



City of Cañon City

P.O. Box 1460 – 128 Main Street – Cañon City, CO 81215-1460
 (719) 269-9011 – Fax: (719) 269-9017

Applications must be completed in full. Return applications to the City Clerk.

Office of the
City Clerk

NEW LICENSE

RENEWAL

1. Type of License (check one)

- | | |
|--|---|
| <input type="checkbox"/> Auction Room License (\$300) <small>Municipal Code 5.08.000</small> | <input type="checkbox"/> Security Guard (\$50 New/\$25 Renewal) |
| <input type="checkbox"/> Auctioneer License (\$100 New) <small>Municipal Code 5.08.000</small> | <input type="checkbox"/> Mobile Home Parks (\$100) <small>Municipal Code 5.34.000</small> |
| <input type="checkbox"/> One-Day Auctioneer License (\$25.00) | <input type="checkbox"/> Pawnbrokers (\$100) <small>Municipal Code 5.36.000</small> |
| <input type="checkbox"/> Trash, Garbage, Refuse, & Rubbish Collection
(\$75 + \$25 per additional vehicle) <small>Municipal Code 5.24.000</small> | <input type="checkbox"/> Peddler's License (\$100 New/\$50 Renewal) |
| <input type="checkbox"/> Junk Dealer (\$25) <small>Municipal Code 5.28.000</small> | <input type="checkbox"/> Peddler's Permit (\$50 New/\$35 Renewal)
<small>Municipal Code 5.40.000</small> |
| <input type="checkbox"/> Merchant Patrol/Security Guard Service
(\$100 New/\$50 Renewal) <small>Municipal Code 5.32.000</small> | <input type="checkbox"/> Outdoor Advertising (\$25.00) <small>Municipal Code 17.30.000</small> |
| <input type="checkbox"/> Alarm Company (\$250.00) | <input type="checkbox"/> Secondhand Dealer/Flea Market (\$100)
<small>Municipal Code 5.46.000</small> |
| | <input type="checkbox"/> Tree Trimmer (\$50.00) <small>Municipal Code 5.52.000</small> |

2. Applicant Information– Individual or Sole Proprietor

Full Name	Date of Birth:
Residence Street Address	Mailing Street Address
Residence City, State and Zip Code	Mailing City, State, and Zip Code
Phone Number with Area Code:	E-mail Address:

3. Applicant Information– Entity (LLC, Corporation, etc.)

Legal Business Name (Attach Certificate of Good Standing)	Trade Name/dba (Attach Trade Name Certificate)
Principal Place of Business Address	Principal Place of Business Mailing Address
Principal Place of Business City, State and Zip Code	Principal Place of Business Mailing Address City, State, and Zip Code
Phone Number with Area Code:	E-mail Address:
Fax Number:	Type of Business (Corporation, LLC, Partnership, etc)

**4. Business Information (Skip if you are an individual/sole proprietor) (Attach sheets as necessary.)
Provide personal information about the principals and managing agents of the business.**

Full Name (including aliases)	Title (principal, managing agent, etc)
Residence Street Address	Mailing Street Address
Residence City, State and Zip Code	Mailing City, State, and Zip Code
Phone Number with Area Code & E-mail Address:	Date of Birth
Full Name (including aliases)	Title (principal, managing agent, etc)
Residence Street Address	Mailing Street Address
Residence City, State and Zip Code	Mailing City, State, and Zip Code
Phone Number with Area Code & E-mail Address:	Date of Birth
Full Name (including aliases)	Title (principal, managing agent, etc)
Residence Street Address	Mailing Street Address
Residence City, State and Zip Code	Mailing City, State, and Zip Code
Phone Number with Area Code & E-mail Address:	Date of Birth

5. Provide personal information about the local resident agent of the business for legal service.

Full Name (including aliases)	Phone Number with Area Code
Residence Address, City, State, and Zip Code	E-mail Address

6. Alarm Company License (Skip if not applying for an Alarm Company License.)

Indicate types of services to be provided: _____

Use of owned, non-owned, or hired automobiles Yes No N/A

7. Peddler's License (Skip if not applying for a Peddler's License.)

The following questions must be completed by EACH person working under a Peddler's License who will receive a Peddler's Permit.

Have you ever been convicted of any crime or ordinance violation (other than minor traffic violations) during the last 10 years? Yes No

*If yes, state date and nature offense:

*Place where offense occurred:

*Date of conviction: _____

*Court _____

*Penalty Imposed _____

*Date requirements of penalty satisfied: _____

*Are you currently on parole or probation for any criminal violation(s): Yes No

If so, please provide details (including date probation/parole will be satisfied and probation/ parole officer's contact information): _____

*Are you required to register as a "convicted sex offender" pursuant to 16-22-103, C.R.S.?

Yes No

If yes, why? _____

Where & with what agency are you registered?: _____

Have you ever applied for and received a Door-to-Door sales permit? Yes No

If so, please identify other communities in which you have been permitted or licensed. Include contact information for each permit or licensing authority from whom you have held a permit/ license. _____

Please provide a brief description of the merchandise to be sold or other activity that requires a license and permit pursuant to the Cañon City Municipal Code. Applicant may attach copies of promotional sales brochures to satisfy this requirement: _____

8. Mobile Home Park (Skip if not applying for a Mobile Home Park License.)

Inspection from Cañon City Code Enforcement: Yes No

Please provide a copy of letter stating you passed inspection.

9. Alarm, Merchant Patrol, and Peddler (Skip if not applying for Alarm/Merchant Patrol/Peddler License.)

If applicant is a corporation, partnership, or a limited liability company, it is required to list by position all officers and directors, general partners, managing members, all stockholders, partners (including limited partners) and members who have a 10% or greater financial interest in the applicant. All persons listed here or by attachment must submit and attach an Individual Information Form.

Name	Home Address, City & State	Date of Birth	Position	% Owned

10. Merchant Patrol, Security Guard Services and Alarm Company (Skip if not applying for a Merchant Patrol/Security Guard/Alarm Company.)

Attended Basic Security Class approved by the Cañon City Chief of Police: Yes No

*Please attach the original certificate of completion.

*Please include two (2) letters of reference from persons who have personally known you for at least five (5) years and can attest to your good character, integrity, and suitability as a Security Guard. Letters MUST contain the name, address, and daytime phone number of the person submitting the statement.

Criminal and License History (Attach sheets as necessary.)

Has the applicant or any principal or managing agent ever been **ARRESTED, CHARGED, or CONVICTED** of **ANY** criminal offense? Yes No If Yes, explain with date, place, and disposition of the event(s):

Has the applicant or any principal or managing agent ever been convicted of operating as an individual or a business without a license? Yes No If Yes, explain with date, place, and disposition of the event(s):

Has the applicant or any principal or managing agent ever had a business license denied, suspended, or revoked, whether in this state or any other state? Yes No If Yes, explain type of license, action taken and reasons, date and place of action, and agency or entity that took such action.

11. Statement of Release and Affirmation

I hereby authorize the City of Cañon City to investigate my background and qualifications for purposes of determining whether I am qualified for the business license for which I am applying.

By submitting this application, I understand and acknowledge that the City Clerk’s Office may request other relevant information in connection with this application. Failure to provide the requested information may result in denial of this application. I also acknowledge and understand that the City Clerk’s Office cannot accept an application unless it is accompanied by the required fees and attached checklist.

I declare under penalty of perjury that this application and all attachments are true, correct and complete to the best of my knowledge and that I have read and will adhere to and will require my employees to adhere to all regulations set forth herein and within the Cañon City Municipal Code Title 5 governing Business and

Full Name Printed	Full Name Signature
Date:	Job Title:

Business License Checklist

Auctioneer:

- _____ Application
- _____ Fee (\$300 Auction Room), (\$100 Auctioneer), (\$25 One-Day Auctioneer)
- _____ Copy of Driver's License State Identification Card or other proof such as a utility bill for proof of residence.

Trash Hauler:

- _____ Application
- _____ Fee (\$75 fee + \$25 per vehicle)
- _____ Copy of Driver's License State Identification Card or other proof such as a utility bill for proof of residence.
- _____ Registration for all motor vehicles used to haul trash
- _____ Liability Insurance with the City of Cañon City names as an additional insured.
- _____ Inspection by Code Enforcement for all trash hauling vehicles (Signed off by Code Enforcement)

Junk Dealer:

- _____ Application
- _____ Fee (\$25)
- _____ Copy of Driver's License State Identification Card or other proof such as a utility bill for proof of residence.

Merchant Patrol and Security Guard Services and Security Guards:

- _____ Application
- _____ Fee (\$100 new/\$50 renewal Marchant Patrol or Security Guard Service), (\$50 new/\$25 renewal Security Guard)
- _____ Copy of Driver's License State Identification Card or other proof such as a utility bill for proof of residence.
- _____ Copy of Fingerprint Card
- _____ Documentation of an approved Security Guard Program and approved Firearms Course (Firearms Course not required for unarmed Security Guard License)
- _____ Bond running to the City in the sum of \$5,000 with good and sufficient sureties
- _____ Liability Insurance with the City of Cañon City names as an additional insured.

Alarm Company:

- _____ Application
- _____ Fee (\$250)
- _____ Copy of Driver's License State Identification Card or other proof such as a utility bill for proof of residence.
- _____ Liability Insurance with the City of Cañon City names as an additional insured.

Please return this check list and required documents to: City of Cañon City, Attention City Clerk, P.O. Box 1460, Cañon City, CO 81215-1460. If you have any questions please call 719.269.9011. Thank You.

Mobile Home Parks:

_____ Application

_____ Fee (\$100)

_____ Copy of Driver’s License State Identification Card or other proof such as a utility bill for proof of residence.

_____ Passed Inspection Paperwork from Cañon City Code Enforcement

Pawnbrokers:

_____ Application

_____ Fee (\$100)

_____ Copy of Driver’s License State Identification Card or other proof such as a utility bill for proof of residence.

Peddlers, Solicitors, and Canvassers:

_____ Application

_____ Fee (\$100 new/\$50 renewal for Peddlers License and \$50 new/\$35 renewal for each Peddler Permit)

_____ Copy of Driver’s License State Identification Card or other proof such as a utility bill for proof of residence.

_____ Proof of Citizenship or proof that an applicant is legally able to work in the United States

Secondhand Dealer and Flea Market:

_____ Application

_____ Fee (\$100)

_____ Copy of Driver’s License State Identification Card or other proof such as a utility bill for proof of residence.

Tree Trimmers

_____ Application

_____ Fee (\$50)

_____ Copy of Driver’s License State Identification Card or other proof such as a utility bill for proof of residence.

_____ Proof that applicant has passed the written test given by the Parks Director within the last 5 years)

_____ Liability Insurance with the City of Cañon City names as an additional insured.

Outdoor Advertising

_____ Application

_____ Fee (\$25)

_____ Copy of Driver’s License State Identification Card or other proof such as a utility bill for proof of residence.

All Business Licenses expire on December 31st of the year that it was issued.