



Short-Term Rental Permit & Application City of Glenwood Springs, CO

General Information

If you want to rent your entire home for a period of less than 30 days, you are required to first obtain a Short-term Rental Permit from the City of Glenwood Springs Community Development Department.

Application & Review Process

1. Review the regulations which are located after the Frequently Asked Questions. If you determine that you are eligible to apply, complete the attached Short-term Rental Permit application and submit along with the applicable fee to the Community Development Department, 101 W. 8th Street, Glenwood Springs, CO 81601. Call the Community Development Department at 970 384-6411 for the current application fee.
2. In addition to the Short-term Rental Permit application, you must also obtain a Business and Sales Tax License through the city's Finance Department. You can apply for your business and sales tax license on line at <https://glenwoodsprings.munirevs.com>
3. Upon approval of the Short-term Rental Permit, Planning staff will advise the Finance Department that they may release your business and sales tax licenses. Questions pertaining to business or sales tax licenses may be made at 1/888-751-1911 or 970-384-6455.
4. Shortly after you submit your Short-term Rental application, a staff member from the Community Development Department will contact you regarding your application. If your application is complete, Community Development staff will have you schedule an inspection of your home. All inspections are handled through the city's Building Department. If you have questions regarding the inspection, contact the Building Department's administrative assistant at 970 384-6411.
5. After your inspection has been completed, the inspector will do one of two things, either approve your residence for use as a short-term rental, or require that you make modifications to ensure the public's health, safety and welfare. In some cases, the required modifications may require that you submit a Building Permit.
6. After you have completed successfully all of the work associated with your inspection or building permit, Community Development Department staff will issue your Short-term Rental Permit.

If you have additional questions regarding the Short-term Rental application process, please review the following Frequently Asked Questions, or call 970 384-6411.

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10. **What building codes will short-term rentals be subject to?** *The applicable building code for your property depends on the underlying use of your property. One or more of the following codes will apply: International Property Maintenance Code (IPMC), International Residence Code (IRC), or International Building Code (IBC).*

11. **What is a “designated responsible party?”** *A designated responsible party is a person located in the local area who will be available to immediately respond to any issues arising from the short-term rental of the property, whether it be from the rental party, public safety personnel, utility personnel or any other municipal party.*

For additional questions regarding short-term rentals, please contact the Community Development Department at 970 384-6411.

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Glenwood Springs Municipal Code section 070.040.120- Short Term Rentals.

(a) Intent. The City of Glenwood Springs recognizes that there are benefits to allowing owners of residential units within the City to rent their dwelling units for periods of time less than thirty (30) days. Short term rental of dwelling units bring additional visitors to the City, can allow owners to recoup housing costs, and provides revenues for the City through the additional tax collections. The provision of short term rentals offers additional diversification to the resort and travelling professional accommodations market. However, due to the potential for adverse impacts, short term rentals must be regulated by the City to protect the health, safety, and welfare of owners, neighbors, and visitors.

(b) Applicability. The requirements of this Section shall apply to any residential dwelling unit within the City of Glenwood Springs. This Section does not apply to any residential use within a Planned Unit Development unless specifically listed as a use allowed by the Planned Unit Development. Nor does this Section apply to any dwelling unit permitted as an Accessory Dwelling Unit.

(c) Definition. As used in this Section, the following term shall have this meaning ascribed to it:

Short term rental means the rental of an entire dwelling unit for monetary consideration for a period of time less than thirty (30) consecutive days, not including a bed and breakfast, residency unit, boarding or rooming house, or hotel. This definition does not include offering the use of one's property where no fee is charged or collected.

(d) Requirements, Restrictions, and Standards. The following requirements, restrictions, and standards shall apply to short term rentals:

(1) The City of Glenwood Springs is not a party to and does not enforce any private covenants. Private covenants may restrict the ability for owners to engage in short term rentals.

(2) There shall be a designated responsible party, located within the local region, available for immediately responding to any issues arising from the short term rental. The designated responsible party may be the owner of the property.

(3) The owner or responsible party shall collect and pay all applicable local, state, and federal taxes including sales and lodging taxes.

(4) The owner or responsible party is responsible for ensuring the short term rental meets all applicable local, state, and federal regulations. For example, §38-45-101 C.R.S. et seq. requiring carbon monoxide alarms in residential property. The property owner, responsible party, or other persons shall not reside in the short-term vacation rental unit during periods of short-term rental; however, the property owner or permanent tenants not part of the short-term rental party may occupy the accessory dwelling unit on the property as their residence.

(5) The owner or responsible party is responsible for obtaining all required licenses in accordance with Title 050 of the Glenwood Springs Municipal Code.

(6) Occupancy limitations of a short term rental shall be established by the International Property Maintenance Code (IPMC) and shall be indicated on the short term rental permit.

(7) On properties with an accessory dwelling unit, only the primary dwelling on the property shall be eligible for a short term rental permit.

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(8) All vehicles shall be parked in designated parking areas, such as driveways and garages, or on-street parking, where permitted. No parking shall occur on lawns or sidewalks.

(9) The owner shall be responsible for ensuring that the short term rental complies with Section 100.010.060 of the Glenwood Springs Municipal Code entitled Garbage, refuse, and trash collection. Owners and responsible parties shall make arrangements for proper garbage, refuse, and trash collection.

(10) The following information must be posted in a prominent and visible location in the short-term rental:

- A. City of Glenwood Springs license(s) and short term rental permit;
- B. Contact information for owner and/or responsible party, including a phone number for 24 hour response to emergencies;
- C. Description of location of fire extinguishers and emergency egress; and
- D. Any other information deemed necessary by the Community Development Director or Building Official to ensure the public's health and safety.

(11) In a multi-family building under single ownership, no more than twenty-five (25%) but at least one (1) unit may be permitted as a short term rental.

(12) All advertising of a short-term rental, including advertising on website vacation booking sites, shall display the City of Glenwood Springs short-term rental permit number and business license number.

(13) A property owner may not be issued both a short-term rental permit and an accessory tourist rental permit on the same property at the same time; however, should an owner wish to change the use of a permitted short-term rental, he or she may do so by filing an application for an accessory tourist rental in accordance with Section 070.040.130 accessory tourist rentals. Upon issuance of a new accessory tourist rental permit, the existing short-term rental permit is automatically revoked.

(e) Application requirements. The owner shall submit the application on the form provided by the Community Development Director and shall pay the application fee set by City Council resolution. The Community Development Director may require submittal of such additional information as is deemed necessary to demonstrate compliance with the requirements of the Glenwood Springs Municipal Code including, but not limited to, building code and inspection requirements.

(f) Short Term Rental Permit. All short term rentals shall require a permit from the Community Development Director. This permit shall only be issued after the short term rental application has been approved in accordance with the Glenwood Springs Municipal Code and shall specify any terms and conditions of the permit. All permits shall be issued to the owner of the property. A change in ownership shall necessitate the issuance of a new permit. Permits shall be issued for a period of two (2) years and shall expire at the end of odd numbered years.

(g) Revocation of Permit. A short term rental permit may be revoked at any time by the Community Development Director should it be determined that the use is not being operated in compliance with this Section or any other section of the Glenwood Springs Municipal Code.

(h) Appeals. Appeals of administrative decisions may be made in accordance with Section 070.010.050 of the Glenwood Springs Municipal Code.

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SHORT-TERM RENTAL APPLICATION

Short term rental means the rental of an entire dwelling unit for monetary consideration for a period of time less than thirty (30) consecutive days, not including a bed and breakfast, residency unit, boarding or rooming house, accessory tourist rental, or hotel. This definition does not include offering the use of one's property where no fee is charged or collected.

GENERAL INFORMATION

OWNER:

Owner(s) of Residence: _____

Owner(s) Mail Address: _____

Owner(s) Home and Cell Phone Nos.: _____

Owner(s) E-Mail Address: _____

PROPERTY INFORMATION:

Address of Property to be used as a Short-Term Rental: _____

Complex Name and Unit No. _____

Number of Bedrooms: _____

Number of Parking Spaces on Site: _____

If the unit is in a multi-family complex, are there off-street parking spaces allocated to this unit?

_____ Yes _____ No

If yes, how many spaces? _____

LOCAL CONTACT INFORMATION:

(You may designate yourself as the local contact or another responsible party that resides within the Glenwood Springs area).

Responsible Party Name: _____

Responsible Party Mail Address: _____

Responsible Party Home and Cell Phone Nos.: _____

Responsible Party E-Mail Address: _____

REQUIREMENTS, RESTRICTIONS AND STANDARDS:

1. The City of Glenwood Springs is not a party to and does not enforce any private covenants. Property owners should review covenants that apply to the property they wish to use as a short-term rental since covenants may restrict an owner from engaging in the use of their property as a short-term rental.
2. There must be a designated responsible party located within the local region who is available to immediately respond to any issues arising from the short-term rental. The designated responsible party may be the owner of the property.
3. The owner or responsible party shall collect and pay all applicable state and local taxes including sales and lodging taxes.
4. The owner or responsible party is responsible for ensuring that the short-term rental meets all applicable local, state, and federal regulations. For example §38-45-101 C.R.S. et seq. requiring carbon monoxide alarms in residential properties.
5. The owner or responsible party is responsible for obtaining all required licenses and permits in accordance with Title 050 of the Glenwood Springs Municipal Code. The business license and sales tax license number must be displayed in all advertising, including advertising on vacation rental websites.
6. Occupancy limitations of a short-term rental shall be established by the 2009 International Property Maintenance Code (IPMC) and shall be indicated on the short-term rental permit.
7. On properties with an accessory dwelling unit, only the primary dwelling on the property shall be eligible for a short-term rental permit.
8. All vehicles shall be parked in designated parking areas, such as driveways and garages, or on the street where on-street parking is allowed. No parking of vehicles shall occur on lawns or sidewalks.
9. The owner or responsible party shall ensure that the short-term rental complies with Section 100.010.060 of the Glenwood Springs Municipal Code entitled garbage, refuse and trash collection. Owners and responsible parties shall make arrangements with rental parties for the proper collection and disposal of trash and refuse.
10. In a multi-family building where all units are under the same ownership, no more than 25% of the total number of units, but at least one (1) unit may be permitted as a short-term rental.
11. The following information must be posted in a prominent and visible location in the short-term rental:
 - a. City of Glenwood Springs licenses and Short-term Rental Permit.
 - b. Contact information for owner and/or designated responsible party including a phone number for 24 hour response to emergencies.
 - c. Diagram depicting the location of fire extinguishers and emergency egress.

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- d. Any other information deemed necessary by the Community Development Director or Building Official to ensure the public's health and safety.
- e. The maximum number of occupants as determined by the Building Official.

Note: A Short-term Rental Permit will only be issued after the application has been reviewed and approved in accordance with the Glenwood Springs Municipal Code. Specific terms and conditions may be included in the permit. All permits will be issued to the owner(s) of the property. A change in ownership requires the new property owner to apply for a new permit. Short-term rental permits expire at the end of odd numbered years. Property owners will be sent a new application form prior to expiration of their permit.

Owner's Signature/Certification:

By my signature below, I represent that all information contained in this application is true and correct to the best of my knowledge. I further certify that I have read the City of Glenwood Springs Short-term Rental regulations per Section 070.040.120 of the Glenwood Springs Municipal Code:

Owner(s) Signature: _____ Date: _____

_____ Date: _____

ADMINISTRATIVE USE ONLY:

Application received by: _____ Date: _____

Application fee collected: Amount: \$ _____

City of Glenwood Springs

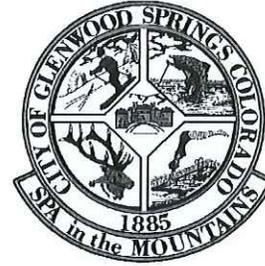
101 W. 8th Street

Glenwood Springs, Co 81601

Phone: 970-384-6400

Fax: 970-945-2597

Website: www.cogs.us



Business Tax Information

The City of Glenwood Springs offers a variety of resources to help you comply with City Laws:

Publication

City Business Licensing and Tax Ordinance Manual

This manual contains the tax and licensing laws of the City of Glenwood Springs.

Personal Assistance

Glenwood Springs employs a sales tax specialist who is responsible for all business licensing, taxpayer education and tax collection activity. The City also contracts with a tax auditing firm for national and local audits of City taxes.

Internet Assistance

All forms are completed online through <https://glenwoodsprings.munirevs.com>. Or you may log onto our city website to access the link: www.cogs.us. You may also find the City's Municipal Code on the website.

General Information

The tax laws in Glenwood Springs may be different than those of the State of Colorado or other taxing jurisdictions. This brochure is designed to give you general information to help you comply with the City laws.

The tax rates used in this brochure are in effect as of January 1, 2009. Always check with the Sales Tax Department for the current rates.

There is easy access to a great deal of information to help you comply with the tax laws of the City. Our taxpayer assistance program includes publications, walk-in assistance and forms on the internet.

If you have any questions, call the Sales Tax Department at 384-6400.

Licenses and Permits

Do I need a License?

The nature and location of your business will determine which of the following licenses and permits you will need. The Business License has a yearly \$25.00 fee with renewals every other year. License applications are available online at <https://glenwoodsprings.munirevs.com>

General Business License

Required for any entity with a physical presence in Glenwood Springs and conducting a non-retail business.

Retail Business License

Required for any business, local or national, engaged in retail sales in Glenwood Springs.

Home Occupation Permit

All in-City businesses which are operated from a residence should contact the City Planning Dept. to determine if this permit is necessary.

Temporary Sales Permit

Required for anyone engaged in outdoor temporary sales. Contact the City Planning Dept.

Liquor License

Required for all sales of alcohol. Contact the City Clerk's office for application forms.

Contractor License

Contact the City Planning Dept. to determine if you need this license.

Sales Tax

What is the Glenwood Springs sales tax rate?

The total sales tax rate in the City is currently 8.60%. This rate is made up of the following components:

| | |
|-------------------------|--------------|
| Glenwood Springs | 3.70% |
| Rural Transit Authority | 1.00% |
| State of Colorado | 2.90% |
| Garfield County | 1.00% |
| TOTAL | 8.60% |

All payments of City tax should be made directly on the Muni Revs Website. The other taxes are collected by the State of Colorado.

When do I charge the City sales tax?

Generally the City sales tax must be collected on all sales, leases or rentals of items in the City including items delivered into the City. Certain services such as cable TV, telecommunications, non-residential gas and electric are also taxable. Professional services such as legal, advertising and accounting services are generally not taxable.

Some sales are not taxable; they are exempt from the tax. A few City exemptions are: prescription items, medical equipment and supplies, cigarettes, gasoline, and certain sales to exempt organizations. Some City exemptions are different from those allowed by other taxing entities.

Some items which are taxable in the City, but may be taxed differently by other jurisdictions, are:

- Cable TV
- Pre-press supplies for printing industries
- Equipment used in manufacturing
- Food for home consumption
- Lodging services for less than 30 consecutive days

All exempt sales must be properly documented and records must be kept by the seller in case of audit. Contact the Sales Tax Department for more information on how to handle exempt sales.

Glenwood Springs tax should not be collected by a vendor if the item sold is delivered to an address outside the City limits. You should contact the city on the delivery address to determine if you need to collect that city's tax.

Important Information About City Use Tax

City use tax must be paid by all businesses on the purchase price of items which are used, stored or consumed in Glenwood Springs and upon which no other city sales tax has been paid.

The City of Glenwood Springs use tax rate is 3.70%

Use tax does not apply to inventory items which will be resold by the business.

New Businesses will receive an Initial Use Tax return for reporting the use tax due on tangible personal property. This property may have been acquired with the purchase of the business or newly obtained for the start-up of the business.

If any other city sales tax was properly paid no Glenwood Springs use tax will be due.

Returns for remitting use tax will be provided to the taxpayer.

(See the last page for a more detailed description of use tax charged on building materials.)

How to compute use tax:

A restaurant in Glenwood Springs buys a stove to use in their business. Here are some examples of how the use tax is applied:

1. The stove is purchased and picked up in Glenwood Springs and tax is charged as follows:

| | |
|----------------|--------------|
| Price of stove | \$ 15,000.00 |
| Tax charged | 1,290.00 |
| Invoice Total | \$ 16,290.00 |

\$1,290.00 divided by \$15,000.00 = 8.60% tax charged (3.70% City, 2.9% State, 1% RTA, 1% Garfield County).

Since 3.70% Glenwood Springs **sales tax was charged**, Glenwood Springs **use tax is not due**.

2. The stove is purchased and picked up in an unincorporated Garfield County area and tax is charged as follows:

| | |
|----------------|--------------|
| Price of stove | \$ 15,000.00 |
| Tax charged | 585.00 |
| Invoice Total | \$ 15,585.00 |

\$585.00 divided by \$15,000.00 = 3.9% tax charged (2.9% State, 1% Garfield County).

Since City **sales tax was not charged**, Glenwood Springs **use tax is due**.

3. The stove is purchased and picked up in Denver and tax is charged as follows:

| | |
|----------------|--------------|
| Price of stove | \$ 15,000.00 |
| Tax charged | 1,158.00 |
| Invoice Total | \$ 16,158.00 |

\$1,158.00 divided by \$15,000.00 = 7.72% tax charged (3.62% Denver, 4.1% State, RTD, CD, FD).

Since 3.62% Denver **sales tax was charged**, Glenwood Springs **use tax is not due**.

4. The stove is purchased in Grand Junction and delivered to Glenwood Springs and the tax is charged as follows:

| | |
|----------------|--------------|
| Price of stove | \$ 15,000.00 |
| Tax charged | 1,147.50 |
| Invoice Total | \$ 16,147.50 |

\$1,147.50 divided by \$15,000.00 = 7.65% tax charged (2.75% Grand Junction, 2.9% State, 2% Mesa County).

Since the item was delivered outside of Grand Junction, Grand Junction sales tax should not have been charged and Glenwood Springs use tax is due. Contact the seller to obtain credit for the Grand Junction tax charged in error.

Building Use Tax

Anyone who performs construction work which requires a Glenwood Springs building permit must pay City building use tax on the estimated cost of construction materials used. This amount is calculated using the estimated total cost of construction and is shown on the issued building permit. A sales tax exemption certificate is issued along with the building permit. No City sales tax is charged when the materials are actually purchased if the City sales tax exemption certificate is presented to a Glenwood Springs seller. The estimated use tax must be paid at the end of the project before the Certificate of Occupancy is issued by the Building Department. After that, the contractor may present a self-audit of the project to be reviewed by the building inspector and the sales tax specialist. The difference between the use tax already paid and the actual amount due may be billed by the City or refunded to the permit holder.

Accommodations Tax

The 2.5% City Accommodations Tax applies to charges for rooms or accommodations in the City, if the occupancy is for a period of less than 30 consecutive days. The tax generally applies only to hotels, motels, bed and breakfasts and vacation rentals. Accommodations tax must be collected on charges for sleeping rooms, meeting rooms, display rooms, banquet rooms or other special rooms. This tax is in addition to the regular City sales tax of 3.70%.

Property Tax

Owners of real property located in Glenwood Springs must pay City property tax every year. This tax is collected by the County assessor. Questions regarding property tax should be addressed to the Garfield County Assessor at 945-9134.

Audits

The City has begun an audit program. A variety of licensed businesses are selected for audit throughout the year as part of the audit program. During an audit, the City's contract auditors visit the business and review their accounting records to verify that appropriate City taxes have been paid. If your business is selected for audit you will be notified in writing and will be given detailed instructions about the audit process.

Enforcement

The City's sales tax specialist also handles all collection efforts. An official notice is sent to all taxpayers who become delinquent. If the taxpayer does not respond, the City may take enforcement action to collect the tax. These actions may include: summons to Municipal Court; filing of tax liens against property or, in extreme cases, seizure and sale of business property.

Penalty and interest is charged on all delinquent tax. It is important to contact the sales tax department if your business receives a notice of delinquent taxes.

Confidentiality

All financial information that businesses provide to the Sales Tax Department or its representatives is kept confidential. For this reason, we may not be able to release certain information over the phone. For example, the amount of sales reported by a business may only be released to an agent of that business with proper identification.



Registration Instructions for Online Sales Tax and Licensing

Go to: <https://glenwoodsprings.munirevs.com>

1. Click "Go" to Register



Confirm E-mail

Enter your e-mail address and follow the instructions in the e-mail you will receive.

If you do not receive the e-mail immediately, be sure to check your junk mail, quarantine services (i.e. Postini, Spam Assassin) and add info@munirevs.com and support@munirevs.com as safe senders. After you have done this, enter your e-mail address above again. Contact MUNIRevs support for assistance.

2. Create User Profile

3. Link to Business

◆ Select "I already have an existing ."

I already have an existing business license.

◆ Enter 6 Digit Number, MUNIRevs Activation Code (NOT case sensitive) and Click Lookup

◆ Select your Role and click "Connect." Note - Businesses can have an unlimited number of users on each account.

The following business was found. To connect to this business, indicate your role, then click "Connect".

Found Business:

| Business Name | Role | Assigned by | Date | |
|---------------------------|------------|-------------|-------------------|---------|
| [457612] Sweet Rides, LLC | Accountant | Erin Neer | 08/25/13 08:55:44 | Connect |

To add another business, simply enter the above credentials, and repeat the **Lookup** and **Connect** steps above. When done adding businesses, Click the **orange button** to proceed to your **Business Center**. For **NEW BUSINESSES**, select "I am applying for a new license" instead of the existing license option.

For Assistance Contact MUNIRevs Support at
support@munirevs.com or **(888) 751-1911**



Frequently Asked Questions for Online Sales Tax and Business Licensing

<https://glenwoodsprings.munirevs.com>

What types of assistance can MUNIREvs provide to me?

MUNIREvs can assist you with all your system and account questions. Whether you have a question about your account or technical questions about how to do something in MUNIREvs, please reach out to our support team. We can always reach out to the Jurisdiction on your behalf if we need their assistance with one of your questions. You can reach MUNIREvs at support@munirevs.com and by phone at (888) 751-1911.

Where are my tax forms? My Action Center is empty?

Your tax forms will be available on the 1st day of the month following the last day of the tax period. For example, for monthly filers, the May 2015 tax forms will be available in your Action Center on June 1, 2015. Second Quarter, 2015 forms will also be available on 7/1/2015. If you do not see the forms you expected, simply contact MUNIREvs support for assistance.

Can I manage multiple businesses with one login?

Yes - to do so, click Add an additional business to your account. Select whether the business is an existing business or whether you are applying for a new business. You will need your 6 digit License Number (which may include leading zeroes) and MUNIREvs Activation Code to connect to an existing business record.

Can a business have more than one user?

Yes, each business can have an unlimited number of users. Each user is required to provide the 6 digit License Number and MUNIREvs Activation code to be authorized to connect to an existing business record.

I did not receive or misplaced the letter with my activation code. What do I do?

Contact MUNIREvs support at support@munirevs.com or (888) 751-1911 for assistance. You will need to confirm account details to be verified for the account and then our staff can assist you with connecting.

Can I file a Zero File tax return through MUNIREvs?

To file a zero file tax form, select your tax form from your Action Center. Then, complete the required information on the remittance, including Gross Sales and any deductions. *You will then need to follow the orange "Action Buttons" until you arrive at the Receipt. NOTE: This process requires that you go all the way through the cart to perform a Zero File Checkout.*

What payment types are accepted through MUNIREvs?

Glenwood Springs offers free ACH Debit, or e-check payments. In addition, if you need to remit via ACH Credit, please e-mail support@munirevs.com for payment instructions and to add this setting to your account.

The City of Glenwood Springs charges a 3% Credit Card convenience fee. Credit card payments are available for payments < \$2,000.

I have an ACH Debit Block on my bank account. What is the Debit Block ID?

The Debit block ID for the following jurisdictions

Avon
Carbondale
Cortez
Montrose
Telluride
Mountain Village
Glenwood Springs

is through the payment provider below:

Entity Name: Vericheck Incorporated
Debit Block ID: 4013137ZST

Can I schedule a payment in MUNIREvs?

For your security, MUNIREvs does not store any payment information in the system. You will need to enter your desired payment information each time you check out.

If you would like to transmit payments via ACH Credit, e-mail support@munirevs.com for payment instructions and to add this setting to your account.

How do I change or update my User information?

Select "My Account" at the top of the page when you are logged in to update your user or business information, including, mailing address, phone number and other contact information.

I forgot my password. What do I do?

From the Log In page, click the "Forgot your password" link and follow the instructions that will be e-mailed to the User's registered e-mail address.

How do I update my business information?

Select your business by clicking on it under "Manage Your Business." On the following screen, you will find instructions to complete a Business Changes request form. After completing the form, City staff will review and approve.

You can also print your license from the Manage Your Business screen.

Do I have to login to MUNIREvs to see my alerts and reminders?

No. All alerts are e-mailed to your authenticated e-mail address. When you login to the system, you will also see any open alerts that need to be addressed in your Action Center.

Can I apply for a new license through MUNIREvs?

Yes. To apply for a new , simply click "Add an additional business to your account" under Manage your Business. Select New Business and proceed through the prompts to register your new business with the Jurisdiction.

Licenses can be printed by clicking on your business in the "Manage Your Business" section of your Business Center.

Can I renew or manage an existing license through MUNIREvs?

Yes. License renewals will be initiated based upon the expiration date of each license. You will be notified of available actions when a renewal license requirement is upcoming.

For Assistance, Contact
MUNIREvs Support
support@munirevs.com

(888) 751-1911

CITY OF GLENWOOD SPRINGS
101 W. 8th Street
PO Box 458
Glenwood Springs, CO 81602-0458
970-384-6420



INITIAL USE TAX RETURN

Name of Business: _____ Business Start Date: _____
Address: _____ (Due date is the 20th day of the next month)
City License Number: _____

Initial Use Tax is owed on tangible personal property obtained as part of a business purchase, except for items that have been significantly used for their primary purpose for 3 years or more. Initial Use Tax is also owed on new items purchased for use by the business and upon which no city sales tax has been paid. Categorize and enter the taxable amounts in the spaces provided below.

| | Taxable Amount |
|--|----------------|
| 1. Business machines, calculators, typewriters, copiers, computers, etc.: | \$ _____ |
| 2. Cash registers, display cases, counters, tables, booths, racks, etc.: | \$ _____ |
| 3. Food processing equipment, appliances, walk-in coolers, etc.: | \$ _____ |
| 4. Shop equipment, tools, compressors, hydraulic and electronic equipment, supplies, etc.: | \$ _____ |
| 5. Signs, outdoor displays, etc.: | \$ _____ |
| 6. Furniture, décor, cleaning equipment, etc.: | \$ _____ |
| 7. Other items: | \$ _____ |
| 8. TOTAL TAXABLE AMOUNT (Total of lines 1 through 7): | \$ _____ |
| 9. Tax due - multiply line 8 by 3.70%: | \$ _____ |
| 10. Penalty (if paid after the due date) - 10% of line 9: | \$ _____ |
| 11. Interest (if paid after the due date) - .67% of line 9 per month: | \$ _____ |
| 12. TOTAL DUE (add lines 9 through 11): | \$ _____ |

Make check out to the City of Glenwood Springs and mail it along with this form to the address shown at the top.

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

Name (printed) _____ Title _____
Signature _____ Date _____