

Renewing a Business License in Boulder Online Tax

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Preparation

1. Gather the information you will need for the renewal. Note: Boulder Business licenses are issued on a site-by-site basis. Make sure you have the following information for each site, and make sure you renew each license that is listed in your Action Center.
 - a. Contacts
 - i. Name
 - ii. Phone number(s)
 - iii. Email address
 - b. Current mailing address(es)
 - i. (Note: businesses may have different mailing addresses for various tax types and licenses)
 - c. Current location address(es)
 - d. Closure date (if the business location has ceased operations)

Renewing a license without making changes to business location

Follow the steps below to renew a business license when your business has not moved locations.

1. Log in to your account at <https://boulderonlinetax.gentaxcpc.net/TAP/>



2. Click on the **Action Center** tab.

RENEWAL TEST 1

20231841
1136 ALPINE AVE STE 115
BOULDER CO 80304-3408

Favorites **Summary** **Action Center** ³ Settings More...

Filter

3. Locate the Sales Tax and Fees tile. Click on **Renew License** (repeat steps below for each site requiring renewal)

RENEWAL TEST 1

20231841
1136 ALPINE AVE STE 115
BOULDER CO 80304-3408

Favorites Summary **Action Center** ³ Settings More...

Sales Tax and Fees

RENEWAL TEST 1
1136 ALPINE AVE STE 115
BOULDER CO 80304-3408

Business License Requires Renewal

S202318410001 - 1136 ALPINE AVE BOULDER CO 80304-3405

Renew License

Business License Requires Renewal

S202318410002 - 1777 BROADWAY BOULDER CO 80302-6220

4. Review each existing contact. Each contact must have a name, contact type, phone number, and email address.
 - a. Incomplete contacts can be **Updated** or **Removed**. A selection must be made.

Legal Representative: DELETE ME

I do need to update this contact.
 Remove this contact.

Contact Information		Phone Numbers			
Contact Name	Phone Type	Area Code	Phone Number	Ext	Country
DELETE ME	Business Phone	(333)	333-3333		USA
Contact Type	Phone Type	Area Code	Phone Number		Country
Legal Representative					USA
Email					

Existing Contacts

Business Owner: USER 1

I do need to update this contact.
 Remove this contact.

Contact Information		Phone Numbers			
Contact Name	Phone Type	Area Code	Phone Number	Ext	Country
USER 1	Business Phone	(303)	441-3051		USA
Contact Type	Phone Type	Area Code	Phone Number		Country
Business Owner					USA
Email *					
salestax@bouldercolorado.gov					
Required					

- b. Complete contacts can be **Updated**, **Not Updated**, or **Removed**. A selection must be made.

Accountant: USER 2 - SALESTAX@BOULDERCOLORADO.GOV Hide

I do need to update this contact.

I do not need to update this contact.

Remove this contact.

Contact Information		Phone Numbers			
Contact Name	Phone Type	Area Code	Phone Number	Ext	Country
USER 2	Business Phone	(303)	441-3051		USA
Contact Type	Phone Type	Area Code	Phone Number		Country
Accountant					USA
Email					
SALESTAX@BOULDERCOLORADO.GC					

PLEASE NOTE: There must be at least one Business Owner/Corporate Officer contact on the account. If one does not exist or you have deleted an old Owner/Corporate Officer, this must be the first contact you add.

5. Add new contacts by answering **Yes** to the question “Would you like to add additional contacts?”

Review Existing Contacts Add New Contacts

Add Contacts

Would you like to add additional contacts?

Yes No

6. Confirm your business’ mailing address by answering **Yes** or **No** to the question “Has your mailing address changed?”

Mailing Address

Has your mailing address changed? *

Yes No

- a. If adding a new mailing address, enter the new address and click on **Verify Address** to confirm the address format with USPS.

New Mailing Address

Country

Street

Street 2

Unit Type Unit

State ZIP Code

Attention

Click Here to Verify Address

Address has not been verified

Required
Format: 99999-9999

- b. Click on **Select this address** to choose the appropriate validated address.

Address Search ×

Verified **Select this address**

1136 ALPINE AVE
BOULDER CO 80304-3405

Verified **Select this address**

1136 ALPINE AVE
STE [Required]
BOULDER CO 80304

⚠ PLEASE NOTE: Using a non-validated address may slow or prevent delivery of important tax communications.

7. Confirm that your business' North American Industry Classification System (NAICS) code is correct.

Boulder License Renewal



NAICS

Would you like to update your NAICS code? *

Yes	No
-----	----

[Click here to find the proposed business NAICS Code.](#)

611420

611420 - Computer Training

This industry comprises establishments primarily engaged in conducting computer training (except computer repair), such as computer programming, software packages, computerized business systems, computer electronics technology, computer operations, and local area network management. Instruction may be provided in diverse settings, such as the establishment's or client's training facilities, educational institutions, the workplace, or the home, and through diverse means, such as correspondence, television, the Internet, or other electronic and distance-learning methods. The training provided by these establishments may include the use of simulators and simulation methods. Cross-References. Establishments primarily engaged in-- Offering training in the maintenance and repair of computers--are classified in U.S. Industry 611519, Other Technical and Trade Schools; and Computer retailing, wholesaling, or computer system design that may also provide computer training--are classified in their appropriate industries.

- a. If you would like to update your NAICS code, click on **Yes** and click the link titled **Click here to find the proposed business NAICS code.**

Boulder License Renewal



NAICS

Would you like to update your NAICS code?

Yes	No
-----	----

[Click here to find the proposed business NAICS Code.](#)

- a. Enter a key word or phrase that describes your business activities and click **Search**.

Activity Code Search ×

Search

Type
NAICS 2017

Keyword 1
government Required

Search

Results

Enter a keyword to search.

Cancel Ok

- b. Search results are returned on the right side. Use the Left and Right **arrows** to browse results or use the **filter bar** to narrow your search results.

Activity Code Search

The screenshot shows a search interface with a search bar on the left containing 'NAICS 2017' and 'government'. On the right, a table of results is displayed. A red box highlights the navigation bar at the top right of the results section, which includes '< Page 1 of 5 >' and a 'Filter' input field.

Code	Title
921150	American Indian and Alaska Native Tribal Governments
921190	Other General Government Support
521110	Monetary Authorities-Central Bank
522294	Secondary Market Financing

- c. Click on the NAICS Code **number** to select your new NAICS code.

Activity Code Search

This screenshot is similar to the previous one, but the row for NAICS Code 921190, 'Other General Government Support', is highlighted in light blue. A red box highlights the '921190' code in the first column of this row.

Code	Title
921150	American Indian and Alaska Native Tribal Governments
921190	Other General Government Support
521110	Monetary Authorities-Central Bank
522294	Secondary Market Financing

8. Answer the Check-In Questions:

The screenshot shows a 'Check-In Questions' section with three questions and two radio button options each. The 'No' option for the third question is selected. Below the questions are buttons for 'Cancel', 'Save Draft', 'Previous', and 'Next'.

Has this site moved locations? Yes No

Has this site closed? Yes No

Does the proposed business qualify for a Charitable, Religious, or Governmental Exemption? Please click [here](#) to learn more. Yes No

Buttons: Cancel, Save Draft, Previous, Next

- a. If your business has moved locations, refer to Section 2 for more instructions.

PLEASE NOTE: Any change in address to a location within the City of Boulder must undergo a new zoning review and will incur a \$25 application fee.

b. If your business has closed, refer to Section 3 for more instructions.

9. If you answered Yes to the Charitable, Religious or Governmental exemption question, upload your supporting documentation by clicking **Attach a File**. If you do not qualify for an exemption, an attachment is not required.

Boulder License Renewal

You may attach any additional documentation by clicking *Attach a File* below. Files exceeding **10MB** will not be accepted.

Type	Name	Description	Size
There are no attachments.			

10. Review and sign the Terms and Conditions and click Submit.

Accept Terms and Conditions

- I declare under penalty of perjury that this application has been examined by me and that the statements made herein are, to the best of my knowledge and belief, true, correct, and complete.
- I hereby certify that I understand my responsibilities regarding collection and remittance of sales tax according to [Title 3 of the Boulder Revised Code](#).
- I understand that failure to meet zoning requirements will result in a denial of the application as codified in Title 9 B.R.C. 1981.
- I understand that failure to provide a clear and comprehensive description of the proposed business could delay the review of this application.
- I am capable of evidencing all claims made in this application upon request from the City of Boulder.
- I understand the [Universal Zero Waste Ordinance](#) requirements, and the proposed business will be fully compliant within sixty (60) days of operating within the City of Boulder per Title 6, Chapter 3, Section 16: Applicability.
- I acknowledge that all businesses physically located in the City of Boulder are subject to Planning and Zoning review before the application can be approved. Prompt replies to correspondence from the Planning and Zoning department will help ensure timely processing of the license application
- I acknowledge that purchasing or establishing a business located within Boulder city limits requires payment of all applicable Initial Use Tax.
- I acknowledge that I have reviewed the other [business tax types](#) collected through Boulder Online Tax, and am collecting the appropriate taxes for the business. (Note: please [contact sales tax staff](#) if a tax type is missing from your account).

I hereby certify, under penalty of perjury, that the statements made herein are to the best of my knowledge true, correct, and complete.

Enter your legal name (E-signature) *

11. When complete, you will be directed to the confirmation page.
 - a. Copy your confirmation number for your records.

Confirmation

Thank you for completing your business license renewal. Please keep this confirmation number for your records: **0-460-554-240.**

You will receive an email notifying you of when your renewal has been processed. Your business license will be available to print from home screen once we have completed the renewal process. If you moved locations, it will take additional time to process this request.

Congratulations! You have completed your business license renewal.

Renewing a license and moving a location

Follow the steps below to renew a business license when your business has moved to a new location.

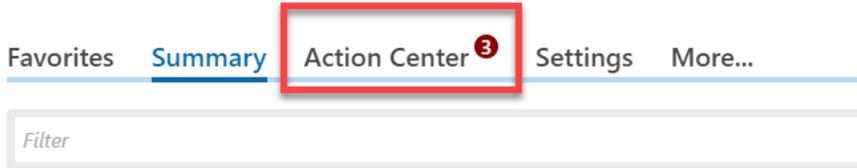
- 2. Log in to your account at <https://boulderonlinetax.gentaxcpc.net/TAP/>



- 3. Click on the **Action Center** tab.

RENEWAL TEST 1

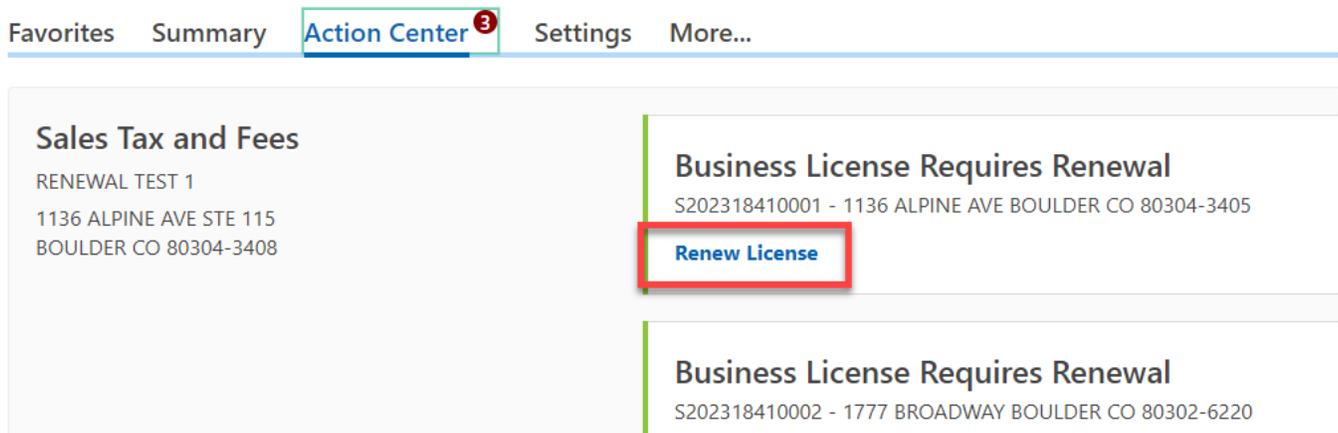
20231841
1136 ALPINE AVE STE 115
BOULDER CO 80304-3408



- 4. Locate Sales Tax and Fees box. Click on **Renew License** (repeat steps below for each site requiring renewal)

RENEWAL TEST 1

20231841
1136 ALPINE AVE STE 115
BOULDER CO 80304-3408



5. Review each existing contact. Each contact must have a name, contact type, phone number, and email address.
 - a. Incomplete contacts can be **Updated** or **Removed**. A selection must be made.

Legal Representative: DELETE ME

I do need to update this contact.

 Remove this contact.

Contact Information		Phone Numbers			
Contact Name	Phone Type	Area Code	Phone Number	Ext.	Country
DELETE ME	Business Phone	(333)	333-3333		USA
Contact Type	Phone Type	Area Code	Phone Number		Country
Legal Representative					USA
Email					

Existing Contacts

Business Owner: USER 1

I do need to update this contact.

 Remove this contact.

Contact Information		Phone Numbers			
Contact Name	Phone Type	Area Code	Phone Number	Ext.	Country
USER 1	Business Phone	(303)	441-3051		USA
Contact Type	Phone Type	Area Code	Phone Number		Country
Business Owner					USA
Email *					
salestax@bouldercolorado.gov					
Required					

- b. Complete contacts can be **Updated**, **Not Updated**, or **Removed**. A selection must be made.

Accountant: USER 2 - SALESTAX@BOULDERCOLORADO.GOV Hide

I do need to update this contact.

I do not need to update this contact.

Remove this contact.

Contact Information		Phone Numbers									
Contact Name	USER 2	Phone Type	Business Phone	Area Code	(303)	Phone Number	441-3051	Ext		Country	USA
Contact Type	Accountant	Phone Type		Area Code		Phone Number		Country		USA	
Email	SALESTAX@BOULDERCOLORADO.GC										

PLEASE NOTE: There must be at least one Business Owner/Corporate Officer contact on the account. If one does not exist or you have deleted an old Owner/Corporate Officer, this must be the first contact you add.

6. Add new contacts by answering **Yes** to the question “Would you like to add additional contacts?”

Review Existing Contacts Add New Contacts

Add Contacts

Would you like to add additional contacts?

Yes No

7. Confirm your business’ mailing address by answering **Yes** or **No** to the question “Has your mailing address changed?”

Mailing Address

Has your mailing address changed? *

Yes No

- a. If adding a new mailing address, enter the new address and click on **Verify Address** to confirm the address format with USPS.

New Mailing Address

Country

Street

Street 2

Unit Type Unit

State ZIP Code

Attention

Required
Format: 99999-9999

[Click Here to Verify Address](#)

Address has not been verified

- b. Click on **Select this address** to choose the appropriate validated address.

Address Search ×

Verified [Select this address](#)

1136 ALPINE AVE
BOULDER CO 80304-3405

Verified [Select this address](#)

1136 ALPINE AVE
STE [Required]
BOULDER CO 80304

⚠ PLEASE NOTE: Using a non-validated address may slow or prevent delivery of important tax communications.

8. Confirm that your business' North American Industry Classification System (NAICS) code is correct.

Boulder License Renewal



NAICS

Would you like to update your NAICS code? *

Yes	No
-----	----

[Click here to find the proposed business NAICS Code.](#)

611420

611420 - Computer Training

This industry comprises establishments primarily engaged in conducting computer training (except computer repair), such as computer programming, software packages, computerized business systems, computer electronics technology, computer operations, and local area network management. Instruction may be provided in diverse settings, such as the establishment's or client's training facilities, educational institutions, the workplace, or the home, and through diverse means, such as correspondence, television, the Internet, or other electronic and distance-learning methods. The training provided by these establishments may include the use of simulators and simulation methods. Cross-References. Establishments primarily engaged in-- Offering training in the maintenance and repair of computers--are classified in U.S. Industry 611519, Other Technical and Trade Schools; and Computer retailing, wholesaling, or computer system design that may also provide computer training--are classified in their appropriate industries.

- a. If you would like to update your NAICS code, click on **Yes** and click the link titled **Click here to find the proposed business NAICS code.**

Boulder License Renewal



NAICS

Would you like to update your NAICS code?

Yes	No
-----	----

[Click here to find the proposed business NAICS Code.](#)

- b. Enter a key word or phrase that describes your business activities and click **Search**.

Activity Code Search ×

<p>Search</p> <p>Type</p> <p>NAICS 2017</p> <p>Keyword ¹</p> <p>government</p> <p>Search Required</p>	<p>Results</p> <p>Enter a keyword to search.</p>
---	---

Cancel Ok

- c. Search results are returned on the right side. Use the Left and Right **arrows** to browse results or use the filter bar to narrow your search results.

Activity Code Search

The screenshot shows a search interface with a search bar on the left and a results table on the right. The search bar contains 'NAICS 2017' and 'government'. The results table has columns 'Code' and 'Title'. The 'Page 1 of 5' navigation bar is highlighted with a red box.

Code	Title
921150	American Indian and Alaska Native Tribal Governments
921190	Other General Government Support
521110	Monetary Authorities-Central Bank
522294	Secondary Market Financing

- d. Click on the NAICS Code **number** to select your new NAICS code.

Activity Code Search

The screenshot shows the same search interface as above, but the row for NAICS Code 921190 is highlighted with a red box, indicating it has been selected.

Code	Title
921150	American Indian and Alaska Native Tribal Governments
921190	Other General Government Support
521110	Monetary Authorities-Central Bank
522294	Secondary Market Financing

9. Answer the Check-In Questions:

The screenshot shows a 'Check-In Questions' section with three questions and two radio buttons for each. The 'No' button for the third question is selected.

Has this site moved locations? Yes No

Has this site closed? Yes No

Does the proposed business qualify for a Charitable, Religious, or Governmental Exemption? Please click [here](#) to learn more. Yes No

The screenshot shows a bottom navigation bar with four buttons: 'Cancel', 'Save Draft', 'Previous', and 'Next'.

10. If your business has moved locations, answer **Yes** to the question “Has this site moved locations?”

Check-In Questions

Has this site moved locations? Yes No

Does the proposed business qualify for a Charitable, Religious, or Governmental Exemption? Please click [here](#) to learn more. Yes No

⚠ PLEASE NOTE: Any change in address to a location within the City of Boulder must undergo a new zoning review and will incur a \$25 application fee.

- a. Add the new location address and click and click on **Verify Address** to confirm the address format with USPS.

New Business Location Address

New Location Name

Location Move Date 

Country 

Street

Street

Unit Type  Unit

State  * ZIP Code *Required*

Attention

Click Here to Verify Address

b. Click on **Select this address** to choose the appropriate validated address.

Address Search

×

Verified 1739 BROADWAY BOULDER CO 80302-6220	Select this address
As Entered 1739 BROADWAY ST BOULDER CO 80302-6220	Select this address

Cancel Save

c. Fill out the location attributes for the new site.

Progress: ✓ ✓ ✓ ✓ ✓ ▶

View Contacts Add Mailing Address Confirm NAICS Code Answer Check-In Questions Enter New Address Provide Location Attributes

Location Attributes

Please enter the days and hours of operation:

What is the overall business space in square feet?

What is the existing use of the tenant space? *

Please describe the proposed use(s) in detail: *

⚠ PLEASE NOTE: Boulder-based businesses require a detailed zoning review. Inaccurate or incomplete information in the Location Attributes section may delay approval of your business license. Please be as thorough as possible.

11. If you answered Yes to the Charitable, Religious or Governmental exemption question, upload your supporting documentation by clicking **Attach a File**. If you do not qualify for an exemption, an attachment is not required.

Boulder License Renewal

You may attach any additional documentation by clicking *Attach a File* below. Files exceeding **10MB** will not be accepted.

Type	Name	Description	Size
There are no attachments.			

Cancel Save Draft < Previous **Next** >

12. If your new location is based in Boulder, a \$25 license application fee will be due. Select your preferred **method of payment**. If no fee is due skip this step.

Renewal Fee
Amount Due : \$25.00

Payment
Select your preferred method of payment below.

ACH Debit Credit Card Check

Please enter your banking information below. Your bank account will be debited in 3-5 business days.

Payment Channel Payment

Cancel Save Draft < Previous **Next** >

- a. Payment by ACH debit is free. To pay with ACH:
 - i. Select **ACH Debit**
 - ii. Enter a routing number and account number from a check
 - iii. Confirm the payment amount
- b. Credit Card payments will be charged a 2.8% transaction fee by the city's third-party payment processor. To pay by credit card:
 - i. Select **Credit Card**
 - ii. Click on the link to **submit a credit card payment** on the confirmation page in step 12.
- c. Payment by check is free. To pay by check:
 - i. Select **Check**
 - ii. Click on **Printable View** on the confirmation page in step 14 b.

13. Review and sign the Terms and Conditions and click Submit:

Accept Terms and Conditions

- I declare under penalty of perjury that this application has been examined by me and that the statements made herein are, to the best of my knowledge and belief, true, correct, and complete.
- I hereby certify that I understand my responsibilities regarding collection and remittance of sales tax according to [Title 3 of the Boulder Revised Code](#).
- I understand that failure to meet zoning requirements will result in a denial of the application as codified in Title 9 B.R.C. 1981.
- I understand that failure to provide a clear and comprehensive description of the proposed business could delay the review of this application.
- I am capable of evidencing all claims made in this application upon request from the City of Boulder.
- I understand the [Universal Zero Waste Ordinance](#) requirements, and the proposed business will be fully compliant within sixty (60) days of operating within the City of Boulder per Title 6, Chapter 3, Section 16: Applicability.
- I acknowledge that all businesses physically located in the City of Boulder are subject to Planning and Zoning review before the application can be approved. Prompt replies to correspondence from the Planning and Zoning department will help ensure timely processing of the license application
- I acknowledge that purchasing or establishing a business located within Boulder city limits requires payment of all applicable Initial Use Tax.
- I acknowledge that I have reviewed the other [business tax types](#) collected through Boulder Online Tax, and am collecting the appropriate taxes for the business. (Note: please [contact sales tax staff](#) if a tax type is missing from your account).

I hereby certify, under penalty of perjury, that the statements made herein are to the best of my knowledge true, correct, and complete.

Enter your legal name (E-signature) *

Required

[Cancel](#) [Save Draft](#) [Previous](#) [Submit](#)

14. When complete, you will be directed to the confirmation page.

- a. Copy your confirmation number for your records.

Confirmation

Thank you for completing your business license renewal. Please keep this confirmation number for your records: **0-460-554-240.**

You will receive an email notifying you of when your renewal has been processed. Your business license will be available to print from home screen once we have completed the renewal process. If you moved locations, it will take additional time to process this request.

- b. If you selected payment by credit card or check, click on the appropriate link to be routed to the city's third-party payment processor or to print a payment voucher.

Confirmation

Thank you for completing your business license renewal. Please keep this confirmation number for your records.

You will receive an email notifying you of when your renewal has been processed. You will see the **More...** tab from the home screen once we have completed the renewal process.

Payment must be received in order to process your application. You can click the link

[Click here to submit a credit card payment](#)

If paying by check, you can click **Printable View** below to print a payment voucher.

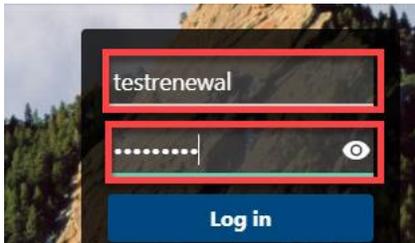
[Printable View](#)

Congratulations! You have completed your business license renewal.

Closing a location

Follow the steps below to update your account when your business has ceased operations in Boulder or permanently closed.

1. Log in to your account at <https://boulderonlinetax.gentaxcpc.net/TAP/>



2. Click on the **Action Center** tab.

RENEWAL TEST 1

20231841
1136 ALPINE AVE STE 115
BOULDER CO 80304-3408

[Favorites](#) [Summary](#) [Action Center](#) ³ [Settings](#) [More...](#)

Filter

3. Locate Sales Tax and Fees box. Click on **Renew License** (repeat steps below for each site requiring renewal)

RENEWAL TEST 1

20231841
1136 ALPINE AVE STE 115
BOULDER CO 80304-3408

[Favorites](#) [Summary](#) [Action Center](#) ³ [Settings](#) [More...](#)

Sales Tax and Fees

RENEWAL TEST 1
1136 ALPINE AVE STE 115
BOULDER CO 80304-3408

Business License Requires Renewal

S202318410001 - 1136 ALPINE AVE BOULDER CO 80304-3405

[Renew License](#)

Business License Requires Renewal

S202318410002 - 1777 BROADWAY BOULDER CO 80302-6220

4. Review each existing contact. Each contact must have a name, contact type, phone number, and email address.
 - a. Incomplete contacts can be **Updated** or **Removed**. A selection must be made.

Legal Representative: DELETE ME

I do need to update this contact.

 Remove this contact.

Contact Information		Phone Numbers			
Contact Name	Phone Type	Area Code	Phone Number	Ext.	Country
DELETE ME	Business Phone	(333)	333-3333		USA
Contact Type	Phone Type	Area Code	Phone Number		Country
Legal Representative					USA
Email					

Existing Contacts

Business Owner: USER 1

I do need to update this contact.

 Remove this contact.

Contact Information		Phone Numbers			
Contact Name	Phone Type	Area Code	Phone Number	Ext.	Country
USER 1	Business Phone	(303)	441-3051		USA
Contact Type	Phone Type	Area Code	Phone Number		Country
Business Owner					USA
Email *					
salestax@bouldercolorado.gov					

Required

- b. Complete contacts can be **Updated**, **Not Updated**, or **Removed**. A selection must be made.

Accountant: USER 2 - SALESTAX@BOULDERCOLORADO.GOV Hide

I do need to update this contact.
 I do not need to update this contact.
 Remove this contact.

Contact Information	Phone Numbers				
Contact Name	Phone Type	Area Code	Phone Number	Ext	Country
USER 2	Business Phone	(303)	441-3051		USA
Contact Type	Phone Type	Area Code	Phone Number		Country
Accountant					USA
Email	SALESTAX@BOULDERCOLORADO.GC				

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5. Add new contacts by answering **Yes** to the question “Would you like to add additional contacts?”

Review Existing Contacts
Add New Contacts

Add Contacts

Would you like to add additional contacts?

6. Confirm your business’ mailing address by answering **Yes** or **No** to the question “Has your mailing address changed?”

Mailing Address

Has your mailing address changed? *

- a. If adding a new mailing address, enter the new address and click on **Verify Address** to confirm the address format with USPS.

New Mailing Address

Country

Street

Street 2

Unit Type Unit

State ZIP Code

Attention

Click Here to Verify Address

Address has not been verified

Required
Format: 99999-9999

- b. Click on **Select this address** to choose the appropriate validated address.

Address Search ×

Verified **Select this address**

1136 ALPINE AVE
BOULDER CO 80304-3405

Verified **Select this address**

1136 ALPINE AVE
STE [Required]
BOULDER CO 80304

⚠ PLEASE NOTE: Using a non-validated address may slow or prevent delivery of important tax communications.

7. Confirm that your business' North American Industry Classification System (NAICS) code is correct.

Boulder License Renewal



NAICS

Would you like to update your NAICS code? *

Yes	No
-----	----

Click here to find the proposed business NAICS Code.

611420

611420 - Computer Training

This industry comprises establishments primarily engaged in conducting computer training (except computer repair), such as computer programming, software packages, computerized business systems, computer electronics technology, computer operations, and local area network management. Instruction may be provided in diverse settings, such as the establishment's or client's training facilities, educational institutions, the workplace, or the home, and through diverse means, such as correspondence, television, the Internet, or other electronic and distance-learning methods. The training provided by these establishments may include the use of simulators and simulation methods. Cross-References. Establishments primarily engaged in-- Offering training in the maintenance and repair of computers--are classified in U.S. Industry 611519, Other Technical and Trade Schools; and Computer retailing, wholesaling, or computer system designing that may also provide computer training--are classified in their appropriate industries.

- a. If you would like to update your NAICS code, click on **Yes** and click the link titled **Click here to find the proposed business NAICS code.**

Boulder License Renewal



NAICS

Would you like to update your NAICS code?

Yes	No
-----	----

Click here to find the proposed business NAICS Code.

- b. Enter a key word or phrase that describes your business activities and click **Search**.

Activity Code Search ×

<p>Search</p> <p>Type</p> <p>NAICS 2017</p> <p>Keyword ¹</p> <p>government</p> <p>Search Required</p>	<p>Results</p> <p>Enter a keyword to search.</p>
---	---

Cancel Ok

- c. Search results are returned on the right side. Use the Left and Right **arrows** to browse results or use the filter bar to narrow your search results.

Activity Code Search

The screenshot shows a search interface with a search bar on the left containing 'NAICS 2017' and 'government'. On the right, a table of results is displayed. A red box highlights the navigation bar at the top right of the results section, which includes left and right arrows and the text 'Page 1 of 5'.

Code	Title
921150	American Indian and Alaska Native Tribal Governments
921190	Other General Government Support
521110	Monetary Authorities-Central Bank
522294	Secondary Market Financing

- d. Click on the NAICS Code **number** to select your new NAICS code.

Activity Code Search

This screenshot is similar to the previous one, but the row for NAICS Code 921190, 'Other General Government Support', is highlighted in light blue. A red box highlights the '921190' code in the first column of this row.

Code	Title
921150	American Indian and Alaska Native Tribal Governments
921190	Other General Government Support
521110	Monetary Authorities-Central Bank
522294	Secondary Market Financing

8. Answer the Check-In Questions:

The 'Check-In Questions' section contains three questions with radio button options for 'Yes' and 'No':

- Has this site moved locations? (Yes, No)
- Has this site closed? (Yes, No)
- Does the proposed business qualify for a Charitable, Religious, or Governmental Exemption? Please click [here](#) to learn more. (Yes, No)

The bottom navigation bar contains four buttons: 'Cancel', 'Save Draft', '< Previous', and 'Next >'.

9. If your business has ceased operations in Boulder,
 - a. Answer **No** to the question “Has this site moved locations?”

Check-In Questions

Has this site moved locations?

Yes

No

- b. Next, answer **Yes** to the question “Has this site closed?” and enter the date business operations ceased in Boulder in Site Close Date.

Check-In Questions

Has this site moved locations?

Yes

No

Has this site closed?

Yes

No

Site Close Date *

6/1/2021

Required

Cancel

Save Draft

10. Supporting documentation is optional for close site requests. If you have attachments, upload your supporting documentation by clicking Attach a File.

11. Review and sign the Terms and Conditions and click Submit:

Accept Terms and Conditions

- I declare under penalty of perjury that this application has been examined by me and that the statements made herein are, to the best of my knowledge and belief, true, correct, and complete.
- I hereby certify that I understand my responsibilities regarding collection and remittance of sales tax according to [Title 3 of the Boulder Revised Code](#).
- I understand that failure to meet zoning requirements will result in a denial of the application as codified in Title 9 B.R.C. 1981.
- I understand that failure to provide a clear and comprehensive description of the proposed business could delay the review of this application.
- I am capable of evidencing all claims made in this application upon request from the City of Boulder.
- I understand the [Universal Zero Waste Ordinance](#) requirements, and the proposed business will be fully compliant within sixty (60) days of operating within the City of Boulder per Title 6, Chapter 3, Section 16: Applicability.
- I acknowledge that all businesses physically located in the City of Boulder are subject to Planning and Zoning review before the application can be approved. Prompt replies to correspondence from the Planning and Zoning department will help ensure timely processing of the license application
- I acknowledge that purchasing or establishing a business located within Boulder city limits requires payment of all applicable Initial Use Tax.
- I acknowledge that I have reviewed the other [business tax types](#) collected through Boulder Online Tax, and am collecting the appropriate taxes for the business. (Note: please [contact sales tax staff](#) if a tax type is missing from your account).

I hereby certify, under penalty of perjury, that the statements made herein are to the best of my knowledge true, correct, and complete.

Enter your legal name (E-signature) *

Required

Cancel

Save Draft

< Previous

Submit

12. When complete, you will be directed to the confirmation page.
 - a. Copy your confirmation number for your records.

Confirmation

Thank you for completing your business license renewal. Please keep this confirmation number for your records: **0-460-554-240.**

You will receive an email notifying you of when your renewal has been processed. Your business license will be available to print from home screen once we have completed the renewal process. If you moved locations, it will take additional time to process this request.

Congratulations! You have submitted your request to close your business license.