

SALES TAX DEPARTMENT
1 CITY HALL PLACE
PUEBLO, CO 81002



www.pueblo.us

SALES TAX DIVISION
OFFICE: (719) 553-2659
FAX: (719) 553-2657
Email: salestax@pueblo.us

SALES TAX ROUTING SHEET

STEPS 1 AND 2 ON THIS ROUTING SHEET ARE TO BE COMPLETED BEFORE YOU SUBMIT YOUR APPLICATION FOR BUSINESS LICENSE TO THE CITY SALES TAX / BUSINESS LICENSE OFFICE

STEP 1: Complete contact information in box below and submit to the City Sales Tax Office:

Sales Tax Division Reviewed <input style="width: 100px; height: 20px;" type="text"/>	PLEASE PRINT
Business Name _____ DBA: _____	
Address _____ Contact Telephone No. _____	
Contact E-mail: _____ Contact Name: _____	
Contact Address: _____	
Description of Business (Be Specific): _____	
What is the general use proposed? <input type="checkbox"/> Apartment <input type="checkbox"/> Auto Repair <input type="checkbox"/> Auto Body <input type="checkbox"/> Bar <input type="checkbox"/> Education	
<input type="checkbox"/> Home Based Business <input type="checkbox"/> Office <input type="checkbox"/> Lodging <input type="checkbox"/> Religious <input type="checkbox"/> Restaurant <input type="checkbox"/> Retail (general) <input type="checkbox"/> Retail (secondhand)	
<input type="checkbox"/> Retail (antiques) <input type="checkbox"/> Service <input type="checkbox"/> Storage <input type="checkbox"/> Other: _____	
Will this business involve marijuana consumption, dispensary, cultivation, or other associated use? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature _____	Title & Date _____

STEP 2: Obtain signatures from the agencies marked with an "A" below:

If neither agency is marked with an "A," skip this step.

<input type="checkbox"/> Environmental Health Department 101 W. 9 th Street, Pueblo, CO 81003 (719) 583-4307 (Pay applicable fee)	_____ DATE	_____ SIGNATURE
<input type="checkbox"/> Regional Bldg. Dept. 830 N. Main St #100, Pueblo, CO 81003 (719) 543-0002 (Pay applicable fee)	_____ DATE	_____ SIGNATURE

STEP 3: After completing Step 1 and Step 2, and after notification from the Fire Department and/or Wastewater Department, submit this routing sheet and the license application to the City of Pueblo Sales Tax Office.

Internal Use Only:

<input checked="" type="checkbox"/> Planning & Community Development (719) 553-2259 (No fee)	_____ DATE	_____ SIGNATURE
<input checked="" type="checkbox"/> Pueblo Fire Department (719) 553-2830 (Pay applicable fee)	_____ DATE	_____ SIGNATURE
<input checked="" type="checkbox"/> Pueblo Wastewater Department (719) 553-2250 jgregorich@pueblo.us	_____ DATE	_____ SIGNATURE
<input type="checkbox"/> Pueblo Transportation (719) 553-2722 (Pay applicable fee) (street function, transport fixed route)	_____ DATE	_____ SIGNATURE
<input type="checkbox"/> Pueblo Public Works (719) 553-2295 (Pay applicable fee) (drainage issues, detail or car wash long term mobile food carts in right of way, parades)	_____ DATE	_____ SIGNATURE