



## City of Leadville

800 Harrison Avenue  
Leadville, Colorado 80461

(719) 486-0349

cityclerk@leadville-co.gov

### Business and Tax License Instructions

#### Required Documentation:

IF you have a **sole proprietorship** and are operating the business under a *name other than your own legal name*, provide a copy of **Certificate of fact of trade name** from the Colorado Secretary of State website: <https://www.coloradosos.gov/biz/BusinessFunctions.do>

IF you have another business structure (partnership, LLC, corporation, LLP, LLLP, etc.), provide a **Certificate of good standing** from the Colorado Secretary of State website: <https://www.coloradosos.gov/biz/BusinessFunctions.do>

Provide a copy of your Federal Employer ID or Social Security ID.

Provide a copy of your Colorado Sales Tax ID.   
<https://tax.colorado.gov/how-to-apply-for-a-colorado-sales-tax-license>

Pay \$50.00 fee by check payable to: **City of Leadville**   
or pay online at <https://cityofleadville.colorado.gov/>  
The online site will not print a receipt, email [cityclerk@leadville-co.gov](mailto:cityclerk@leadville-co.gov) for a receipt.

Pursuant to the City of Leadville Municipal Code 5.04.020 “Every person, firm, partnership, corporation or other business entity must obtain a business license from the city before operating, conducting or carrying on any for-profit retail trade, profession or business within the city.”

For more information, please refer to the Leadville Municipal Code.  
[https://library.municode.com/co/leadville/codes/code\\_of\\_ordinances?nodeId=TIT5BULIRE\\_CH5.04BULI](https://library.municode.com/co/leadville/codes/code_of_ordinances?nodeId=TIT5BULIRE_CH5.04BULI)

#### Resources for businesses:

- <https://www.coloradosos.gov/pubs/business/businessChecklist.html>
- <https://www.lakecountyledc.com/>
- <https://www.sba.gov/>