

Itinerant Merchant Licenses
(for door to door sales)

Pursuant to changes made to Boulder Revised Code in October of 2021 for the annual license renewals or initial applications for Itinerant Merchant Licenses, beginning with the 2022 renewal or application cycle, all licenses will be issued with a staggered license term so that licenses are staggered for even and odd year expiration dates.

License expiration dates will be determined based on the Trade Name of your business. Itinerant Merchant licenses will now expire on December 31st.

For 2022 New or Renewed Applications:

Businesses with a Trade Name from A-M will be issued through 12/31/2022 with a one-year license fee due at the time of application. These businesses will continue to be renewed on even years.

Businesses with a Trade Name from N-A will be issued through 12/31/2023 with a two-year license fee. The first-year license fee is due at the time of application, with the second-year license fee being billed and payable by 7/1/2022. These businesses will continue to be renewed on odd years.

Background check fee invoices will remain the same.

If you have questions, please call in to our weekly Licensing Clinic, held each Wednesday from 11:30M-12:30PM

Call: 720-593-3714 and enter conf ID: 247 686 993#

Microsoft Teams meeting

Join on your computer or mobile app

[Join the meeting](#)

Or call in (audio only)

[+1 720-593-3714,,247686993#](#) United States, Denver

Phone Conference ID: 247 686 993#



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.**

2022 new application/renewal yearly license fee: \$66.00 + \$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.

Date you intent to start business in the City of Boulder: _____

Describe in detail the type of goods/services you will sell: _____

Please provide vehicle information used by all solicitors who will work under this license (attach additional sheet as needed):

Make	Model	Color	License plate number

For each person who will sell door-to-door, please complete the following and attach a legible copy of each individual's valid driver's license or state issued identification card:

Name	Title for Business	Date of Birth

OATH OF APPLICANT I hereby certify under penalty of perjury in the second degree, that the above statements & all attachments are true and correct to the best of my knowledge.

Signature of applicant _____

Print Name and Title

Date

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