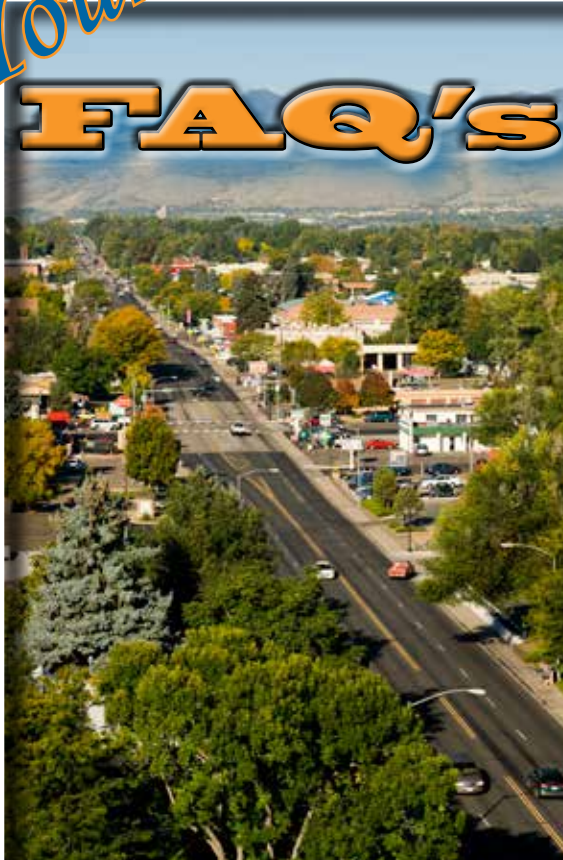


Your

FAQ's



Before You Start a Business

A Start-up Guide for the Small Business Owner



This brochure provides frequently asked questions regarding opening a business in Wheat Ridge. It's designed to ensure you have access to information to make your business a success.

How to use this guide:

- ♦ Use this during meetings with the City, your landlord, architect, special districts, health department & other agencies.
- ♦ Each question has a code indicating the department best suited to address the topic.
 - CD = Community Development
 - PW = Public Works
 - Fire = Fire Department
 - AS = Administrative Services
 - ED = Economic Development
- ♦ Document all information you receive.

Ask if additional literature is available pertaining to a specific question or inquiry.

Most forms and applications are available on the City's website at: www.ci.wheatridge.co.us.

Additional service agencies work cooperatively with Wheat Ridge on business permitting. You may be required to contact the following agencies.

Appropriate Water District
Jefferson County Health Department
Independent Refuse Hauler
Appropriate Sanitation District
Appropriate Fire District

Please understand this is intended to be a guide as each business has its unique qualities. The City reserves the right to amend, change or alter portions of this brochure.

All questions may be not be listed and all responses may not be identical for each business.

All businesses will be required to obtain a City business license.

How Long Will it Take? Ask Us ...

My building improvement permit application?
4-6 weeks at the outside depending upon the scope of the improvements and document details.

My business license application?
At least 10 business days after submission of an application.

My alcohol license?
The normal time is approximately 90-120 days.

When will I receive my Certificate of Occupancy?
When all required inspections and permits are obtained, it takes staff about 36-hours to complete the paperwork. In many instances, a temporary permit can be provided.

Fees, Ask Us...

Building and Tenant Improvements
Fees are calculated upon submission and review by staff. Forms are available on the City's website.

Business License
Paid at the time an application is submitted. Refundable if denied or withdrawn

Use Tax
Construction materials and equipment rentals: All construction materials and supplies are taxed when you get a permit. This permit is your proof of exemption from local tax when making purchases. Feel free to copy it.

Business equipment and furnishings: Be sure a local sales tax has been paid on all such items. If you bought them at retail, local sales tax was likely paid, but not if you bought them by internet or from a private person. You may need to pay initial use tax to the City. Tax staff can help you determine this.

Business Assistance, Ask Us...

The following services are only a small portion of programs offered by the City, County, State and Federal Government. To learn more, visit www.ci.wheatridge.co.us and click on the Business Tab.

Economic Development: Steve Art, Economic Development Manager, can provide information on business development, resources, site location, and other information about starting a business. 303-235-2806 or sart@ci.wheatridge.co.us.

Before Opening Your Doors, Ask Us...

What is the zoning required for my business? (CD) _____

Is the current zoning permitted for my business? (CD) Yes No

Will I need a Conditional or Special Use Permit? (CD) Yes No

Is the building compliant with all City Codes? (CD) Yes No Inspection

Will I need additional licenses or permits? (AS, PW, CD, Fire) Yes No

Will I need to file for a fictitious trade name statement? (AS) Yes No

How do I report sales tax and use tax? (AS) _____

Improvements to an Existing Structure, Ask Us...

Do I need improvements prior to occupancy? (CD) Yes No

Do my improvements require a permit? (CD, Fire) Yes No

Do I need an architect or other professional? Yes No

What plans need to be submitted? (CD, Fire) _____

Will an encroachment permit be required? (PW) Yes No

Tell me about my signage; what's permitted? (CD) _____

Can I expand the building footprint? (CD) Yes No

What is required to expand the building? (CD) _____

Is the fire separation adequate? (CD) Yes No

Does the building require fire sprinklers? (CD, Fire) Yes No

Are there any accessibility issues? (CD) Yes No

What are the parking requirements? (CD) _____

How do I and how often do I request inspections? _____

The appropriate Fire District needs to be contacted regarding District requirements. Permits are obtained separately from any City process, but their approval must be obtained prior to being issued a Certificate of Occupancy.

Food Related Businesses, Brew Pubs, Micro Brewery, and Bars, Ask Us...

Will I need a fat, oil and grease separator? (CD) Yes No

Is the existing equipment adequate; is testing required? (CD) Yes No

How do I obtain an alcohol permit? (AS) _____

The Jefferson County Health Department (<http://jeffco.us/health/index.htm>) should be contacted for health code requirements. This permit is obtained separately from any city process, but their approval must be presented prior to being issued a Certificate of Occupancy.

Prior to the purchase of any commercial kitchen equipment, the building division and fire district will provide a courtesy review and site walk-through to assure compliance with local regulations. Please provide item cut sheets.

Notes: _____

Other Resources

Jefferson County Business Resource Center (JC-BRC): Access to resources and comprehensive services at no or low cost, www.jeffcobrc.org.

Small Business Development Center (SBDC)
Free one-on-one counseling services in the areas of financing, research and marketing, business plan preparation, and other small business subjects, 720-256-2640.

Wheat Ridge 2020 (WR2020)
Provides low-interest loans and grants for improvements. 720-259-1030 www.wheatridge2020.org.

Wheat Ridge Business District (WRBD)
Offers matching fund program to commercial business improvements, 720-259-1030 www.wheatridge2020.org.

Jefferson Economic Corporation (Jeffco EDC)
Supports the economic vitality of Jefferson County through the creation, retention and expansion of primary jobs, www.jeffcoedc.org.

Jefferson County Workforce Center
Offering pre-screened candidates qualified for industry, hiring events, extensive training for staff, retention tools, and aid for displaced workers, 303-271-4700, www.jeffcoworkforce.org.

Phone Numbers

Administrative Services	303-235-2825
Building Division	303-235-2873
Community Development	303-235-2846
Economic Development	303-235-2806
Public Works	303-235-2861
Sales Tax Division	303-235-2822

WR Fire	303-403-5900
Arvada Fire	303-424-3012
Fairmount Fire	303-279-2928
West Metro Fire	303-989-4307

Applewood Sanitation District	303-232-6883
Clear Creek Valley Sanitation District	303-424-4194
Fruitdale Sanitation District	303-424-5476
North Table Mountain Sanitation District	303-279-2854
Northwest Lakewood Sanitation District	303-987-0835
Westridge Sanitation District	303-424-9467
Wheat Ridge Sanitation District	303-424-7252

Consolidated Water District	303-238-0451
Denver Water	303-628-6000
Edgewater Water	303-238-7803
North Table Mountain Water	303-279-2854
Valley Water	303-424-9661
Wheat Ridge Water	303-424-2844

County Health Department	303-271-5700
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