



*Sales Tax
Division*

City of Cañon City

*P.O. Box 1460 – 128 Main Street – Cañon City, CO 81215-1460
(719) 276-5252 – Fax: (719) 269-9006*

BASIC GUIDELINES FOR TEMPORARY SALES TAX LICENSE AND OUTDOOR RETAIL SALES PERMIT

SALES TAX RATES: State of Colorado 2.9%; Fremont County 1.5%; Cañon City 2%; Total Rate 6.4%

1. A Temporary Sales Tax License is required for a one-time sale and/or an outdoor retail sale and if the vendor does not have a fixed and/or permanent place of business in city limits of Cañon City.
2. The vendor must fill out a Property Permission for Retail Sales form, an Outdoor Retail Sales Permit form and a Temporary Sales Tax Application 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, all previous sales tax returns and monies must be current and paid.
5. Each vendor may receive no more than three (3) permits per year.
6. Each permit is valid for 30 days, during which period outdoor retail sales shall not exceed 15 days.
7. The 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 to 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 vendors may be permitted only at locations which have been approved by the City Council by special review, unless such sales are an extension of an existing business. For such extensions, all sales collected by the vendor are to be filed by the existing business under their current City Sales Tax License. The Office of Planning & Zoning is available for assistance as to the approved locations and the permit process.
9. If the Vendor will be selling food, they also need to contact the Fremont County Health Officer at the Fremont County Administration Building: Sid Darden, 615 Macon Ave., 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 1.5%; Cañon City 2%; Total Rate 6.4%

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: _____

License # _____ (FOR OFFICE USE ONLY) SIC#: _____ Location # _____

Planning & Zoning Approval: _____

Sales Tax Dept. Approval: _____
Sales Tax Technician

Finance Department Auditor

Director of Finance