



CITY OF FORT COLLINS
NEW BUSINESS ROADMAP



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NEW TO BUSINESS IN FORT COLLINS? START HERE!

- Develop a marketable business concept
- Identify target market, product, or service customer group
 - ▶ *Have you considered where you want to be located in the City?*
- Develop a marketing strategy
- Develop sustainable business strategies—identify opportunities to minimize waste, save energy, conserve water, protect air quality, and contribute towards the community's social health
- Identify operational needs
- Estimate project start-up expenses
- Project financial statements for 3 years (worse-case, realistic case, and best-case scenarios)
- Research the competition
- Select advisors (consultant/lawyer/CPA)

RESOURCES: Connect with the people who want to help you

- **The Fort Collins Economic Health Office** is here to help you navigate through all local resources that are available to you. Visit us at fcgov.com/business or reach us at 970-416-4349, business@fcgov.com
- **The Multicultural Business & Entrepreneur Center (MBEC)** is a bilingual (English & Spanish) center that provides business owners and entrepreneurs easy access to business service providers, resources, mentorship and specialty training. It also connects them with critical resources to create, launch and grow a business in Fort Collins. Connect with MBEC at business@fcgov.com
- **The Environmental Services Department** can help you develop your plan for waste reduction and recycling, air quality and climate action objectives. Visit fcgov.com/environmentalservices for more information.
- Check out many more organizations in the [Fort Collins Business Resource Guide](#).
- [ForFortCollins.com](https://forfortcollins.com) offers tools and resources to help rally behind local Fort Collins businesses.
- **The Larimer Small Business Development Center (SBDC)** offers free 1x1 consulting services with industry expert advisors and low-cost workshops. Visit larimersbdc.org for more information.
- **Poudre River Public Library Business & Nonprofit Center** offers free market research support and other resources with a Spanish-speaking advisor available. Visit read.poudrelibraries.org/adult/business for more information.
- **Colorado Business Resource Guide:** visit coloradosbdc.org and click 'resources.'
- **Utilities Development Review:** contact Utilities Customer Accounts at 970-416-4268 or Utilitiescustomeraccounts@fcgov.com
- Have Questions about opening your business safely during the COVID-19 pandemic? Contact the Larimer County Department of Health & Environment:
 - ▶ *Call 970-498-5500 or text 970-999-1770*
- NoCo Recovers provides current information on potential funding resources available to support the business community.



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SELECTING A LOCATION: WHERE CAN I DO BUSINESS? WHAT IS REQUIRED?

- Contact City of Fort Collins Zoning
 - ▶ Verify that your location is properly zoned to operate your business: fcgov.com/zoning
 - ▶ Development review may be required, followed by building permits
- Apply for development review
 - ▶ Conceptual meeting: fcgov.com/developmentreview/applications.php
 - ▶ Considerations may include use, occupancy, parking, utilities and building alterations.
- Apply for permits
 - ▶ Construction, building and fire authority permits: fcgov.com/building/application.php
 - ▶ PFA: poudre-fire.org/online-services
- Schedule final inspections
- For more information:
Development Review Center
281 N. College Ave.
Fort Collins, CO 80524
fcgov.com/zoning
zoning@fcgov.com



Environmental Considerations

The City requires cardboard and certain construction/demolition waste materials to be recycled. Visit fcgov.com/constructiondebris.

Dust generating activities associated with construction generally require dust control measures to be in place.

Visit fcgov.com/dust.



Apply for a home business license

fcgov.com/zoning/homebusiness



Build Responsibly

Contact Floodplain Administration staff at 970-416-2632 or floodplainadministration@fcgov.com before undertaking any construction (new development, additions, remodels, filling, grading, etc.) on a building or property located in a regulatory floodplain to determine specific floodplain requirements.

A floodplain use permit is required for any work done in the floodplain. Different floodplains have different regulations.

Visit fcgov.com/floodplain-reg.

Vindeket Foods with Secretary Hannah Whittmeyer, Founder & Executive Director Nathan Shaw and Mayor Jeni Arndt (left to right).



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SALES TAX

Register with tax entities at the City, state and federal level. The City of Fort Collins uses a Sales & Use Tax License as a business license.

- **City:** To register for licenses, city taxes, file returns and manage tax accounts, visit fcgov.com/salestax
- **State:** For state taxes and a Sales Tax ID number, visit mybiz.colorado.gov to register your business and file with the state
- **Federal:** All forms of structure, except sole proprietors with no employees, must obtain a Federal Employer Identification Number (FEIN), which is also your federal tax ID number.

Internal Revenue Service

800-829-1040

irs.gov

Determine if you need additional permits or licenses with our [Business Licenses & Permits FAQs](#)

- Clerk's Office: 970-221-6515, cityclerk@fcgov.com
 - ▶ *Liquor Licensing*
 - ▶ *Marijuana Licensing*
- Sales Tax: 970-221-6780, salestax@fcgov.com
 - ▶ *Liquor Occupation (this is in addition to a liquor license)*
 - ▶ *Outdoor Vendor*
 - ▶ *Short Term Rentals*
 - ▶ *Special Events Permit*
 - ▶ *Looking for other special licensing & permits?*
- Larimer County Health Department: 970-498-6700
 - ▶ *Health Requirements*
 - ▶ *State of Colorado: 303-205-8411*
 - ▶ *Child Care Licenses*
 - ▶ *Background Checks & Fingerprinting*



All Brick and Mortar, Home-Based Businesses, and Service-Based Businesses (e.g. a contractor that works/performs services in Fort Collins regardless if they live or have a business located in Fort Collins) are required to have a Sales & Use Tax License with the City.



Louise Cutler Fine Art Studio with Owner & Artist Louise Cutler.

UTILITIES

Information to help you manage your account, improve your business' efficiency, use renewable energy and learn about education opportunities.

Actionable Items

- Create Utility account online: fcgov.com/utilities-service-request
 - ▶ Call: 970-212-2900
 - ▶ Work with your contractor to know when to start services
- Online logins
 - ▶ E-Bill <https://secure8.i-doxs.net/CityOfFortCollins/Enroll.aspx>
 - ▶ MV Web helps commercial customers view detailed energy and water use and find new ways to save. Request at UtilitiesCustomerAccounts@fcgov.com
 - ▶ Peak Partners is an energy-efficiency initiative that begins with exciting technology upgrades. Visit peakpartnersfortcollins.com
 - ▶ MyWater helps all Utilities water customers track water use and costs with water reports and the easy-to-use web and mobile portal. Visit fcgov.com/mywater
- Get Inspected and obtain a Certificate of Occupancy
 - ▶ A building or zoning inspection may be required prior to opening your business.
 - ▶ Contact Utilities Customer Accounts: 970-416-4268 or UtilitiesCustomerAccounts@fcgov.com

Resources

- Electric, Water, Wastewater, Stormwater and Green Energy fcgov.com/commercial-rates
 - Water allotments fcgov.com/excess-water-use
 - Allotment Management Program (AMP) fcgov.com/amp
 - Xeriscape Incentive Program (XIP) is a water conservation grant program designed to help commercial water customers save water outdoors. Visit fcgov.com/xipxl
 - Energy services
 - ▶ Discover savings with smarter energy use and an array of programs designed to help businesses like yours reduce energy use. Visit fcgov.com/improve-efficiency
 - ▶ Building Energy and Water Scoring (BEWS) requires transparency of energy and water efficiency of commercial and multifamily buildings 5,000 sq. ft. and above. Every year, owners of covered buildings are required to comply with reporting. Visit fcgov.com/bews
 - Be more sustainable with renewables. Visit fcgov.com/go-renewable
- Be prepared for outages. Visit fcgov.com/outage-preparedness to learn what your business can do to better protect equipment and minimize impacts during an electric outage.
- ▶ View current outages at fcgov.com/outages
 - ▶ Report electric outages 970-221-6710
 - ▶ Report water outages 970-221-6700
- Fort Collins Connexion fconnexion.com



Our Customer Accounts team supports small, medium, large and industrial customers. We strive to provide our business customers with outstanding customer service and connect them with resources to manage their utilities.

Contact Utilities Customer Accounts: 970-416-4268 or Utilitiescustomeraccounts@fcgov.com



Did you know all Commercial water taps installed after March 1, 1987 are subject to Excess Water Use (EWU) charges when they exceed their allotment?

Water allotment volume is based on Water Supply Requirements satisfied at the time of development.

Learn more: fcgov.com/EWU

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TRASH AND RECYCLING SERVICES

- Trash and recycling services are provided by three licensed, private haulers in Fort Collins. Learn more: fcgov.com/recycling/curbside.
 - ▶ *Gallegos Sanitation/Republic Services 970-484-5556*
 - ▶ *Ram Waste Systems 970-226-3396*
 - ▶ *Waste Management 970-482-6319*
- Fort Collins has specific requirements for recycling and all businesses and apartment complexes must have recycling service available. Visit fcgov.com/CRO for more information
- The Waste Reduction and Recycling Assistance Program (WRAP) can provide recycling guidelines and other educational material, presentations, and assist in setting up or improving recycling service. Visit fcgov.com/wrap

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BE A RESPONSIBLE EMPLOYER

- **If your business will have employees, you must:**
 - ▶ *register as an employer with the Colorado Department of Labor & Employment*
 - ▶ *pay additional taxes*
 - ▶ *withhold, match and submit employee withholdings*
 - ▶ *obtain worker's compensation insurance*
 - ▶ *follow other employee eligibility regulations*
 - ▶ *Establish a **required** unemployment insurance account with the Colorado Department of Labor through Colorado Business Express - colorado.gov/cbe*
- The Colorado Business Resource Guide provides detailed information. Visit: coloradosbdc.org under 'Resources.'
- Register your business with the Colorado Secretary of State at coloradosos.gov/biz
- **Find the right employees:** The Larimer County Economic & Workforce Development Center can help you find qualified applicants at no cost, in addition to other low-cost trainings. larimer.org/ewd
- **Report new hires:** Employers must report newly hired employees to the Colorado State Directory of New Hires - newhire.state.co.us.

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OPEN FOR BUSINESS & KEEP IN TOUCH

- Celebrate the start of your new business! You are now a part of a community that supports small and large businesses alike. Thank you for choosing Fort Collins as your new business hometown.
- The Economic Health Office is here to help navigate your business to success, and offers business assistance for start up and expansion.

Business Engagement Team
business@fcgov.com
 970-416-4349

