



719-256-4313 (Office)

719-429-8298 (Direct)

719-256-4742 (Fax)

July 14, 2026

Business License Application & Renewal

License Year: July 1, 2026 - June 30, 2027

Crestone Municipal Code, Chapter 6, Article 1: General Licensing Provisions

Every person must obtain a license from the Town before operating, conducting, or carrying on any retail trade, profession, or business within the Town (§ 6-1-20). A separate license is required for each location (§ 6-1-90). Licenses run July 1 through June 30 and are not transferable (§§ 6-1-50, 6-1-60). Complete this application, sign it, and return it with payment to the Town Clerk. A license will not be issued without a complete application and payment (§ 6-1-70).

License Type	Fee	Notes
Residential Business	\$25	<i>Per business location</i>
Commercial Business	\$40	<i>Per business location</i>
Short-Term Rental (Airbnb, VRBO, etc.)	\$175	<i>Per short-term rental property (§ 15-12-40)</i>
Late Fee	25% / 50%	<i>Renewals are due at least 30 days before expiration (by June 1). An additional 25% of the license fee is assessed for the first 15 days late, and an additional 50% thereafter (§ 6-1-110).</i>

BEFORE YOU APPLY

- Nonprofit state corporations and federal, state, and municipal corporations are exempt from the license requirement (§ 6-1-20).
- You must obtain a separate license for each location at which you conduct business (§ 6-1-90).
- Your license must be posted in a conspicuous place at the business location. If your business has no fixed location, you must carry the license on your person and produce it on request (§ 6-1-80).
- Short-term rental owners: you must also hold a current short-term rental permit, name a local owner representative, and submit a notarized life safety inspection within 60 days before each annual renewal (Ch. 15, Art. 12). Complete Section 5 of this application.
- Making a false statement or misrepresentation on this application is unlawful and is grounds for denial or revocation (§§ 6-1-30, 6-1-130).



Business License Application

License Year July 1, 2026 - June 30, 2027 • Town of Crestone, Colorado

SECTION 1: APPLICATION TYPE

- ☐ New business license ☐ Renewal of existing license ☐ Change of location or ownership

SECTION 2: BUSINESS & OWNER INFORMATION

Business Name	
Owner(s) Name	
Physical Address of This Location	
Mailing Address	
Phone Number	
Email Address	
Colorado Sales Tax Account #	
Federal EIN (if the business has one)	
Colorado Secretary of State ID #	

- ☐ Check here if this business is a sole proprietorship or general partnership that is not registered with the Colorado Secretary of State.
The Secretary of State ID number lets the Town confirm that your entity is in good standing. You can find it on your registration record at business.colorado.gov. A separate application and fee is required for each business location (§ 6-1-90).

SECTION 3: TYPE OF BUSINESS & FEE

- ☐ Residential Business (\$25) ☐ Commercial Business (\$40) ☐ Short-Term Rental (\$175)

Number of licensed locations / STR properties included with this application		Total Fee Enclosed	
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SECTION 4: NATURE OF BUSINESS

Describe the trade, profession, or business conducted at this location. This description is entered in the Town's license register as the purpose for which the license is granted (§ 6-1-100).

Section 5: Short-Term Rentals Only

Complete this section only if you rent a dwelling unit for periods of 21 or fewer consecutive days. Crestone Municipal Code, Chapter 15, Article 12.

Short-Term Rental Property Address	
Short-Term Rental Permit # (issued by Town Clerk)	
Number of Individual Units Rented	
Maximum Number of Guests	

Occupancy is limited to three persons per bedroom, including children, and no more than six persons per dwelling (§ 15-12-30). A business license is required for each short-term rental property (§ 15-12-40).

Owner Representative

Must be within the 81131 ZIP code and available 24/7 while the property is occupied. This information is printed on the business license and must be posted inside and outside the rental (§ 15-12-50).

Representative Name	
Representative Address	
Representative Phone (24/7)	

Required Attachments for Short-Term Rentals

- ☐ Notarized life safety inspection on the Town-approved form, dated within 60 days before this renewal (§ 15-12-50).
- ☐ Evidence of current property and liability insurance (§ 15-12-20).
- ☐ Evidence of a State of Colorado sales tax license number (§ 15-12-20).
- ☐ Guest parking plan conforming to the residential zone requirements (§ 15-12-20).

I acknowledge that I am required to collect and remit both lodging tax and sales tax on all short-term rental income (§ 15-12-20).

SECTION 6: CERTIFICATION

- ☐ I certify that the information provided in this application is correct and complete.
- ☐ The entity listed above is no longer in business. (Complete Sections 1 and 2 only, and return this form.)
- ☐ This entity is an "Unincorporated Business," and I understand that an additional sworn affidavit is required by law (HB06S-1023) because I have applied for a public benefit.

I declare, under oath or affirmation and under penalty of perjury, that the statements made in this application are made in good faith pursuant to applicable tax laws and regulations, and that to the best of my knowledge and belief they are true, correct, and complete. I understand that a false statement or misrepresentation in connection with this application is unlawful and is grounds for denial or revocation of the license (§ 6-1-30, 6-1-130).

_____	_____	_____
Print Full Name	Signature	Date

Return this form and payment to the Town Clerk:

Mailing: Town of Crestone, P.O. Box 64, Crestone, CO 81131
Physical: 108 W. Galena Avenue, Crestone, CO 81131 • Monday-Thursday, 9:00 a.m. - 2:00 p.m.

TOWN USE ONLY			
Date Received		Amount Paid / Receipt #	
License #		Entered in License Register	
Good Standing Verified		Verified By / Date	