



ITINERANT MERCHANT LICENSE APPLICATION / RENEWAL FORM

Please refer to the Online CSS Application Submission Instructions for filling your application and paying of application fees. For BACKGROUND CHECK fees you will be invoiced separately by City Licensing Staff.

You must apply for a license at least 2 weeks prior to beginning door-to-door sales.

You may not begin business in the City of Boulder until you have your itinerant merchant and sales tax licenses in your possession. ***Please renew your itinerant merchant license at least 2 weeks before your expiration date.*** Renewed licenses will be sent to your mailing address or emailed to your email address – please ensure that we have the correct information. Late applications are not accepted. If using this form for a new license, you must complete all fields. **If using as a renewal, please complete all information and note if the information has changed since last year.**

2023 new application/renewal yearly license fee: \$70.00 + \$7 per person for background check

New Renewal

Expiration date (if a renewal): _____

Email address: _____

Business/Applicant: _____ Business phone _____

Business mailing address: _____

Physical address, if different: _____ Alternate phone: _____

Trade name (DBA): _____ Cell phone: _____

Business type: Individual Partnership Corporation LLC

For new applications and renewals, for individual or partnership businesses, please complete the following information for each owner:

Name	Home Address	Date of Birth

For new applications and renewals, for corporation and LLC businesses, please complete the following information for each member/officer:

Name	Home Address	Date of Birth
Pres./Mgr.		
VP		
Sec.		
Tres.		

Yes, I have a valid sales and use tax for business license in good standing with the City of Boulder.
 Please also indicate if the sales tax staff have received the required \$500 sales tax deposit.

If not, you must apply for a sales tax license and provide proof of sales tax license or application before this license will be issued.

For City of Boulder staff use only

Date sent to Sales Tax: _____

Sales Tax Approved

Sales Tax Denied

Notes: _____

Name, Date

Background Checks.: _____

Approved

Denied

Notes: _____

Name, Date