



City of Cañon City

P.O. Box 1460 – 128 Main Street – Cañon City, CO 81215-1460
(719) 269-9011 – Fax: (719) 269-9006

Finance Department
Sales/Use Tax
Division

GUIDELINES FOR TEMPORARY SALES TAX LICENSE AND OUTDOOR RETAIL SALES PERMIT

SALES TAX RATES: State of Colorado 2.9%; Fremont County 2.5%; Cañon City 3.0%; Total Rate 8.4%

1. A Temporary Sales Tax License is required for a one-time sale and/or an outdoor retail sale when the vendor does not have a fixed and/or permanent place of business in city limits of Cañon City.
2. Each vendor must provide the following completed documentation before making any Outdoor Retail Sales:
 - a. A Property Permission for Retail Sales form, signed by the property owner or their authorized agent;
 - b. A Temporary Sales Tax License application form; and
 - c. An Outdoor Retail Sales Permit form.
3. Outdoor Retail Sales Permits must be approved by the Office of Planning & Zoning, the Sales Tax Division, and the City Administrator.
4. If the vendor has had a Temporary Sales Tax License in the past, all previous sales tax returns and monies must be current and paid.
5. Each vendor may receive no more than three (3) Outdoor Retail Sales permits per year.
6. Each permit is valid for 30 days, during which period outdoor retail sales shall not exceed 15 days.
7. The fee for a Temporary Sales Tax License is \$20, with a \$100 deposit, which is to be paid by cash or a cashier's check. The deposit can be applied toward the sales tax owed, or a refund will be made if sales tax is paid within 30 days following the event.
8. Outdoor Retail Sales by independent vendors may be permitted only at locations that have been approved by Special Review for that use by the City Council. Contact the Office of Planning & Zoning at 276-5294 for assistance.
9. If the vendor will be selling any food product, they also must contact the Fremont County Health Officer at the Fremont County Administration Building: Sid Darden, 615 Macon Avenue, Cañon City, CO 81212, (719) 276-7361.

THE TEMPORARY 30-DAY SALES TAX LICENSE APPLICATION FOLLOWS THIS PAGE.



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TEMPORARY 30-DAY
SALES TAX LICENSE APPLICATION
License: \$20 + Deposit: \$100 = Total Fee: \$120

SALES TAX RATES: State of Colorado 2.9%; Fremont County 2.5%; Cañon City 3.0%; Total Rate 8.4%

1. Business Name: _____
2. Business Address: _____
3. Business Phone #: _____ E-mail: _____
4. Colorado Sales Tax #: _____
5. Name of Applicant: _____
6. Address: _____
7. Home Phone #: _____
8. Nature of Business: _____
9. Name, Address and Phone # of all agents under this license:

10. Event Location: _____
11. Event Dates: _____
12. Name, Address and Phone # of two character references:

Authorized Signature & Date: _____

(FOR OFFICE USE ONLY)

License # _____

SIC # _____

Location # _____

Planning & Zoning Approval: _____

Sales Tax Dept. Approval: _____

Sales Tax Technician

Finance Department Auditor

Director of Finance



City of Cañon City

*P.O. Box 1460 • 128 Main Street • Cañon City, CO 81215-1460
(719) 276-5294 – Fax: (719) 269-9017*

*Office of
Planning & Zoning*

OUTDOOR RETAIL SALES

Outdoor Retail Sales by independent vendors are permitted within the city limits of Cañon City only when the vendor is located on a site that has been approved by the City Council through the zoning action called Special Review. The vendor is required to obtain the following:

1. A City of Cañon City Temporary (30-day) Sales Tax License;
2. Written authorization from the property owner or their authorized agent giving the vendor permission to conduct sales from the property; and
3. An Outdoor Retail Sales permit signed by the City Administrator.

The following locations have been approved for Outdoor Retail Sales:

1. Thunder Road Liquors, 725 S. 9th Street
Contact: Karl Pierce, 369-9651
2. Wal-Mart Supercenter, 3105 U.S. Highway 50 East
Contact: Store Manager, 275-2375
3. Parking lot at 1811 Fremont Drive
Contact: Carolyn Carter, 719-351-1269 or
Jeff Carter, 719-237-5914

An exception to the above rule is when the sales are to occur in conjunction with an approved special event, such as the Music and Blossom Festival or approved Arts and Crafts events or Farmers' Markets. In those cases, the responsibility for the collection and remittance of sales tax from each vendor usually falls to the event organizer, who must hold a valid sales tax license with the City.

**CITY OF CAÑON CITY
OUTDOOR RETAIL SALES PERMIT**

Proposed Location of Sale _____

Type of product to be sold _____

List any limitations/conditions _____

APPLICANT: Name _____

Address _____

Vehicle License # _____

City Sales Tax License # _____

Colo. Sales Tax License # _____

PERMIT VALID FROM _____ TO _____
(Per City Code 17.20.140.G.1 – Permit valid for 30 days)

DATE(S) OF SALE(S) _____
(Per City Code 17.20.140.G.2 – Not to exceed 15 days)

Number of permits issued applicant during current year _____
(Per City Code 17.20.140.G.3 – Maximum of 3 per calendar year)

Debris and Litter resulting from this requested sales shall be the responsibility of
Name _____

Applicant Signature _____ Date _____

Sales/Use Tax Approval _____ Date _____

Planning & Zoning Approval _____ Date _____

City Administrator _____ Date _____



The applicant shall be responsible for all local, state and federal licenses and permits which may apply to the sales requested herein.

This Permit Application is approved pursuant to Section 17.20.140 of the Code of the City of Cañon City, Colorado, 1988, subject to revocation should the applicant fail to fully comply with the terms and conditions which were the basis for approval.

DISPLAY THIS PERMIT PROMINENTLY AT SALE LOCATION
Copy – Admin. Asst / Police Dept. / Sales/Use Tax / Planning & Zoning



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PROPERTY PERMISSION FOR RETAIL SALES

This property permission is subject to the approval of the City of Cañon City.

Permission is hereby granted for: _____
(Vendor / Lessee)

To make retail sales on the property of:

(Street Address)

Lessor or Landowner: _____

Permission to make sales valid from: _____ to _____

Sales tax vendor name: _____

City Sales Tax License Number: _____

The responsibility for the collection and remittance of Cañon City sales tax will be by:
(Circle one)

Vendor / Lessee

Landowner / Lessor

Signature of Vendor / Lessee _____

Signature of Landowner / Lessor _____

Signed this _____ day of _____, 20 _____

Approved by Sales Tax Department _____

Date: _____

Approved by Zoning Department _____

Date: _____