

# Administrative Services

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## BUSINESS REGISTRATION APPLICATION

All businesses operating in Ouray must submit a complete Business Registration Application and fee to the City Clerk.

Ouray's Business Registry will:

- Help first responders easily contact local businesses in the event of a medical emergency, fire, or disaster.
- Help local law enforcement communicate safety concerns more easily to affected businesses.
- Help the City of Ouray become a Certified Main Street Community and obtain critical State funding for businesses.
- Help local and regional business owners network and benefit from a public list of existing businesses across industries.

The City of Ouray Business Registration Fee is **\$10.00** per business (Resolution No. 16, Series 2021). A penalty of two times the yearly registration fee shall be collected if the business fails to renew by May 31<sup>st</sup> of each year.

*Business Registration is required (via Ordinance No. 9, Series 2021) and hereby effective beginning December 18, 2021.*

BUSINESS OPERATION INFORMATION			
Business Name: _____			
Trade Name (D/B/A): _____			
Business Start Date (in Ouray): _____			
Application Type:	<input checked="" type="checkbox"/> One	<input type="checkbox"/> New Registration	<input type="checkbox"/> Renewal
<input type="checkbox"/> Change of business information			
Business Type:	<input checked="" type="checkbox"/> One	<input type="checkbox"/> Individual	<input type="checkbox"/> Company
<input type="checkbox"/> LLC			
<input type="checkbox"/> Corporation			
<input type="checkbox"/> Association/Club			
<input type="checkbox"/> Non-profit			
<input type="checkbox"/> Other: _____			
If your business has non-profit status, list type (e.g. "501(c)(3)"): _____			
Industry: _____			
Type(s) of Service/Product Provided: _____			
Number of Employees:	Full-Time:	Part-Time:	Seasonal:
Is this a Home Occupation? <input checked="" type="checkbox"/> One			
<input type="checkbox"/> No <input type="checkbox"/> Yes → If Yes, # of employees who do not reside in the home: _____			
<small>Home Occupation standards: Ouray Municipal Code <a href="#">Chapter 7, Section 5-J-2</a></small>			

CONTACT INFORMATION	
Business Name: _____	
Physical Address: _____	
Mailing Address: _____	
Phone: _____	Email: _____
Website: _____	
Owner(s) Name: _____	
Mailing Address: _____	
*Cell Phone: _____	**Email: _____
Would you like to opt-out of Ouray County's Wireless Emergency Notification System (WENS) and the City's newsletter?	<input type="checkbox"/> No <input type="checkbox"/> Yes
<small>* Cell phone number will be used to subscribe to WENS text messages</small>	
<small>** City Clerk will use email to forward licenses/renewals</small>	
Emergency Contact Name (for Fire/Police): _____	
Mailing Address: _____	
Phone: _____	Email: _____

(Continued on back)

**CERTIFICATION**

By signing this Application, the Applicant/Permittee agrees all information in this Application is true and correct:

Signature of Business Owner or Agent:

Date:

Printed Name of Business Owner or Agent:

(if Agent, a completed Agent Authorization Form must be attached)

**FOR CITY USE ONLY**

Date Application Received: \_\_\_\_\_

Received By:

Registration Fee Required?      ( )Yes      ( )No

If **Yes**, Received?                      ( )Yes

Application Approved by:

Date:

**Business Registration #:**