



Applying for a Business License A Step-by- Step Guide for Community Core

For additional information regarding the application process, or navigating Community Core please reach out to business.licensing@wellingtoncolorado.gov, staff is ready to assist you.

Significant Changes

1. All businesses applying online are asked to complete an **Applicant Affidavit Form** when applying for a Business License. Completed forms will be electronically collected by the Town.

- Applicant's completing physical paper application are exempt from the Applicant Affidavit Form.

Scan QR Code



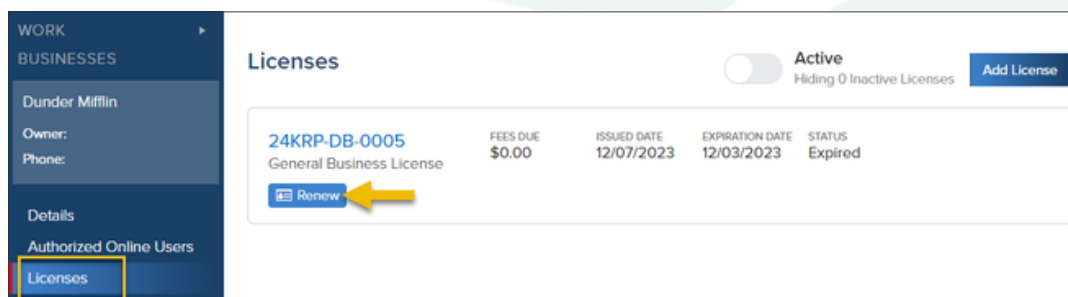
Scan QR code to
access Applicant
Affidavit Form



2. As of January 1, 2022, the Town of Wellington no longer issue a Sale Tax License. The Town of Wellington is a statutory community, which means all sales tax is remitted by the State of Colorado Department of Revenue tax system. Businesses will be required to add Wellington as a location to their state license. (Wellington Jurisdiction Code 06-0082)
 - a. Visit the Colorado Department of Revenue Add Locations (Sites) to Your Sales Tax Account | [Department of Revenue - Taxation \(colorado.gov\)](https://colorado.gov) website for additional steps to add Wellington to your license.
3. The Town will not assess fees for Business Licenses until your application has been reviewed and processed by Staff.
 - a. Please do NOT send check payments to the Town, until you have been formally invoiced. Invoices will be emailed to applicants upon approval.
4. A business license can take up to 30 days, however the majority processed between 5 – 10 business days.

Business License Renewal

Community Members or Businesses who have an existing account in Community Connect can renew licenses from the homepage by selecting the 'Renew License' icon on the dashboard or selecting 'Licenses' on the left side of the screen.





Step 1: Business Licensing Registration - Online How to register for a Community Member account

Community Member registration through Community Core enables business owners to apply for a business license online.

A: Please read each step listed before selecting "Business Owner - Registration Image"



B: Select "Community Member"

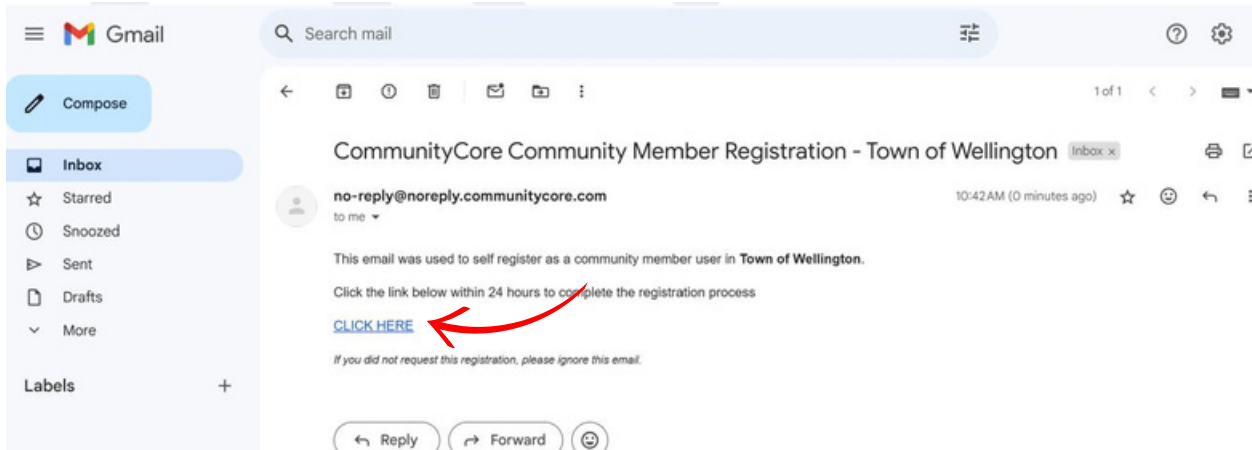


C: Register using your business email

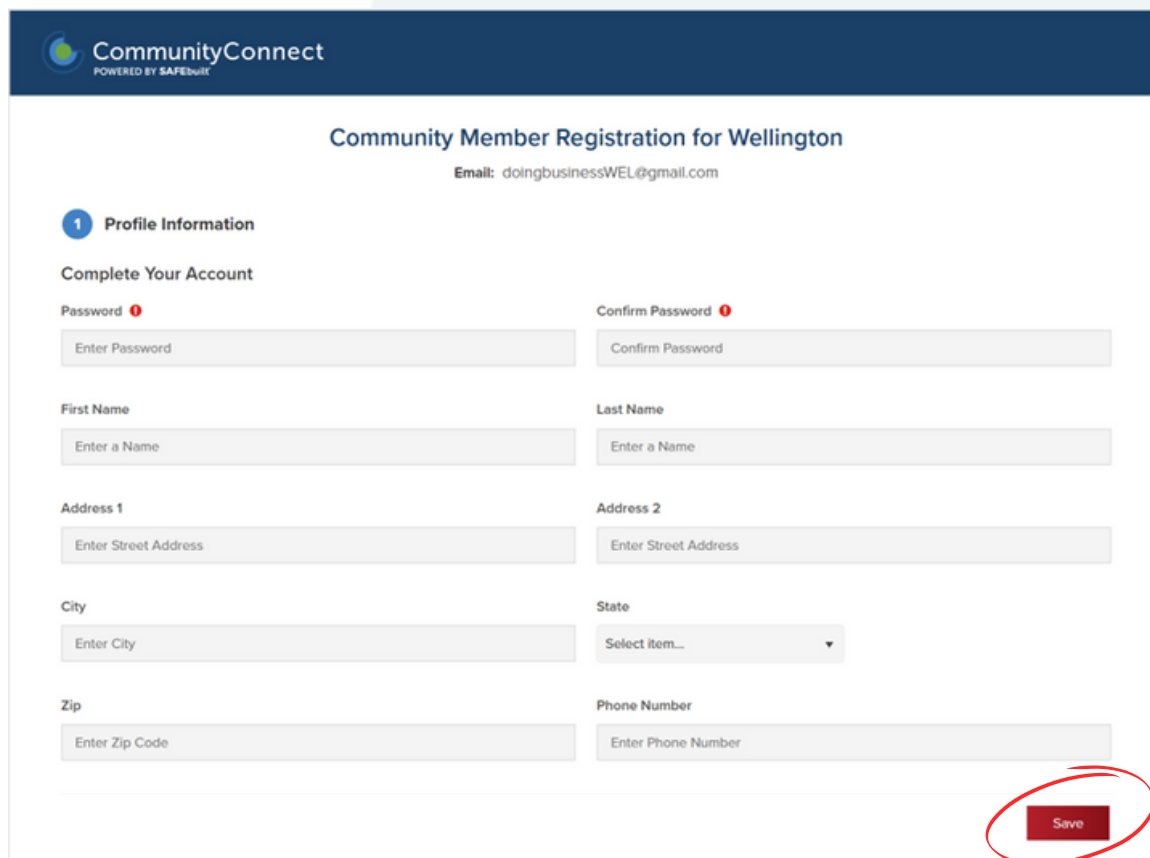
- All applicants are required to provide a valid email address to begin the process.
- *Contractors performing work in Wellington should proceed with registering as a Contractor.*

For assistance in registering for a Contractor License visit the Town's Contractor License website, or email building@wellingtoncolorado.gov.

D: After selecting "Register" as shown above, Community Core will send a No-reply email with instructions to continue your registration process. Example shown below.



E: Select the hyperlink "CLICK HERE" in the email to continue your member registration and apply for your license.

A screenshot of a web registration form titled 'Community Member Registration for Wellington'. The header includes 'CommunityConnect' and 'POWERED BY SAFEbuilt'. Below the title, it says 'Email: doingbusinessWEL@gmail.com'. The form is divided into sections, with the first being '1 Profile Information' and 'Complete Your Account'. It contains several input fields: 'Password' and 'Confirm Password' (both with red error icons), 'First Name', 'Last Name', 'Address 1', 'Address 2', 'City', 'State' (a dropdown menu), 'Zip', and 'Phone Number'. At the bottom right, a red 'Save' button is circled in red.

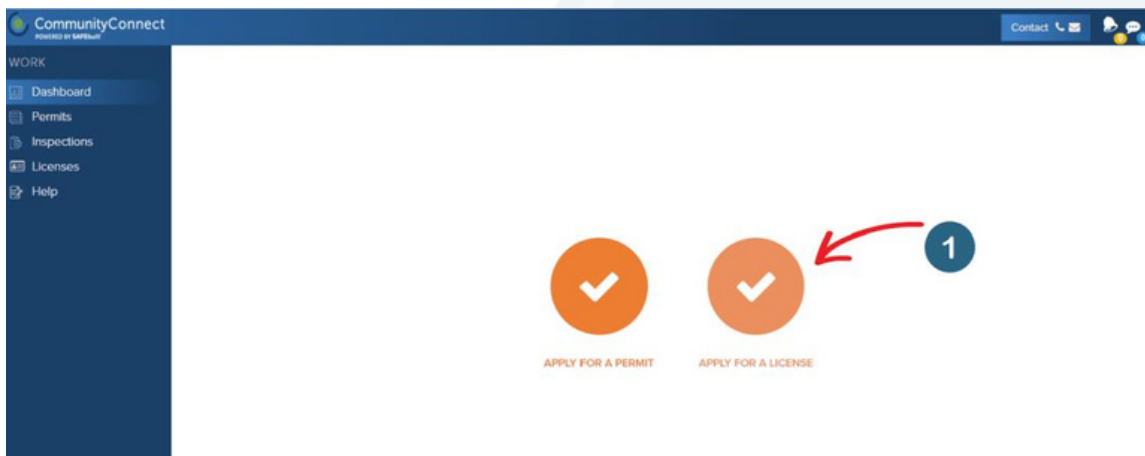


Log into Community Core website to start the application process online.

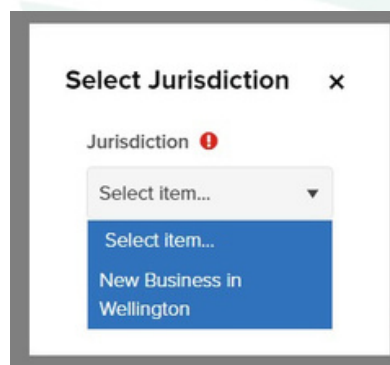
A screenshot of the CommunityCore login page. On the left is a dark blue sidebar with the "CommunityCore" logo and the text "POWERED BY SAFEbuilt". Below the logo, it says "By clicking Sign In, you agree to our Privacy Policy, Terms of Service, and Copyright Policy." On the right is a white login form with fields for "E-mail Address" (containing "doingbusiness@wellingtoncolorado.gov") and "Password" (masked with dots). There is a "Remember Me" checkbox, a "Sign In" button (highlighted with a red arrow), a link for "I forgot my password", and a "Sign In with SSO" button. Below the SSO button, it says "*SSO is only for SAFEbuilt employees". To the right of the login form is a QR code with the text "Scan QR Code" above it and "To Apply for a License" below it.

Step 2: Submitting an Online Application website.

A: Select "Apply for A License" from homepage of Community Core



B: Select "New Business in Wellington," then select "Ok"





C: Select from drop down menu for the appropriate "License Type." Select "License Year," then select "Next"

Business License Application for Wellington

A screenshot of the "Business License Application for Wellington" form. It features two dropdown menus: "License Type" and "License Year". The "License Type" dropdown is open, showing a list of options including "Business License - Wellington", "General Business License - Home Occupation", and "General Business License - Outside of Town Limits". A red arrow points to the dropdown menu with a circled "1". Another red arrow points to the "License Year" dropdown with a circled "2". A checkbox labeled "Test Business License Application" is also visible.

D: Complete application, and select "Save Application" to access required "Fields."

A screenshot of a message box titled "IMPORTANT STEP TO BEGIN THE APPLICATION PROCESS:". It contains three buttons: "Save Application", "Cancel", and "Submit Application". The "Save Application" button is circled in red with a circled "1" next to it. The "Submit Application" button is crossed out with a large red "X". A red exclamation mark icon is in the top right corner.

F: Select the "Fields" tab.

G: Complete all questions in the "Fields" tab

A screenshot of the "CommunityConnect" interface. On the left is a sidebar menu with options: "Draft Application", "Permit Type: Business License - Wellington", "Test Application", "Application", "General", "Fields", and "Documents". The "Fields" option is highlighted with a red arrow. On the right is the "Fields" tab, which contains various input fields and buttons for completing the application. A red exclamation mark icon is in the top right corner.

H: Select the “Download” tab

CommunityConnect
Business License

WORK

- Dashboard
- Permits
- Inspections
- Licenses
- Help

Application Documents

REQUIREMENT
General Business - Pre-treat

DESCRIPTION
Download, fill out and upload the BL Pre-treat Questionnaire. This form has all of the information we need to collect to assist in getting license approved.

A physical questionnaire must be completed and uploaded into the application. Submittals that are incomplete or missing fields will not be processed.

Download here: [Pre-treat Questionnaire_2024-08-07.pdf](#) (For the Commercial Waste Questionnaire form.)

Upload Documents

[I can't upload this](#)

REQUIREMENT
Annual Backflow Device Testing Report

DESCRIPTION
Download, fill out and upload the Annual Backflow Device Testing Report. This form has all of the information we need to collect to assist in getting license approved.

The physical Annual Backflow Device Testing Report must be completed and uploaded into the application. Submittals that are incomplete or missing fields will not be processed.

Download here: [BSI Online \(bsionlinetracking.com\)](#)

Upload Documents

REQUIREMENT
State of Colorado Sales Tax License

DESCRIPTION
Please upload a copy of your State of Colorado Sales Tax License.

The Town of Wellington does NOT collect sales tax. Applicants will be required to add 'WELLINGTON' as a location (site) on the Colorado Department of Revenue website. WELLINGTON JURISDICTION CODE:06-0082.

Upload Documents

REQUIREMENT
Additional Documents

DESCRIPTION
Upload any additional documents that may be needed to review your application.

Upload Documents

Cancel Save Application Submit Application

I: Upload Application Documents if applicable to your business. *Examples of supporting documents collected, are listed on page 9 of this guide.*

J: Completing your application

- 1.To ensure all information is saved in your application, select one (1) “Save Application”
2. Select two (2) “Submit Application”

Save Application Cancel 2 Submit Application

1



K: Application completeness check (completed by staff)

L: Applications are entered into Community Core for online processing.

M: Electronic review of the application by Staff and WFPD

N: Fees are assessed, and an invoice will be emailed to the applicant following review and approval.

- *Please do not send payment for license fees until you have been invoiced from the Town.*

O: Business Licenses will be emailed to applicants following verification of payment by the Town.
Physical license can be made available to business owner's upon request.

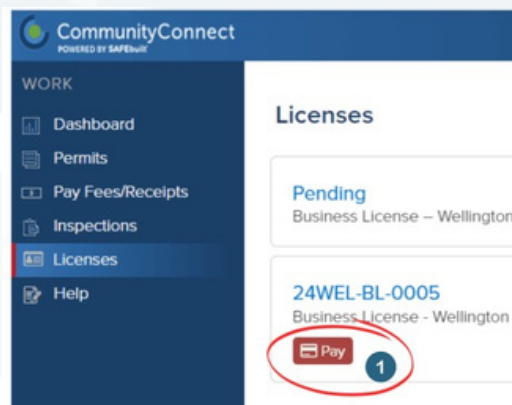
Paying Business License Fees – Online

Step 1: Log in to the [CommunityCore](#) account

- If you have submitted a paper application, in person or by email, staff will set up your account for Community Core for you.
- *Please contact Business.licensing@wellingtoncolorado.gov to request a password reset, or verify username and credentials.*

Step 2: In the left column under "Work,"
Select "Licenses"

Step 3: Select "Pay"
for your pending license application



Scan QR Code



Paying Fee(s)
Additional Information

Step 4: Select the appropriate fees, then click "Continue"

Select Fees

☒	FEE ITEM NAME	OUTSTANDING BALANCE
☒	General Business	\$25.00

Continue

Cancel



Step 5: Enter the appropriate amount and select "Full Balance" to pay the outstanding amount in full, then click "Submit Payment"

A screenshot of the "Enter Payment" form. At the top, it shows a table with "FEE ITEM NAME" and "OUTSTANDING BALANCE". The first row is "General Business" with a balance of "\$25.00". Below this is an "Amount" input field containing "\$25.00" and a "Full Balance" button. A red circle with the number "1" is around the "Full Balance" button. Below the input field is a "Comments" text area with a red circle and the number "2" next to it. At the bottom are "Submit Payment" and "Close" buttons. A red arrow points from the "Comments" area to the "Submit Payment" button.

Step 6: Select "Submit" on the final screen in Community Core.

A screenshot of the "Pay" screen. It has a title "Pay" and a close button "x". Below the title is a message: "We will now take you to the payment processor's web site. If you have any problems, please contact our customer support at support@communitycore.com. Click Submit to proceed." A red circle with the number "1" is around the "Submit" button.

Step 7: A new window will open to Xpress Bill Pay the Town's payment website to pay by Card or E-Check.

A screenshot of the Xpress Bill Pay form. At the top left is the Town of Wellington logo. To the right is the town's address: "Town of Wellington, 8225 Third St | PO Box 127, Wellington, CO 80549, (970) 568-3381". Below this is a "Cart" section with a table showing "General Business: 24WEL-BL-0005" for "\$25.00" and "Total Payable Amount" for "\$25.00". Below the table are two buttons: "Credit/Debit Card" and "E-Check". Below these buttons is the text "Please select a pay method" and a "Cancel" button. At the bottom is the text "Powered By: xpress BILL PAY".

Business Licenses will be emailed to applicants following verification of payment by the Town.



Business License Document Checklist

Peddler and Solicitors:

1. Proof of Town of Wellington Business License issued or Town of Wellington Contractor License.
2. Driver License or State Identification for each individual listed on an application. (Required)
3. Completed the Applicant Affidavit Form online (Required)

Additional requirements may be required as outlined in CHAPTER 6 - Business Licenses and Regulations

Businesses operating in a commercial building physically located within Town Limit:

1. Colorado Sales Tax License (If Applicable)
 - a. With jurisdiction code 06-0082 for Wellington added as a location. (If Applicable)
2. BSI Report Annual Backflow Prevention Testing – (If Applicable)
3. Commercial Pre-treatment Questionnaire (If Applicable)
4. Landlord Authorization Signature Form (Required)
5. Completed the Applicant Affidavit Form online (Required)
6. Landlord Statement Form (If Applicable)

Additional documentation may be required as outlined in CHAPTER 6 - Business Licenses and Regulations

Home Occupation:

1. Larimer County Department of Health Services Food Retail License (If Applicable)
2. Landlord Authorization Signature Form Landlord Authorization Signature Form (Required)
3. Colorado Sales Tax License (If Applicable)
 - a. With jurisdiction code 06-0082 for Wellington added as a location.
4. Completed the Applicant Affidavit Form online (Required)
5. Landlord Statement Form (If Applicable)

Additional documentation or licenses not collected for in-home day cares based on state statute.

Mobile Food Trucks:

1. Special Event Sales Tax License (If Applicable)
2. Colorado Sales Tax License (If Applicable)
 - a. With jurisdiction code 06-0082 for Wellington added as a location. (Required)
3. Proof of Fire Inspection Completion (Required)
4. Larimer County Department of Health Services Food Retail License (Required)
5. Completed the Applicant Affidavit Form online (Required)

Businesses located outside of Town Limits:

1. Colorado Sales Tax License (If Applicable)
 - a. With jurisdiction code 06-0082 for Wellington added as a location.
2. Completed the Applicant Affidavit Form online (Required)
3. Larimer County Department of Health Services Food Retail License (If Applicable)
4. Special Event Sales Tax License (If Applicable)

Additional documentation may be required as outlined in CHAPTER 6 - Business Licenses and Regulations

For additional questions or help, please reach out to staff at 970-568-3554 or email staff at Business.licensing@wellingtoncolorado.gov



LANDLORD STATEMENT

All Applicants Renting or Leasing Property of Business Physical Address within the Town of Wellington applying for a business license are required to complete this form, when completing an electronic application through Community Core.

Business Owner

1. PROPERTY PHYSICAL ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
2. PRINTED NAME OF TENANT: _____
(First, Last Name)
3. RELATIONSHIP TO TENANT: _____
4. BUSINESS NAME: _____
5. DESCRIPTION OF WORK / BUSINESS OPERATIONS :

Property Owner

I declare under penalty of perjury in the second degree, I am the owner of record at the physical address on this form. The proposed business owner of this application is my tenant.

I have read this form and am aware of the nature of business being conducted on my property. I give permission for this applicant, my tenant, to conduct this business on my property within all the laws, regulations, and requirements of the Town of Wellington.

PRINTED NAME OF PROPERTY OWNER OF RECORD: _____

SIGNATURE OF PROPERTY OWNER OF RECORD: _____

DATE: _____, 20____

PHONE NUMBER: _____

Business License Process

