a sales and use-tax return either monthly, quarterly or annually. **ALL** businesses have some use tax. All sales for resale should be supported by documentation of delivery and possession outside the City of Wheat Ridge, or a valid Wheat Ridge business/sales and use-tax license number.

## **State and Federal Forms**

### **State General Business Licenses**

#### **Colorado Business Assistance Center**

**1625 Broadway, Suite 805**

**Denver, CO 80202**

**303-592-5920 or 1-800-333-7798**

The [Colorado Business Assistance Center \(BAC\)](#) is a one-stop shop for new and existing business owners for information regarding all their federal, state and local licensing requirements. The BAC distributes the Colorado Business Start-Up Kit, a comprehensive guide to starting and operating a business in Colorado. Business owners can obtain many of the federal, state and local forms necessary for registering a business. The kit includes various forms such as:

State Sales Tax

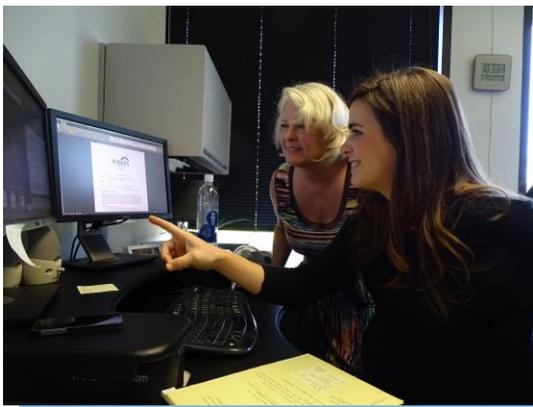
State Unemployment Insurance

State Workman's Compensation

Federal ID Number

Also included are information sheets on the following - Colorado Sales Tax, Withholding Tax, Unemployment Insurance, Worker's Compensation, how to register your business name, training opportunities and the Colorado Income Tax withholding tables.

## **Business Guidelines**



### **Wheat Ridge Zoning and Land Use Regulations**

**City of Wheat Ridge, Community Development Department**

**7500 West 29<sup>th</sup> Avenue**

**Wheat Ridge, CO 80033**

**303-235-2846**

Before you select a location for your business, you must make sure that the property has the correct zoning. The [Community Development Department](#)

[will be able to help inform you what the zoning regulations are for your particular business.](#) They also have the zoning maps for your review.

If the location that you have selected does not have the proper zoning for your type of business, the Community Development Department will discuss with you the possibilities of obtaining a re-zoning and will assist you with processing the application.

If a property is zoned commercial, there may be site design requirements such as parking and landscaping, which must be met before occupying a building. In some instances, your business may require a special use permit.

Zoning information (land use regulations) can be obtained from the Community Development Department. Zoning maps and regulations are available for inspection or purchase. You may also call the office for zoning and/or land use regulations for specific property by providing a legal description of the property.



### **Before You Lease or Purchase**

Any offer to lease or purchase should be contingent on the premises meeting the Uniform Building Code, Fire Code, and any special codes which govern your particular business (i.e., health codes). Codes change and a change of occupancy or change of ownership may require that the premises be brought up to the current codes. A business may wish to work with a design professional knowledgeable about the codes to assure that the code requirements are met. Before you purchase a business with personal property (furniture, fixtures or equipment), be sure to check for unpaid personal property taxes at the County Treasurer's Office. You should also check for unpaid sales and use taxes at the City sales tax office. Finally, check utility availability to support the proposed use (utility lines, unpaid utility bills). Businesses open to the public must be consistent with ADA Requirements ([Americans with Disabilities Act](#)).

## **Zoning and Home Occupation Check-up**

- Call zoning before signing any lease or rental agreements at 303-235-2846. This is a safeguard to help you determine where you can legally locate your business.
- Read the home occupation rules ([Wheat Ridge Code Sec. 26-613](#)). There are limits and special rules for working out of your home.

## **Business Insurance**

For your business insurance needs, you should first check with the insurance agent who is currently handling your other insurance needs. If your agent does not handle the type of insurance to suit your business needs, they can direct you to an appropriate agent.

Trade associations and competitors are often good sources to direct one to insurance companies who underwrite specific types of business insurance. Legislation, sometimes not only changes how insurance companies underwrite certain businesses, but also may reduce the number of insurance companies willing to underwrite specific types of business insurance.



## **Permits**

### **Commercial Signs**

**City of Wheat Ridge, Community Development Department  
7500 West 29<sup>th</sup> Avenue  
Wheat Ridge, CO 80033  
303-235-2846**

The Community Development Department administers [sign regulations](#). They have copies of the regulations available that fully explain what is allowed. A sign plan must be submitted and approved for all new signs prior to being presented to the Building Division for approval of the construction via a building permit. Permits are not needed for certain signs. You may change the copy or message on a legally established sign without a sign permit; however, any other modifications require a permit. Contact the Community Development Department for any questions regarding signs.

## **Building Changes**

**City of Wheat Ridge, Community Development Department/Building Division**  
**7500 West 29<sup>th</sup> Avenue**  
**Wheat Ridge, CO 80033**  
**303-235-2855**

The type of business you intend to conduct may require changes to the business premises. A licensed contractor must make any changes to a commercial building, including structural and non-structural alterations. This is also true for electrical, plumbing, heating, and air conditioning. While the City cannot recommend any particular contractor, the Building Division has a list of all contractors licensed by the city.

## **Smoke or Air Pollution**

**Mailing Address:**  
**Air Quality Control Division**  
**4300 Cherry Creek Drive South**  
**Denver, CO 80246-1530**  
**303-692-3100**

**Street Address:**  
**700 South Ash**  
**Glendale, CO 80222**  
**303-692-2000**

The [Air Quality Control Division of the Colorado State Health Department](#) reviews plans for land development, new construction and industrial and manufacturing activities for anything that might have the potential to emit air pollution.

## **Other Useful Environmental Programs**

Air Pollution Emission Notice (ASPEN) Forms	303-692-3100
Clean Air Small Business Assistance Program	303-692-3100
CDH Hazardous Waste Division	303-692-3300
CDH Water Quality Division	303-692-3500

## **Traffic Information**

**City of Wheat Ridge, Department of Public Works**  
**7500 West 29<sup>th</sup> Avenue**  
**Wheat Ridge, CO 80033**  
**303-235-2861**

The [traffic count](#) for a specific street or intersection can also be useful in making a decision.

## **Uses that Affect Streets and Sidewalks**

**City of Wheat Ridge, Street Maintenance City of Wheat Ridge, Engineering**  
**303-425-4900 or 303-235-2861**



It is the responsibility of each property owner to maintain the area between the curb and the property line, including reconstruction, snow removal and general maintenance.

[Permits are required for most uses and activities](#) in, on or around public right of ways including, streets and sidewalks. To find out more Contact Public Works at 303-235-2861.

## **Taxation**

### **City**

#### **Sales/Use-Tax Licenses**

**City of Wheat Ridge  
Sales Tax Division  
7500 West 29<sup>th</sup> Avenue  
Wheat Ridge, CO 80033  
303-235-2820**

### **Taxes**

All sales must be reported, but not all sales are taxable.

Some supplies used in running your office and rendering service are taxable. Your information is kept in confidence. Exempt items are prescription drugs and prosthetic devices. For a complete list of exempt items contact the city sales tax division at 303-235-2820.

### **Tax Issues**

Any items purchased, leased or rented for use in business are subject to sales tax. If Wheat Ridge tax is not collected by your supplier, you must remit the tax to the City. If a local tax is lawfully collected elsewhere (if you pick up items where purchased) credit is allowed against the Wheat Ridge use-tax due. However, no refund is allowed for tax lawfully paid to another city having a higher tax rate than Wheat Ridge. Please see the Federal, State, & Local Taxes section of this guide for more information.

If you are selling, leasing or renting tangible personal products to the public you may be required to collect sales tax. Thus, you must obtain both a state and City Sales Tax License.

The amount of City sales tax is currently 3% of the sales price for most retail sales. The sales tax collected is reported and paid monthly if the tax is more than \$100. If it is between \$20 and \$100 per month, it can be paid quarterly. If there is an average tax due of less than \$20 per month, it can be paid yearly. There is a \$20 fee for the license and a \$5 one-time registration fee.

## **County**

### **Personal Property Tax**

#### **Jefferson County Treasurer**

**100 Jefferson County Parkway, Golden, CO 80401**

**303-271-8330**

Personal property tax is imposed on income-producing tangible personal property. Even though the value of your personal property is assessed in January, you are not mailed a tax bill until January of the following year. If you purchase a business, you should contact the Jefferson County Treasurer's Office to determine the status of the taxes. A search should be done by the name of the business and by the address. A tax search is important because unpaid personal property taxes are a lien against the property.

### **Personal Property Declaration**

#### **Jefferson County Assessor**

**100 Jefferson County Parkway**

**Golden, CO 80401**

**303-271-8600**

Each year you must file with the County Assessor, a statement as to the original cost, year acquired, and description of your personal property (furniture, fixtures, and equipment) which is used in your business. If you have not received the form by the first week of February, you should contact the County Assessor's Office. The form must be filed no later than April 15<sup>th</sup> of each year. This serves as the basis for determining your assessed value. The person who owns the property at noon on January 1<sup>st</sup> of any given year is liable for the assessment for the entire year. The Assessor's Office does not prorate the assessment. If you wish to protest the assessed valuation of the property, this must be done between June 20<sup>th</sup> and July 10<sup>th</sup> at the Assessor's Office.

## **State**

### **Use-Tax Licenses**

#### **Colorado Department of Revenue**

**1375 Sherman Street**

**Denver, CO 80261**

**303-238-7378**

If you sell tangible personal property to anyone in Colorado, you need to collect retail sales tax. (If the sale is made inside Wheat Ridge, you must also collect city sales tax). A retail sale is taxable unless what is being bought is to be resold or used to manufacture something else. Sales tax is not imposed on the sale of real property. If you do not plan to request the "[Business Start-Up Kit](#)" from the Small Business Assistance Center, you may apply for your sales tax license at the local office in Denver.

## **State Withholding**

The state of Colorado requires that you withhold state income tax from all employees' wages. If you have ordered the [Business Start-Up Kit](#) you will have the application and the withholding table. Typical withholding is approximately 4.63% of gross wages.

## **Use Tax**

This tax is a complement to the sales tax and is imposed on the storage, use or consumption of tangible personal property brought into Colorado on which sales tax has not been paid. The amount of tax is paid on the purchase price or fair market value. If you purchase tangible personal property when buying a business (furniture, fixtures, equipment, supplies) and did not pay sales tax at the time of the sale, you as the purchaser are liable for the state and city use tax.

If you purchased tangible personal property elsewhere in Colorado and paid state sales tax, the property is subject to City of Wheat Ridge use tax. The current City use tax rate is 3%.



## **Mileage and Fuel Tax**

If you operate a truck exceeding 10,000 lbs. empty weight, you will be required to apply for a mileage and fuel tax account. If you do not travel beyond a 25-mile radius of the city limits, you may apply for a metro plate at the county motor vehicle office rather than setting up a gross ton mileage (GTM) account. For further information, contact the [Colorado Department of Revenue Motor Vehicle Division](#) at 303-205-5602.

## **Employees – State and Federal Withholding, FICA & W-4**

Employers are required to withhold an amount for the payment of state and federal income tax and FICA from the wages paid to their employees. Employers are further required to match their FICA payment and pay a state and federal unemployment tax. It will cost an employer 12%-15% of the amount paid for wages to cover the various taxes and Worker's Compensation insurance even if he/she does not provide any additional benefits. These must be paid on all employees, full or part time, with the exception of independent contractors. It is necessary to fill out a [W-2 form](#) for each employee at the end of the year. Payroll services are available and recommended for any business with more than one employee.

## **Federal**

### **Federal Tax Assistance Small Business Tax Education Program** **1-800-829-1040**

The [Internal Revenue Service's Small Business Tax Education Program \(STEP\)](#) is a cooperative effort with local organizations available to provide business tax education to the small business owner.

### **Federal ID Numbers and Forms**

If you requested the [Business Start-Up Kit](#) from the Colorado Business Assistance Center, you received a form SS-4; otherwise it may be requested from the IRS. When you return this form, you will receive an employer ID number and be entered in the system that will send you all of the federal forms needed for payment of your federal employee taxes.

### **Forms**

There are a number of forms that you will be receiving. You will give a [W-4 form](#) to each employee to list the information you will need to determine the withholding amount. The deposit slips will be used to deposit federal withholding and FICA with local banks rather than waiting until the end of the quarter to send the money to the IRS. [Form 941](#) is used each quarter to report your withholdings and FICA and form 940 is completed once a year for Federal Unemployment Tax (FUTA), unless you owe more than \$100 at the end of a calendar quarter. If so, you must file form 8109-B and pay at the time. At the end of each year, you will fill out a [W-2 form](#) for each employee, reporting their annual wages, withholdings and FICA. [Form W-3](#) is used to transmit all of the W-2 information forms to the IRS. With any luck your business will be so successful that you can turn all of this over to a bookkeeper and be free for such things as running your business!

### **Independent Contractors**

Both the IRS and the state have tightened their rulings of who can be classified as an independent contractor. Generally, if a person is paid by the hour or day, and not by the job performed, require a uniform, furnish tools of the trade or provide any supervision over the performance of the work, the chances are you have an employee and will be required to pay the tax. To be completely sure, you should contact the [IRS](#) or the [State Employment Office and the State Department of Revenue](#). You must issue a [form 1099](#) if your business is not registered as a corporation.

## **Employer Regulations**

### **Un-employment Insurance**

The Unemployment Insurance Fund is a fund established by law to provide benefits to employees who lose their jobs through no fault of their own. Several factors can determine the benefit amount.

The employer is required to pay state and federal unemployment insurance tax on wages paid to all employees. The federal unemployment insurance rate is 6.2% on the first \$7,000 in wage paid to each employee every year. As a new employer, you should qualify for a 5.4 % credit for an effective rate of 0.8%. For more information and forms contact the [Internal Revenue Service](#) at 1-800-829-1040 or 1-800-829-3676.

### **WHO IS LIABLE?**

**Federal:** If you paid out wages of \$1,500 or more, or if you had at least one employee for any part of a week in any of 20 different weeks during the year, you are subject to the tax. If you owe more than \$100 at the end of the calendar quarter, you must file form 8109-B and pay it then. Otherwise, you must pay when filing for 940 annually. For more information, call:  
[Internal Revenue Service](#)  
1-800-829-1040

**State:** When you have paid any wage to any employee, you have become liable under the Colorado Employment Security Act. The state requires that form CR 100 be completed after beginning business even though you may consider yourself not liable for unemployment insurance. State tax applies to the first \$10,000 of wages paid to each employee per year. For more information, contact:  
[Colorado Department of Labor and Employment](#)  
633 17<sup>th</sup> Street, Suite 201  
Denver, CO 80202-3660  
303-318-8000

Prior to the end of each quarter, you will receive the State Unemployment Tax Form. It must be completed and returned prior to the last day of the month following the end of the quarter. You will need to show the Social Security number, name and wages for each employee. Penalties are assessed for late payments each quarter the report is late.



## **Workers' Compensation**

### **[Colorado Department of Labor and Employment](#)**

Division of Workers' Compensation  
633 17<sup>th</sup> Street, Suite 400  
Denver, CO 80202-3660  
303-318-8700

All employers in Colorado are required to have Worker's Compensation coverage if they have any employees for any length of time. Corporate officers (owning 10% or more of corporate stock) who work actively in the business must be covered unless they elect to reject the coverage in writing. Sole proprietors and working partners must have the option of electing the coverage. Workers' Compensation due to a job related injury or occupational disease, must be paid after the third day. All premium costs are to be made by the employer.



## **Civil Rights and Employment**

### **Discrimination**

#### **[Colorado Department of Regulatory Agencies](#)**

Division of Civil Rights  
1560 Broadway, Suite 1050  
Denver, CO 80202  
303-894-2997

If you have any questions about civil rights or what might be employment discrimination, you may contact the [Colorado Civil Rights Commission](#). This Commission enforces all Colorado laws concerning individual rights and employment discrimination.

## **Federal Wage and Hour Law**

### **[U.S. Department of Labor](#)**

Wage and Hour Division  
1801 California Street, Suite 935  
Denver, CO 80202  
720-264-3250

Nearly all manufacturers, wholesalers and contractors and many retail and service businesses are subject to federal minimum wage, overtime and child labor requirements.

## **Vehicle Use in Your Business**

### **[Colorado Driver's License](#)**

1881 N. Pierce Street, #136  
Lakewood, CO 80215  
303-205-5600

If your vehicle is used for commercial purposes in your business, it requires a commercial vehicle

license. If gross vehicle weight is 26,001 lbs. or higher, a commercial driver's license is required, otherwise the vehicle may be operated with a normal operator's license. The Colorado State Highway Department regulates the size and weight of vehicles operating on Colorado highways.

## **Business Resources**

### **Applewood Business Association (ABA)**

The [ABA](#) is a group of approximately 120 businesses in and around the Applewood Colorado area. The goal as an association is to help member businesses grow and improve. As a result, they participate in groups like Business Education Seminar Training (BEST) and work with area Chambers of Commerce and other business groups to:

- Provide networking opportunities
- Provide business education
- Promote member businesses
- Encourage members to interact
- Provide advertising opportunities
- Engage in business after hours
- Host monthly member meetings with engaging speakers, good food and networking opportunities.

### **Colorado Housing and Finance Authority (CHFA)**

[CHFA](#) is a public enterprise working to finance affordable housing, business and economic growth opportunities for Colorado. CHFA offers financing in three main areas: 1) home finance, rental finance and, business finance.

### **Colorado Office of Economic Development and International Trade**

The [Office of Economic Development & International Trade \(OED&IT\)](#) works with companies starting, expanding or relocating in Colorado. OED&IT offers a wide range of services to assist new and existing businesses of every size. The services focus on making Colorado the prime business climate for:

- Quality jobs
- Excellent infrastructure
- Exceptional environment
- Superior educational system and workforce training
- Reasonable taxes and regulatory climate
- Quality communities
- Entrepreneurial opportunity & success

Contact:

[Colorado Office of Economic Development and International Trade](#)

1625 Broadway, Suite 2700  
Denver, CO 80202  
303.892.3840

### **Jefferson County Business Resource Center (JCBRC)**



[JCBRC](#) is a non-profit organization dedicated to supporting the small business community in Jefferson County. They welcome the opportunity to partner with you to find solutions for any challenges or questions you may have about doing business in Jefferson County. They are also here to assist you with other needs or opportunities and offer guidance and direction when you need it. Whether you are planning a start-up enterprise or you are the proprietor of an established business, they are the centralized hub for the myriad of resources available for business growth and success. Their services are offered at no cost or low cost for business owners and residents.

JCBRC provides comprehensive services, training and resources for both start-up and established businesses. Their approach is that of Economic Gardening where entrepreneurial activity is fostered by providing the essential information, tools, infrastructure and connections needed for business development and growth.

### **Jefferson County Economic Development Corporation (Jeffco EDC)**

[\(Jeffco EDC\)](#) is an economic development organization with public and private investors, serving the needs of Jefferson County, Colorado, a community of metropolitan Denver. Created in 1955, Jeffco EDC is the oldest economic development organization in the state and continues to provide excellence and leadership within the industry. Tell us about your future and what you're trying to create, because when it comes to the future of your business, welcome to the land of possibilities and promise.

Contact:

Jefferson County Business Resource Center  
1667 Cole Blvd., Bldg. 19, Suite 400  
Lakewood, CO 80401  
303-996-8976

### **Jefferson County Workforce Center**

As a [one-stop job shop](#), we can offer pre-screened candidates qualified for your industry, hiring events, extensive training for your current staff, retention tools, and aid for displaced workers.

There are no fees for standard services, or for posting your openings on our highly-visible, controlled-access job boards.

Contact:

[Jefferson County Workforce Center](#)

Laramie Building  
3500 Illinois Street  
Golden, CO 80401  
303-271-4700

### **Metro Denver Economic Development Corporation (MDEDC)**

The [MDEDC](#) is the region's leading economic development organization representing the area's economic development organizations. They have guided the Denver metro area to greater regional, national and international prominence and is now spear-heading a five-year \$12.5 million program to fund major initiatives in six areas: national marketing, existing business, mobility, DIA/international flights, tax reform, and special opportunities.

### **Small Business Development Center (SBDC)**

The [SBDC](#) is the first places to contact for help starting a new business. The organization offers free one-on-one counseling services in the areas of business financing information, research and marketing, business plan preparation, and other small business subjects. SBDC's are a cooperative venture of the U.S. Small Business Administration, the state of Colorado, and other organizations.

Contact:

[Small Business Development Center](#)

1667 Cole Blvd. Bldg. 19, Ste. 400  
Golden, CO 80401-3313  
720-256-2640

### **US Small Business Administration (SBA)**

The [SBA](#), officially established in 1953, provides an array of programs tailored to encourage small enterprises in all areas including financial and federal contract procurement assistance, management assistance, and specialized outreach to women, minorities and armed forces veterans. SBA's current business loan portfolio of roughly 219,000 loans worth more than \$45 billion makes it the largest single financial backer of small businesses. Last year alone, the SBA backed more than \$12.3 billion in loans to small businesses. More than \$1 billion was made available for disaster loans and more than \$40 billion in federal contracts were secured by small businesses with SBA's help.

**Loans** - Where financing is not otherwise available, the SBA may guarantee up to 80% on loans, depending on the size of the loan eligible small businesses. If you have applied at two banks and

have been turned down in writing, the SBA may be able to consider a direct loan to Vietnam Veterans and the physically disabled.

**Service Corporation of Retired Executives (SCORE)** - offers free counseling to any small business or person planning a small business. Long-term assistance with marketing, bookkeeping and business planning is available. Call the Wheat Ridge Economic Development Division for the address and phone number of the SCORE office located nearest to you.

**Small Business Innovation Research Program (SBIR)** - The Small Business Administration coordinates the activities of several governmental agencies that have grants available for research on selected projects. For a list of projects call 303-844-3984.

### **West Chamber of Commerce**

The [West Chamber of Commerce](#) is a regional chamber that serves all of Jefferson County. The Chamber started in 1947 as the Lakewood Chamber of Commerce. In 1990 the group merged with the Wheat Ridge Chamber of Commerce to be the West Chamber Serving Jefferson County.



### **Wheat Ridge Business District (WRBD)**

WRBD offers up to \$14,000 in matching funds to commercial businesses in the [Wheat Ridge Business District's program](#) area in order to improve the appearance of individual buildings, as well as the overall look of the city. Improvements must be to areas visible from the public right-of-way. The goal of this program is to leverage private improvements while making revitalization efforts affordable, creative, and community-based.

Any building owner or store proprietor/tenant with lease authority or authorization from the building owner can apply for funding. The project site must be located within Wheat Ridge. Tenants must have a minimum of two years remaining on their lease or an option to renew.

The types of improvement that will qualify for funding are:

- Façade
- Signs (new, repairs, replacements, removal)
- Awnings
- Architectural/Design Assistance

For more information regarding the Wheat Ridge Business District Grant program contact Wheat Ridge Local Works at 720-259-1030.

### **Wheat Ridge Business Association (WRBA)**

The [Wheat Ridge Business Association](#) works together to educate, train and connect businesses and organizations in areas that will keep them ahead of the game.

WRBA does just this and more, for the members of their organization. From its origin, which were a few business owners gathering to see how they could better support their local economy while building their business, to its presence today, which stands at almost 200 members, the WRBA functions as a Chamber of Commerce for the City of Wheat Ridge.

A key to their success is the quality of their monthly meetings. Speakers are brought in to enlighten attendees with information to enhance the success of each attendee and our community. From local elected officials, business communication experts, state officials to social media gurus, each meeting keeps businesses informed.

While WRBA has no paid staffers, it is lead by a group of dedicated board of directors from a wide variety of industries and has become the voice for the business community. The success of each member is paramount to the board. They encourage supporting each other's businesses as well as non-member businesses in our community, sharing best practices, mentoring those newer in business and providing a safe forum to ask questions that open new channels of information.

### **Wheat Ridge Chamber of Commerce**

The [Wheat Ridge Chamber of Commerce](#) serves as a resource and help for organizations doing business in Wheat Ridge. The Chamber has a unified voice of diverse business organizations. The Chamber supports the business community through advocating for positive business legislation, hosting monthly networking events and seminars, leads groups, leadership programs and expanding marketing outreach. The Wheat Ridge Chamber is also focused on providing opportunities for young professionals doing business in Wheat Ridge.

### **Wheat Ridge Local Works (Previously Wheat Ridge 2020)**

Wheat Ridge Local Works is a non-profit partner in advancing Wheat Ridge as a vibrant and sustainable community. Wheat Ridge Local Works provides strategic incentives, residential and commercial development and low-interest lending for commercial and residential improvements. The Accessibility and User Matching Grant program is available for older buildings requiring upgrades to meet current codes. The Building Up Business Loan program provides low-interest commercial loans to businesses on 38<sup>th</sup> Avenue between Sheridan and Wadsworth. Please call Wheat Ridge Local Works to learn more about their complete list of incentives, loans and services at 720-259-1030.

Contact:

[Wheat Ridge Local Works](#)

7391 W. 38<sup>th</sup> Avenue, Suite 130

Wheat Ridge, CO 80033

720-259-1030

### **Wheat Ridge Urban Renewal / Renewal Wheat Ridge (RWR)**

[RWR](#) is the Urban Renewal Authority for the City of Wheat Ridge. Working within the guidelines of Colorado Revised Statutes, RWR carries out plans adopted by the City Council.

RWR works with activities (redevelopment projects) within one of its five Urban Plan areas:

- The [Wadsworth Boulevard Corridor Redevelopment Plan](#) (adopted October 22, 2001)
- [38<sup>th</sup> Avenue Corridor Redevelopment Plan](#) (adopted October 22, 2001)
- [West 44<sup>th</sup> Avenue Ward Road Redevelopment Plan](#) (adopted October 22, 2001)
- [I70 / Kipling Corridors Urban Renewal Plan](#) (adopted May 2009)
- [West End 38 Urban Renewal Plan](#) (adopted 12/14/2016)

With the use of Tax Increment Financing (TIF), RWR works with various activities to provide TIF for public improvements that remediate blighting conditions in any given plan area. In order for TIF to be utilized, the activity by the developer must be able to pass the ‘if not for test’ which states the activity cannot move forward or is not economically viable ‘if not for’ the public participation and use of TIF.

TIF has been utilized by RWR for projects such as the expansion and renovation of Wheat Ridge Cyclery, the placement of infrastructure for the development of 26 townhomes on 38<sup>th</sup> Avenue.

## Education

### **Colorado School of Mines**

[Colorado School of Mines](#) (Mines) is a public research university devoted to engineering and applied science. It has the highest admissions standards of any public university in Colorado and among the highest of any public university in the U.S.

Mines has distinguished itself by developing a curriculum and research program geared towards responsible stewardship of the earth and its resources. In addition to strong education and research programs in traditional fields of science and engineering, Mines is one of a very few institutions in the world having broad expertise in resource exploration, extraction, production and utilization. As such, Mines occupies a unique position among the world's institutions of higher education.

Since its founding in 1874, the translation of the school's mission into educational programs has been influenced by the needs of society. Those needs are now focused more clearly than ever before. The world faces a crisis in balancing resource availability with environmental protection and Mines and its programs are central to the solution.

Mines offers all the advantages of a world-class research institution with a size that allows for personal attention.

### **Red Rocks Community College**

[Red Rocks Community College](#) has 66 areas of study and offers 184 different Associate Degrees or Certificates. Established in 1969, Red Rocks has been a leader in both workforce training as well as providing transfer pathways to our four-year university partners. With robust transfer agreements, students can save thousands of dollars by completing their first two years at Red Rocks. We also have our [Career Tech Education \(CTE\) programs](#) for those who want to receive technical training and enter the workforce. For the business community, we also house the

Rocky Mountain Education Center which provides non-credit education so employers can have their employees trained in any number of educational programs. Employers can also work with the Rocky Mountain Education Center on developing a specific curriculum training to meet whatever their needs are.

Red Rocks Community College has campuses in Lakewood and Arvada. Courses are delivered in formats from traditional classroom, online, self-paced, and weekend classes.

Contact:

Ron Slinger  
Associate Vice President for Institutional Advancement -  
13300 W Sixth Ave, Box 1  
Lakewood, CO 80228-1255  
303.914.6417

### **Jeffco Public Schools**

The Wheat Ridge public schools are administered by the Jeffco Public Schools.

#### Jeffco Public Schools

1829 Denver West Drive #27  
Golden, Colorado 80401  
303-982-6500.



## **Small Business Resource Libraries**

Doing an internet search for business information can be overwhelming sorting through results to find credible, free, resources. The [library](#) can help you focus your search so that you can get the most relevant and trustworthy information in the shortest amount of time.

There are hundreds of resources online, accessible for free with your library card, from any internet connection. Business specific resources include [ReferenceUSA](#) (build a list of business by type, size, SIC/NAICS and more or consumer preferences-including mailing addresses-for any geography in the USA) and [DemographicsNow](#) (average consumer spending data by any geographic location in the USA, including custom shapes, comparisons between locations, and 2019 predictions). Online, 24/7.

Or

[Book A Librarian](#) is a personalized appointment for Jefferson County residents and business owners. Unlike doing research on your own, Book A Librarian provides one-on-one research assistance so that you can spend your time building your business.

Library locations near Wheat Ridge:

Jefferson County Public Library-Wheat Ridge Library  
5475 W. 32<sup>nd</sup> Ave  
Wheat Ridge, CO 80214  
303-235-5275

Jefferson County Public Library-Lakewood Library  
10200 W. 20<sup>th</sup> Ave  
Lakewood, CO 80215  
303-235-5275

Jefferson County Public Library-Olde Town Arvada Library  
7525 W. 57<sup>th</sup> Ave  
Arvada, CO 80002

### [Libraries](#)

#### [Belmar Library](#)

555 South Allison Parkway  
Lakewood, CO 80226

#### [Denver Public Library](#)

10 West Fourteenth Avenue Parkway  
Denver, CO 80204

303-235-5273 - This phone number serves all library locations

## **Business/Employee Fitness Resources**

The City of Wheat Ridge offers an excellent opportunity for you to offer your employee's affordable fitness and wellness programs.



The [Wheat Ridge Recreation Center](#) is located at 4005 Kipling Street and offers: lap and leisure swimming pools, a gymnasium, climbing wall, racquet ball courts, and a fitness floor that includes a walking/running track, weight room and state of the art fitness and resistance equipment.

Businesses in the area are invited to take advantage of a program designed to benefit local business owners and employees who do not live in Wheat Ridge by offering discounted rates. Corporate fitness packages are available.

## **Meeting and Planning Resources (City Facilities)**

### **Wheat Ridge Recreation Center**

**4005 Kipling Street**

**Wheat Ridge, CO 80033**

**303-231-1300**

The City of Wheat Ridge offers a variety of meeting rooms to fit an array of business needs. There are amenities and facilities available at the Wheat Ridge Recreation Center that serve groups from 30-300.

### **Wheat Ridge Active Adult Center**

**6363 West 35<sup>th</sup> Avenue**

**Wheat Ridge, CO 80033**

**303-205-7500**

The Wheat Ridge Active Adult Center has facilities available for business groups to rent for meetings and other various gatherings.

### **Richards-Hart Estate**

**West 28<sup>th</sup> Avenue & Benton Street**

**Wheat Ridge, CO**

**303-231-1315**

The beautifully restored Victorian Mansion is ideal for both meetings and/or company parties. Located at 28<sup>th</sup> Avenue & Benton Street, the mansion sits on three acres of landscaped gardens. You can take advantage of both the inside and outside of the facility.

## Business Associations



Since its formation in 2002, Wheat Ridge Business Association (WRBA) based its philosophy of economic vitality on inclusiveness and relationship-building. Under direction of the volunteer board of directors, WRBA brings together professional development opportunities for business owners, business-to-business networking events, and local partnerships to create and maintain community connections.

- **Monthly Breakfast Meetings on 2nd Tuesdays**
- **Strong City partnership cooperating in economic development that benefits all of our members**
  - **Monthly WRBA Biz Mix Networking Events**
  - **A program of exclusive shared membership advantages**
    - **Engaging speakers targeted to inspire your success**
- **Safety Program in Partnership with the Police Department**

Contact us for more information at

**[www.wheatridgebiz.com](http://www.wheatridgebiz.com)**

**(720) 588-2317 •  [WheatRidgeBusinessAssociation](https://www.facebook.com/WheatRidgeBusinessAssociation)**

# *Applewood Business Association Invites YOU!*

## *Member Benefits*

Growing your business is not just your goal, it's ours! The Applewood Business Association (ABA), an organization of 130+ members would like to invite you to join us as we grow together.



The Association strives to provide the following benefits to its members:

1. Informative monthly meetings specifically designed to help the small-business person prosper.
2. New Contacts, exposures and referrals personally, socially, and in a professional business-related sense.
3. A subscription to the Applewood Leaflet newsletter with information for and about local businesses, events and programs sponsored by the ABA.
4. Publication of the annual Applewood Business Association Membership Directory, a preferred business guide to working and living in the Applewood area and distributed to it's residents.
5. Listing on the web site for easier consumer usage and including links to your own business web site.
6. Cost-effective business to business advertising through inserts that are sent with the monthly newsletter.



*The ABA is dedicated to the promotion, expansion and development of its members by providing services that directly aid, support and promote their business and by expressing and supporting common goals of protection, identity and growth of Applewood businesses and the community.*

*Applewood... great place to grow!*

[www.applewoodbusiness.com](http://www.applewoodbusiness.com)

Supporting Business

**the West**  
**CHAMBER**  
SERVING JEFFERSON COUNTY



*Chamber Staff: Kim Mears, Kay Ehali, President Amy Sherman (front), Denise Stephens, Marla Swanson, Jeana Capel-Jones, Carol Grantano & Maria Murray.*

- 
- Networking & Business Referrals
  - Business Resources
  - Targeted Advertising Opportunities
  - Leadership Development
  - Legislative Representation
  - Cost Savings Programs
- 

**303.233.5555**  
**[www.westchamber.org](http://www.westchamber.org)**



**7240 W 38<sup>th</sup> Avenue  
Wheat Ridge,  
Colorado 80033**

## Utilities

Water, wastewater, and sewage maintenance are all operated under separate Special Districts within Wheat Ridge. If you are not aware of which district your business falls under, you may call the city at 303-235-2861 or [click here](#). For current tap fees and availability, contact the Special Districts that provides the needed service.

### WATER DISTRICTS

Wheat Ridge Water District  
303-424-2844

Valley Water District  
303-424-9661

Consolidated Mutual Water District  
303-238-0451

Denver Water Department  
303-628-6000

North Table Mountain Water District  
303-279-2854

Edgewater Water District  
720-763-3001

### Cable Service

Comcast Customer Service:

### Telephone

If you are planning to open your business after the cut-off date for getting listed in the new telephone book, reserve your telephone number ahead of the actual installation of the phones.

Century Link  
1-866-572-7545

### SANITATION DISTRICTS

Wheat Ridge Sanitation  
303-424-7252

Clear Creek Valley Sanitation  
303-424-4194

Northwest Lakewood  
303-987-0835

Fruitdale Sanitation  
303-424-5476

Westridge Sanitation  
303-424-9467

Applewood Sanitation  
303-232-6883

North Table Mountain  
303-279-2854

303-930-2000



## Fire Inspections

[Wheat Ridge Fire Protection District](#) (South of Clear Creek)

3880 Upham Street  
Wheat Ridge, CO 80033  
303-403-5900

[Arvada Fire Protection District](#) (North of Clear Creek from Youngfield to Sheridan)

7300 Kipling Street  
Arvada, CO 80005  
303-424-3012

[West Metro Fire Protection District](#) (West of Youngfield)

777 South Wadsworth, Building 4, Suite 220  
Lakewood, CO 80226  
303-989-4307

[Fairmont Fire Protection District](#) (West of Ward Road & Youngfield, North of Clear Creek)

4755 Isabell Street  
Golden, CO 80403  
303-279-2928

The Fire Protection Districts inspect all commercial occupancies to assure compliance with fire codes. They also make inspections for special city licenses that require fire district approval as part of the licensing procedure. Any lease or purchase of a business should be contingent upon the building or space meeting the current fire codes. To ensure that your business is in compliance with fire codes you must contact the fire district.

## Trash Collection

Trash and garbage collection is a private industry in the City of Wheat Ridge. Check online or in the yellow pages.

## Smoking in Public Places

It is unlawful for any person to smoke in any common area, public place or work area, except as otherwise expressly permitted by the [City of Wheat Ridge Code of Laws Section 9-25](#).

The Colorado Clean Indoor Air Act (HB-06-1175) took effect July 1, 2006. As stated in the law, smoking is no longer allowed in most indoor public places and workplaces, including health care facilities. In addition, smoking is not allowed within 15 feet of an establishment's front or main entryway. For more information [click here](#).

Ordinance 15-1584 was adopted by the City regarding smoking. The complete ordinance can be read by [clicking here](#).

## Contact/Telephone Numbers

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### **Non-City Numbers**

#### **Emergency**

Ambulance, Fire and Police 9-11  
Non-Emergency Police Calls 303-237-2220

#### **Cable Television**

Comcast 303-930-2000

#### **Chamber of Commerce**

West Chamber Serving Jefferson County 303-233-5555

#### **Associations and Organizations**

Applewood Business Association 303-233-4764  
Wheat Ridge Business Association [info@wheatridgebiz.com](mailto:info@wheatridgebiz.com)  
Wheat Ridge Local Works 720-259-1030

#### **Electric and Gas**

Xcel Energy (Electric) 800-895-1999  
Xcel (Gas) 800-895-2999

#### **Fire Districts**

Arvada Fire Protection District 303-424-3012  
Fairmont Fire Protection District 303-279-2928  
Wheat Ridge Fire Protection District 303-403-5900  
West Metro Fire Protection District 303-989-4307

#### **Jefferson County Offices**

Jefferson County Housing Authority (Section 8) 303-422-8600  
Assessor (Property Taxes) 303-271-8600  
Motor Vehicle (License Plates) 303-271-8100  
    100 Jefferson County Pkwy, #2540 (Golden)  
    6510 Wadsworth Blvd, #320 (Arvada)  
    2099 Wadsworth Blvd, #K (Lakewood)  
Marriage License 303-271-8121

#### **Libraries**

All libraries 303-235-5275

### **Sanitation Districts**

Applewood	303-232-6883
Clear Creek Valley	303-424-4194
Fruitdale	303-424-5476
Northwest Lakewood	303-987-0835
Westridge	303-424-9467
Wheat Ridge	303-424-7252
North Table Mountain	303-279-2854

### **School District**

Jefferson County Public Schools	303-982-6500
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### **Telephone**

Residential	800-244-1111
Business	800-603-6000

### **Water Districts**

Consolidated Mutual	303-238-0451
Denver Water	303-628-6000
Edgewater	720-763-3001
North Table Mountain Water Valley	303-279-2854
Wheat Ridge	303-424-9661
	303-424-2844

## **Wheat Ridge Departments & Services**

### **Mayor and City Council**

303-235-2815

### **City Clerk's Office**

Boards & Commissions	303-235-2816
City Clerk	303-235-2823
City Council Meeting	303-235-2815
Liquor Licenses	303-235-2816
Voter Registration	303-235-2816

### **City Manager**

City Manager	303-235-2819
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### **Economic Development**

Economic Development Manager	303-235-2806
Wheat Ridge Local Works	720-259-1030

## **Administrative Services**

Accounts Payable	303-235-2821
Auditor	303-235-2825
Budget Information	303-235-2819
Business License	303-235-2820
Human Resources	303-235-2814
Job Information Line	303-234-5927
Public Information Officer	303-235-2877
Purchasing	303-235-2811
Risk Management	303-235-2819
Sales Tax Information	303-235-2820

## **Community Development**

Administration	303-235-2846
Building Permits	303-235-2855
Building Inspection Request Line	303-234-5933
Contractor Licenses	303-235-2855
Wheat Ridge Housing Authority	303-235-2846
Zoning Information Request Line	303-234-5931

## **Municipal Court**

General Number	303-235-2835
Probation	303-235-2830

## **Parks and Recreation**

Administration	303-231-1307
Wheat Ridge Recreation Center	303-231-1300
Athletic Leagues	303-231-1310
Field Reservations	303-231-1310
Phone-In Program Registration	303-231-1300
Picnic Shelter-Pavilion Reservations	303-231-1300
Room Rentals	303-231-1315
Active Adult Center	303-205-7500
Room Rental	303-205-7500
Anderson Building	303-205-7590
Outdoor Pool	303-205-7591
Pool Info Line	303-234-5929
Historic Park	
Sod House Museum	303-421-9111
Sod House Museum Information Line	303-234-5930
Parks, Forestry & Open Space Administration	303-205-7552
Parks, Forestry & Open Space Shops	303-205-7555

## **Police Department**

Emergencies (Police-Fire or Rescue)	9-1-1
Or	303-232-4357
Non-emergency Police Calls	303-237-2220
Administration	303-235-2913
Animal Control	303-235-2926
Code Enforcement	303-235-2926
Complaints/Commendations	303-235-2908
Graffiti Hotline	303-235-2909
Investigations	303-235-2945
Patrol	303-235-2932
Police Records	303-235-2921
Public Information Officer	303-235-2877
Victim Outreach Information	303-202-2196

**Public Information Office**

Administration	303-235-2877
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**Public Works**

Administration	303-235-2861
Drainage Issues	303-235-2861
Municipal Contractor Licensing	303-235-2861
Storm water hotline	303-235-2897
Potholes	303-205-7600
Snow Plowing	303-205-7600
Street Cut Permits	303-235-2861
Street Sweeping	303-205-7600
Street Light Outages	303-205-7600
Public Works Operations	303-205-7600
Traffic Signals	303-205-7600

**Urban Renewal Authority**

City of Wheat Ridge	303-235-2806
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**Wheat Ridge City Facilities**

City Hall 7500 W 29 <sup>th</sup> Avenue Wheat Ridge, CO 80033	303-234-5900
Recreation Center 4005 Kipling Street Wheat Ridge, CO 80033	303-231-1300

Active Adult Center 6363 W. 35 <sup>th</sup> Avenue Wheat Ridge, CO 80033	303-205-7500
Anderson Building 4355 Field Street Wheat Ridge, CO 80033	303-205-7590
Parks, Forestry & Open Space 4350 Garrison Street Wheat Ridge, CO 80033	303-205-7555
Parks, Forestry & Open Space Administration 9110 W 44 <sup>th</sup> Avenue Wheat Ridge, CO 80033	303-205-7552
Public Works Operations 11220 W 45 <sup>th</sup> Avenue Wheat Ridge, CO 80033	303-205-7600
Sod House Museum 4610 Robb Street Wheat Ridge, CO 80033	303-421-9111

***\*This guide is intended to be used as a resource for persons interested in opening or expanding a business in the City of Wheat Ridge. While an effort has been made to make this guide as complete as possible, it is not intended, and should not be used or relied upon as a fully comprehensive or complete listing of laws and regulations applicable to business operations. This guide does not provide legal advice and may not be relied upon as a legal document. You should seek the advice of qualified professionals, including attorneys and tax advisors, prior to proceeding with your development plans.***