



## STARTING A BUSINESS IN BUENA VISTA, COLORADO

1. **Where should I begin when opening a business in Buena Vista?**

The first thing to consider when starting a business in Buena Vista is whether your desired location is zoned for the type of business you wish to conduct. Check the zoning of your property by consulting the Buena Vista Zoning Map, available on the Town website ([buenavistaco.gov](http://buenavistaco.gov)), or by contacting the Planning Technician at 719-581-1028.

2. **Will I be required to obtain a business license?**

You must obtain a Town business license if your business is located within Buena Vista town limits, and/or you plan to do business in the Town. Some types of businesses are subject to special supplemental licensing requirements. If you will have more than one location in town, you must have a separate business license for each address. Download an application from the Town website or come by Town Hall (210 East Main) to pick up a hard copy. Please call the Deputy Town Clerk with any questions at 719-581-1026.

For most types of businesses, you will also need to obtain a state sales tax license. Check the website of the Colorado Department of Revenue ([colorado.gov/revenue](http://colorado.gov/revenue)) for more information.

3. **Now that I have my business license, what about signs?**

The installation of new signs and/or modification of existing signs will in most cases require submission of a sign permit. Please call the Planning Technician at 719-581-1028 for details.

4. **What if I am renting the building in which I'll be doing business? What if I'm the owner?**

If you're a renter, you will need to submit an Owner Authorization form to our Planning Department, and you may be required to submit a Change of Use form as well.

If you are the owner of the building, a Change of Use form may be required. Please contact our Planning Department for more information.

5. **I'm opening a restaurant. What are the additional requirements?**

Any business that sells food is required by the Town of Buena Vista and Chaffee County to acquire a County Health certificate. This assures all patrons of your establishment that your business has been inspected and meets health and sanitary requirements. Please visit the Chaffee County website ([chaffeecounty.org](http://chaffeecounty.org)) for more information.

6. **What if I wish to serve alcohol at my establishment?**

In order to serve alcohol, you must obtain both State and Town liquor licenses. This can be a lengthy process, so please contact the Town Clerk at 719-581-1017 as soon as possible to get started.



7. **What if I wish to offer a Short-Term Rental?**

A Short-Term Rental is defined as a rental in a non-owner occupied space that runs for 30 days or less. To begin the application process, please submit the following:

- a. **Short-Term Rental License Application** – The Town will work with you to ensure that your establishment meets all current codes and is safe for your guests.
- b. **Town Business License** – As with all businesses located within Town limits, you must apply for a business license.
- c. **Colorado State Sales Tax License** – Check the Colorado Department of Revenue website for information about how to obtain this license.

More information can be found on the Short Term Rental page of the Town website. Please call the Code Enforcement Officer at 719-581-1024 with any questions and to arrange an inspection.

8. **What if I wish to conduct business from my home?**

Please contact our Planning Technician at 719-581-1028 to determine whether or not you will need to fill out Home Occupation and Change of Use forms. You will be required to submit a Town business license application, and you should check the Colorado Department of Revenue website for sales tax licensing requirements.

9. **What if I only want to conduct business for part of the year (i.e. run a food cart, sell goods on the street, solicit door-to-door, etc.)?**

Depending on the nature of your business, you will need a Town business license **and** either a temporary vendor permit or a peddler's license. Please consult the Town website to determine which application will meet your needs. For assistance with temporary vendor permits, call the Planning Technician at 719-581-1028; for help with a peddler's license, call the Deputy Town Clerk at 719-581-1026.

10. **I want to set up a booth at one or more Town event. What do I need to do?**

If you are only attending a single event (i.e. Gold Rush Days), or are attending a longer-running event for only one weekend (Farmers Market), please direct your inquiries to the event's Vendor Coordinator. The Coordinator will collect a vendor's fee of \$15 from you.

If you plan to set up a booth for several events or over several weekends, obtaining a Town business license will save you time and money. The annual license fee of \$30 will cover all your vendor activities, and you will not need to pay the \$15 per-event fee.