ACCOUNT NUMBER: _____ TAXES PAID: YES____ NO_____ PERIOD:_____ L6_____

**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**

# TEMPORARY USE PERMIT

## STEP 1: Complete contact information:

Sales Tax Division Reviewed ☐ **PLEASE PRINT**

Business Name_____ DBA: _____

Applicant Address _____ Contact Telephone No. _____

Contact E-mail:_____ Applicant Name _____

Will this business involve marijuana consumption, dispensary, cultivation, or other associated use? ☐Yes ☐ No

_____ _____
Signature Title & Date

## STEP 2: Complete Temporary Use Information:

Temp Location Address:_____

Description of Business (**Be Specific**):_____

Dates at Temporary Location: Beginning Date _____ End Date _____

Property Owner Name _____

_____ _____
Property Owner Signature Title & Date

## STEP 3: Obtain signatures from the agencies marked with an "A" below:

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

☐ Environmental Health Department
101 W. 9th Street, Pueblo, CO 81003
(719) 583-4307 (Pay applicable fee)

_____ _____
DATE SIGNATURE

☐ Regional Bldg. Dept.
830 N. Main St #100, Pueblo, CO 81003
(719) 543-0002 (Pay applicable fee)

_____ _____
DATE SIGNATURE

## STEP 4: After completing Steps 1 - 3, and after notification from the Fire Department, submit this routing sheet to the City of Pueblo Sales Tax Office.

**Internal Use Only:**

☒ Planning & Community Development
(719) 553-2259 (No fee)

_____ _____
DATE SIGNATURE

☒ Pueblo Fire Department
(719) 553-2830 (Pay applicable fee)

_____ _____
DATE SIGNATURE

Revised 7/18/18