



City of Cañon City

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%; 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 Fremont County Health Officer, Amy Jamison at the Fremont County Department of Public Health & Environment, 201 N. 6th Street, Cañon City, CO 81212. Phone (719) 276-7361.

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

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%

| | | | |
|-------------------|--|--------|--|
| Business Name: | | | |
| Business Address: | | | |
| Business Phone: | | Email: | |

| | | | |
|------------------------|--|--|--|
| Colorado Sales Tax No. | | | |
| Name of Applicant: | | | |
| Address: | | | |
| Home Phone No: | | | |
| Nature of Business: | | | |

| | | | |
|--|--|--|--|
| Name, Address & Phone Number of All Agents Under this License: | | | |
| | | | |
| | | | |
| | | | |

| | | | |
|-----------------|--|--|--|
| Event Location: | | | |
| Event Dates: | | | |

| | | | |
|---|--|--|--|
| Name, Address and Phone Number of Two (2) Character References: | | | |
| | | | |
| | | | |

| | | | |
|------------|--|------|--|
| Signature: | | Date | |
|------------|--|------|--|

(FOR OFFICE USE ONLY)

| | | | | | |
|-------------|--|---------|--|--------------|--|
| License No: | | SIC No: | | Location No: | |
|-------------|--|---------|--|--------------|--|

| | | | |
|-----------------------------|--|-----------------------------|--|
| Planning & Zoning Approval: | | Sales/Use Tax Approval: | |
| <i>City Planner</i> | | <i>Sales Tax Technician</i> | |

| | | | |
|-------------------------|--|-------------------|--|
| Sales/Use Tax Reviewed: | | Finance Director: | |
|-------------------------|--|-------------------|--|



City of Cañon City

*Finance Department
Sales/Use Tax Division*

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 Use. 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: L.G. Oxford, 275-9642

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 CANON CITY
OUTDOOR RETAIL SALES ADMINISTRATIVE PERMIT**

| | |
|---|--|
| Proposed Location of Sale: | |
| Type of Product Sold: | |
| List any Limitations/Conditions: | |

| | | |
|-------------------|---------------------------------------|--|
| APPLICANT: | Name: | |
| | Address: | |
| | Vehicle License No: | |
| | City Sales Tax License No: | |
| | CO State Sales Tax License No: | |

| | | | |
|---------------------------|--|------------|--|
| PERMIT VALID FROM: | | TO: | |
|---------------------------|--|------------|--|

[Per City Code §17.20.140(G)(1) – Permit Valid for 30 Days]

| | | | |
|------------------------------|--|------------|--|
| DATES OF SALES, FROM: | | TO: | |
|------------------------------|--|------------|--|

[Per City Code §17.20.140(G)(2) – Not to Exceed 15 Days]

| | |
|--|--|
| NUMBER OF PERMITS ISSUED TO APPLICANT DURING CALENDAR YEAR: | |
|--|--|

[Per City Code §17.20.140(G)(3) – Maximum of 3 Permits per Calendar Year]

DEBRIS & LITTER RESULTING FROM THIS SALE SHALL BE THE RESPONSIBILITY OF:

| | |
|--|--|
| NAME: | |
| APPLICANT SIGNATURE & DATE: | |

CITY APPROVALS:

| | |
|--|--|
| SALES/USE TAX APPROVAL: | |
| PLANNING & ZONING APPROVAL: | |
| CITY ADMINISTRATOR: | |



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 – Police Dept./ Sales/Use Tax/ Planning & Zoning



City of Cañon City

Finance Department
Sales/Use Tax Division

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 Division: _____
Date: _____

Approved by Planning & Zoning Division: _____
Date: _____