



Business Registration & Licensing

Every person engaged in business in the City of Lakewood must register their business with the City and obtain the appropriate licenses. For registration purposes, “business” includes all kinds of trades, vocations, occupations, professions, enterprises, establishments and all other kinds of activities whether or not for profit.

See *Tax Compliance Guide – Engaged in Business in the City*

Verification of Lawful Presence

Individuals and sole proprietorships are required by State Statute to prove they are lawfully present in the United States before receiving a license. In addition to the Business Registration, a *Verification of Lawful Presence* form must be submitted along with acceptable supporting documentation.

Application Process

An application can be completed online in Lakewood Business Pro (accessed via www.lakewood.org). Applicants can also choose to complete the online application in person with the assistance of Taxpayer Services. The City charges an application fee of \$15 for a sales tax license. There is no fee for a use tax license.

Note that other City departments/divisions, such as the Building Division and the Planning Department, need to review all such applications. The application review process typically takes up to 14 days. Once approved, the business license will be mailed to the address provided on the application. The business license must be posted in a conspicuous place at the place of business for which it is issued. The City does not require annual renewal of business licenses.

Multi-Location Taxpayers

Taxpayers operating at more than one location in Lakewood must obtain a separate license for each location. Taxpayers must also make a separate return for each location/account. Consolidated filing is not permitted. Taxpayers located within the City that also make catalog or Internet sales shall not combine such sales with sales made from City locations. A separate license must be obtained for all catalog, internet and out-of-city sales.

Business Start Date & Prior Period Tax Returns

It is important to list the correct business start date on the application. A return will be required for each period including and subsequent to the business start date. If a license is obtained after the start of business, returns must be filed for the prior reporting periods. A return must be filed even if there is no tax due. A late file penalty (10% of tax or \$15, whichever is greater) will apply for each period filed after the due date. Once an account is established, returns can be accessed through an online account on Lakewood Business Pro.

Filing the First Return

Sales/use tax returns and payments shall be made monthly before the twentieth day of the following month. Service-only businesses may request to file annually. Returns must be submitted, even if there is no liability (“zero return”).

The *Lakewood Municipal Code* imposes a use tax upon the purchase price paid for tangible personal property, except inventory held for resale, acquired with the purchase of a business and for use or consumption in the operation of the business. This use tax should be captured on the first return of the business on Schedule A/Line 8 of the City sales/use tax return.

Return forms will not be mailed out by the City. Returns can be accessed online at Lakewood Business Pro with an established user account.

See *Tax Compliance Guide – Filing Frequencies and Due Dates*

See *Tax Compliance Guide – Sales Tax*

See *Tax Compliance Guide – Use Tax*

Changes or Cancellations

Current and accurate contact information, including mailing address, business address, phone numbers and contact persons, is critical for receiving important communications from the City’s Revenue Division. Changes can be made online via Lakewood Business Pro or by contacting the Revenue Division.

Cancellation of a business account must be communicated in writing to the Revenue Division. Acceptable notification includes an update to the web

profile, an email to the Revenue Division or completion of the account/address change section on the face of the hard copy return. Cancellation includes businesses closed, sold, moved out of the City or otherwise discontinued. Inactivity on an account will not result in an account being automatically closed. Final tax returns must be filed within ten (10) calendar days of the close of the business. New owners must apply for a new license. New owners should also note that they are jointly liable for taxes outstanding at the time of the purchase of the business and are encouraged to obtain a *Certificate of Taxes Due* from the seller.

Related Topics

Engaged in Business in the City
Filing Frequencies and Due Dates
Sale or Purchase of a Business
Sales Tax
Tax Exempt Entities
Use Tax

Citations

Lakewood Municipal Code

§ 3.01.020 Definitions
§ 3.01.120 Property and services taxed (Sales)
§ 3.01.130 Collection of sales tax
§ 3.01.210 Property and services taxed (Use)
§ 3.01.220 Collections of use tax

Regulations

§ 3.01 Sales and Use Tax Rules and Regulations and Special Regulations

THIS GUIDANCE IS A SUMMARY IN LAYMEN'S TERMS OF THE RELEVANT LAKEWOOD TAX LAW FOR THIS TOPIC, INDUSTRY, OR BUSINESS SEGMENT. IT IS PROVIDED FOR THE CONVENIENCE OF TAXPAYERS AND IS NOT BINDING UPON THE CITY. IT IS NOT INTENDED FOR LEGAL PURPOSES TO BE SUBSTITUTED FOR THE FULL TEXT OF THE LAKEWOOD MUNICIPAL CODE AND APPLICABLE RULES AND REGULATIONS. THIS GUIDE DOES NOT CONSTITUTE A CITY TAX POLICY.

Contact Us

For additional assistance, please contact us:

City of Lakewood
Revenue Division
480 S. Allison Parkway
Lakewood, CO 80026

(303) 987-7630

www.lakewood.org