
TEMPORARY BUSINESS LICENSE AND SPECIAL EVENTS

Peddlers, solicitors, and those wishing to sell at special events are subject to varying requirements.

NON-RESIDENT VENDORS

Any business or person not residing in Wheat Ridge who wishes to conduct short term sales by employees or agents in the City must have a peddler's or solicitor's license (Temporary Business and Tax License). The *General Business and Tax License* is required if the vendor will conduct regular and ongoing sales or deliveries in company vehicles or by employees or agents who are physically present for business purposes in the City.

PEDDLERS

Only holiday trees, produce, and bedding plants may be sold at temporary outside locations in the City. Mobile or temporary food vending is also allowed. Sellers must obtain the Temporary Business License, which is valid for no more than 90 days.

- Get the property owner's written permission.
- Get a Land Use Permit from Zoning. Call: (303) 235-2846
- Complete the Temporary Business License Application.
- Submit it to the Tax Office at City Hall with the required fees.

COSTS—TEMPORARY LICENSE FOR PEDDLERS

TOTAL \$120
License fee: \$ 20
Tax deposit: \$100, excess over actual tax is refunded
Site cleanup deposit: This requirement was suspended by Zoning as of March 2014.

SOLICITORS

Anyone who sells or offers to sell services, food and beverage or other goods house to house or street-to-street by walking, pushcart, wagon, motor vehicle or other form of transportation temporarily must obtain the Temporary Business License. This license is valid for no more than 90 days.

- Complete the Temporary Business License Application and Lawful Presence Affidavit.

Sales Tax Division
(303) 235-2820

7500 W. 29th Avenue

Wheat Ridge, CO 80033
WRTax@ci.wheatridge.co.us

- Submit it to the Tax Office at City Hall with the required fees.

COSTS—TEMPORARY LICENSE FOR SOLICITORS

TOTAL \$120
License fee: \$ 20
Tax deposit: \$100, excess over actual tax is refunded

The tax deposit may be waived for non-taxable service sales or charitable sales. Some services are taxable in Wheat Ridge.

SPECIAL EVENTS

Commercial booth operators at events sponsored by the City for one day or less are not peddlers and do not have to pay a license fee or deposit, but must collect sales tax. If the event lasts longer than a single day, there is a \$50 tax deposit which offsets tax due after the event.

Commercial booth operators at events that are both operated by a non-profit and are not City-sponsored, such as church bazaars, school festival nights, and similar also do not pay a license fee or deposit. If all proceeds are donated to the non-profit, sales are tax exempt up to \$25,000 for the event, otherwise tax is due after the event.

City-licensed non-profits conducting their own fundraisers in any way do not need any other kind of license and may sell up to \$25,000 a year exempt from tax (\$5,000 a transaction). The City's exemption license is required as evidence of non-profit status being recognized by the City. While the exempt license is free and lasts for three years it does require documentation. See the Exempt Organizations flyer for more information or contact the Tax Division.

TAXES

Sales tax from peddling or soliciting under a Temporary Business and Tax License is reportable after the completion of sales. Any amount over the deposit is due within twenty (20) days of the end of the month. The City rate is 3.5 percent.