



City of Cañon City

Finance Department
Sales/Use Tax Division

BASIC GUIDELINES FOR A CAÑON CITY SALES/USE TAX LICENSE

*The deposit of \$20.00 does not guarantee the issuance of the Sales/Use Tax License.
A Sales/Use Tax License will be issued upon approval of the Finance Director.*

1. A City Sales/Use Tax license is required for vendors who are selling, leasing, renting, delivering, or installing tangible personal property for storage, use, or consumption within the City limits.
2. If the vendor will be selling food, a copy of the state food license must be furnished. Contact Fremont County Health Officer, Amy Jamison at the Fremont County Court House, 615 Macon, Cañon City, CO 81212. Phone (719) 276-7361.
3. For vendors who purchase an existing business, all tax returns and payments must be current.
 - If the existing business does not pay the sales/use tax, it is the purchaser's responsibility to pay the back sales/use taxes. (City Code: 3.12.130)
 - The reporting period for the sales/use tax return shall end on the date of the transfer of ownership of the business. A final sales/use tax return and any taxes owed are due ten days after close of the existing business.
4. Any vendor who purchases a business inside the City limits shall file an initial sales/use tax return. Sales/use tax shall be due on tangible personal property (tangible assets such as equipment, etc.), except inventory, which is acquired with the purchase of the business. (City Code: 3.12.130)
5. All Sales/Use Tax Applications must be approved by City Planning and Zoning.
6. The Sales/Use Tax License fee is \$20.00 per calendar year (Renewals due no later than January 31). **NOTE:** A \$25 late renewal fee, in addition to the license fee of \$20, will be charged if renewal is received or postmarked after January 31 but before March 1 (\$45 total). A \$100 administrative penalty fee, in addition to the \$20 licensing fee, will be charged for every business that fails to renew prior to March 1, or operates without a sales/use tax license. (\$120 total)
7. **SALES/USE TAX RATES:** State: 2.9% Fremont County: 2.5% Cañon City: 3.0% Total: 8.4%

OTHER CITY LICENSES

If the vendor is making a one-time sale and/or outdoor retail sales, a Temporary Sales/Use Tax Application, Property Permission for Retail Sales, and an Outdoor Retail Sales Permit needs to be completed.

Other businesses for which a license/permit may be required include: liquor-selling establishments, auctioneers, alarm companies, mobile home parks, outdoor advertising, junk dealers, peddlers/door-to-door sales, pawnbrokers, trash haulers, secondhand dealers, flea market businesses, tree-trimming businesses, sexually-oriented businesses, merchant patrol/security guard services, sign companies, and building and trade contractors. Please contact the City Clerk's Office at (719) 269-9011 for further information regarding these licenses.