



**BUSINESS LICENSE APPLICATION**  
**TOWN OF EAGLE**

200 Broadway \* PO Box 609 \* Eagle CO 81631

Phone: 970-328-6354 \* Fax 970-328-5203

Email: [clerk@townofeagle.org](mailto:clerk@townofeagle.org) On the web: [www.townofeagle.org](http://www.townofeagle.org)

TYPE OF BUSINESS (CIRCLE):  RESTAURANT/BAR  RETAIL  WHOLESALE  FOOD SERVICE  SERVICE  
 LIQUOR  AUTO  CONSTRUCTION \*\* HOME BASED (See reverse)  OTHER

**NAME OF BUSINESS**

STATE SALES TAX # (If applicable)	<input type="checkbox"/> YES! I am interested in becoming an Eagle Chamber Member ( <a href="http://www.eaglechamber.co">www.eaglechamber.co</a> )		
BUSINESS PHYSICAL ADDRESS	CITY	STATE	ZIP
BUSINESS MAILING ADDRESS	CITY	STATE	ZIP
BUSINESS PHONE	BUSINESS WEBSITE		
BUSINESS EMAIL/NOTICE EMAIL	OWNER/MANAGER NAME		
OWNER/MANAGER EMAIL	OWNER/MANAGER PHONE NUMBER		
OWNER/MANAGER MAILING ADDRESS	CITY	STATE	ZIP

**PLANNING DEPARTMENT**

**SIGNS:** The Town of Eagle has a **SIGN CODE** – Please refer to Section 4.08 – of the Town of Eagle Land Use & Development Code for regulations on signage in the Town. Prior to installation of any signage, please contact the Planning Department at 970-328-6354

Zone District	Zone Type	Date Approved	Staff Signature
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**Special Conditions:**

**EAGLE POLICE DEPARTMENT EMERGENCY CONTACT**

NAME	CONTACT PHONE
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Is the business location equipped with a working security alarm?  Yes  No

If yes, which type:  Audible  Dialer  Holdup  Fire  Intrusion Other:

I state under penalty of perjury in the second degree, as defined in 31-20-105, Colorado Revised Statutes, that the information contained above is true and correct to the best of my knowledge. I understand that providing false information is grounds for denial, suspension, or revocation of a license. Any person or entity who knowingly violates any provision of Eagle Municipal Code Chapter 5.13 or knowingly fails to perform an act by any provision of this Chapter, commits a Class A municipal offense.

Signature of Applicant	Title	Date
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**FEE: \$70.00 Check or Cash ONLY, No Credit Cards. Checks made payable to the Town of Eagle**

New and Renewal Fee includes: Business License Tax \$50.00 & Marketing Fee \$20.00

- RENEWAL OF BUSINESS LICENSE. Due by January 1<sup>st</sup>
- NEW BUSINESS LICENSE. Must apply for license within 10 days of opening
- CHANGE OF INFORMATION (NO FEE)

LICENSES ARE VALID FOR ONE CALENDAR YEAR: JANUARY 1<sup>ST</sup> THROUGH DECEMBER 31<sup>ST</sup> (No partial year credit)

**OFFICE USE ONLY**

Payment Type:	Cash Receipt #	Check #	Date Pd.
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License Issued by:	Date
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Resources for new businesses:

Colorado Secretary of State: [www.sos.state.co.us](http://www.sos.state.co.us)

Colorado Department of Revenue (Sales Tax & Forms): [https://www.colorado.gov/revenueonline/ /](https://www.colorado.gov/revenueonline/)

Eagle Chamber: [www.eaglechamber.co](http://www.eaglechamber.co)

Colorado Department of Labor and Employment: [www.colorado.gov/cdle/evr](http://www.colorado.gov/cdle/evr)

SIGN CODE <http://www.townofeagle.org/DocumentCenter/Home/View/415>

Home Occupation Standards: This list is not inclusive, if you have one, check with your HOA regarding your specific location.

A home occupation shall be allowed in certain Zone Districts, as provided herein, provided all of the following conditions are met:

1. Such use is conducted entirely within a dwelling or accessory building and carried on by the inhabitants living there,
2. Such use is clearly incidental to and secondary to the use of the dwelling for dwelling purposes and does not change the residential character thereof,
3. There is no exterior storage on the premises of material or equipment used as a part of the home occupation,
4. There is no advertising display or other indication of the home occupation on the premises other than provided for by Chapter 4.08 (Sign Code),
5. There is no offensive noise, vibration, smoke, fume, dust, odor, heat or glare noticeable at or beyond the property line,
6. The home occupation will not adversely affect traffic flow and parking in the neighborhood, and
7. The home occupation provides additional off-street parking adequate to accommodate all needs created by the home occupation.