

STARTING A BUSINESS IN ARVADA, COLORADO

The City of Arvada does not require a business license. However, a Sales and/or Use Tax may be needed. Contact Arvada Sales Tax at 720-898-7100 when first considering starting a business.

Organizations That Offer Business Assistance

- **Small Business Development Center:** Individual counseling at no cost pertaining to starting a business, including: preparing a business plan, loan proposals and financial resources, marketing plan, setting up an accounting system, and other basic business functions, 303-233-5555, ext 1202, www.denversbdc.org
- **Jefferson County Business Resource Center:** Provides access to resources and comprehensive services at no cost or low cost for start-up and established businesses, 303-996-8976, jeffcobrc.org

Helpful Resources When Starting a Business

- **Finding a Location:** www.arvadapropertylink.com—free online database of available commercial/industrial properties in Arvada or contact AEDA for personalized assistance, 720-898-7012
- **Local Zoning Regulations:** Arvada Planning & Zoning, 720-898-7435
- **Colorado State License & Permit Information:** Colorado Business Assistance Center 303-592-5920, www.state.co.us/oed/bao
- **Finance & Business Loans:** Colorado Office of Economic Development and International Trade, 303-892-3840
- **City Taxes, Arvada Sales/Use Tax,** 720-898-7100
- **Corporate Filing/Trade Name Registration:** Secretary of State, 303-894-2200, www.sos.state.co.us
- **Sole Proprietorship/General Partnership Registration:** Colorado Dept of Revenue, 303-446-1675, www.revenue.state.co.us
- **Retail sales:** Colorado Sales Use Tax Application Form from the Colorado Dept of Revenue, 303-446-1675, www.revenue.state.co.us. Arvada Sales/Use Tax License: Arvada Sales/Use Tax, 720-898-7100
- **Arvada Sign Code:** Arvada Code Enforcement, 720-898-7465

- **Building Permit for Structural, Electrical, Plumbing Work: Contractor Licenses, Certificates of Occupancy, Change of Use:** Arvada Building Inspection, 720-898-7620
- **Liquor License:** Arvada City Clerk's Office, 720-898-7550
- **Food Sales:** Jefferson County Health Dept., 303-232-6301
- **Fire Safety Inspections:** Arvada Fire Dept., 303-425-0850, www.arvadafire.com
- **Business Safety and Security:** Arvada Police Dept., 720-898-6900, www.arvadapd.org.

Incentives Offered for Business

The Colorado Office of Economic Development and International Trade (OEDIT) provides several financing tools and tax credits to support economic development activities.

Visit www.advancecolorado.com, and click on “Business Finance” to learn more about financial incentives offered by the State.

If you will have one or more employees:

- Obtain the **Colorado State Business Start-Up Kit**, 303-592-5920; www.state.co.us, which contains information and forms for filing a federal identification number, withholding tax accounts, unemployment insurance registration, and Worker's Compensation forms and information.
- **Federal, State, and Local Tax Laws: Federal Taxes,** IRS, 800-829-1040, www.irs.gov, **State Taxes,** Colo Dept of Revenue, 303-446-1675, www.revenue.state.co.us
- Contact the **Division of Labor**, 303-318-8441 or 1-800-390-7936, www.coworkforce.com/LAB for minimum wage laws.
- Obtain anti-discrimination posters from the **Civil Rights Commission**, 303-894-2997, [www.dora.state.co.us/civil rights/Publications.htm](http://www.dora.state.co.us/civil%20rights/Publications.htm)