

# Welcome Packet for New Businesses

A Guide to Navigate the Start Up Process in Wellington, Colorado.



4006 Cleveland Avenue | PO Box 1500 | Wellington, CO 80549

(970) 568-4133 | [wellingtonareachamber@gmail.com](mailto:wellingtonareachamber@gmail.com) | [www.wellingtoncoloradochamber.com](http://www.wellingtoncoloradochamber.com)



## **Wellington Colorado New Business Packet For New Entrepreneurs**

Welcome to Wellington Colorado and thank you for considering Wellington as the home for your business. The Wellington Area Chamber of Commerce welcomes new businesses and is dedicated to accurately and rapidly get them through the various processes leading to the establishment of their business. The purpose of this **Welcome Packet** is to provide an introduction and a brief guide through the project review process for new business owners. Our goal is to help avoid extra or wrong steps in the process. Those business owners who have been through this process before may find that the Packet contains information they are already familiar with. The Town website ([www.wellingtoncolorado.gov](http://www.wellingtoncolorado.gov)) is a helpful source for initial information. This packet has been reviewed by the Town of Wellington and SAFEbuilt.

### **The Process**

**No matter the type or size of the project, it is in your best interest** to contact the Town staff and SAFEbuilt Inc (building inspections and plan review) for guidance in producing the information needed for the review and development process.

As soon as possible in your planning process for your business, call the Wellington Town Hall staff (970)-568-3381 to obtain an appointment with Cody Bird, Town Planner, to discuss your plan. He will provide the proper information, forms and guidance related to the first steps in the process. At this meeting you will need to provide the location, type of business, and a detailed description/drawing of the location along with any envisioned changes to the site. You will be provided information about Town code issues and planning documents that will impact your project, potential Enterprise Zone financial assistance, and any information packets on projects similar to yours.

**SAFEbuilt representative, Kelly Dykstra, should be contacted (970-686-7511 or [kdykstra@safebuilt.com](mailto:kdykstra@safebuilt.com))** to have a free on site review of your project to advise you concerning the extent of the plans and other information you will need and any special provisions that you may need to address. In some cases, meeting with SAFEbuilt even **before** purchasing property will likely be advantageous.

The Town of Wellington Approval process for new businesses depends on the type and location of the business, and if the business will occupy an existing or new building. Architects and engineers used on your project need to be licensed in the state of Colorado.

**A general list of requirements from simplest to more complex follows:**

**Home Occupation** – Certain business types, depending on the potential impact to the neighborhood can be operated out of your residence providing you have no employees other than family members residing in the home. A Town of Wellington home occupation permit application, and Town of Wellington business license will be required (see attached forms). A State sales tax number will be needed for retail sales.

**In addition**, if the residence is located in a neighborhood with a Home Owners Association (HOA), the HOA rules supersede those of the Town in allowing the business in that neighborhood.

**Putting a business into an existing building within a zoning district where the use is allowed as a principle use (use by right)** - Only a Town of Wellington business license and State sales tax number (if retail sales) will be needed. Remodeling such a building will require additional information(see below).

**Putting a business into an existing building within a zoning district where the use is allowed as a Conditional Use.** - A Conditional Use application will be required. Public Hearings will be scheduled before the Planning Commission and Town Board of Trustees. If approved as a Conditional Use, the business must comply with the stated conditions and obtain a Town of Wellington business license and State sales tax number (if retail sales). The Conditional Use application is available at the Town Hall.

In a building with multiple privately owned businesses, the businesses may be considered a Business Owners Association (BOA) that governs the business's activities within the building. The BOA regulations should be considered before planning a business for that location.

**Expanding an existing structure** - Site plan approval by the Town of Wellington Planning Commission will be required. Commercial **Tenant Finish/Remodel Plan Submittal Procedure** form is attached. Building and site plans complying with all zoning, design standards and Fire District requirements, Conditional Use approval (if applicable) and a building permit with plans reviewed by Town (SAFEBuilt) and Wellington Fire District will be needed for the approval process. Plan review fees, inspection fees and development impact fees will be charged. A Town of Wellington business license and State sales tax number (if retail sales) will be needed. Remodeling an old building may entail the removal of asbestos containing material. State guidelines on removal of asbestos containing material are available at the Town Hall.

For any of the above: Modifications to the building to accommodate the business will require a building permit from the Town with plan review and inspection fees charged. If the new business use is a different occupancy classification than the previous use (as defined by the adopted building codes) modifications to bring the building to current code standards may be required by the Building Official and/or Fire Marshall.



If you acquire an existing business and/or building that is a nonconforming structure /business in that current zoning district (a nonconforming use ), there are restrictions on the continuation of use, change of use, enlargement or expansion of the use or building.

**Building a new structure on vacant land which has been subdivided, developed and appropriately zoned.** Site plan approval by the Town of Wellington Planning Commission will be required with both the building and the site required to comply with all zoning, design standards, building standards and Fire District requirements. In addition, Conditional Use approval (if applicable) and a building permit with plan review by Town (SAFEBuilt) and Wellington Fire District will be required. Plan review and inspection fees, water and sewer taps and development impact fees will be charged. A Town of Wellington business license and State sales tax number (if retail sales) will be needed.

**Other considerations:**

Applications, forms, and packets for special projects and fees are available at the Town Hall.

Exterior Modifications to buildings along Cleveland Avenue within the Downtown Commercial Zoning District are required to comply with the Downtown Architectural Guidelines.

If your business generates more traffic or requires higher capacity of water, sewer, gas or electricity than what was anticipated at time of development, street and utility infrastructure improvements may be needed.

Some types of businesses such as restaurants, coffee shops, or other facilities serving food require review and approval by Larimer County Health Department. (See attached form)

Businesses selling alcohol require review and approval by the State of Colorado and Town of Wellington Liquor License Review Boards.

If the project needs additional (more than previous use) vehicle access from or onto Cleveland Avenue (Highway 1) or I-25 frontage roads, you will need to obtain permission from CDOT (Colorado Department of Transportation) to do this. Please obtain contact information and a description of this process from Town Staff.

A building permit application should be picked up at the Town Hall Annex as well as information on fees for permitting and inspections.



The next step is to prepare a “site plan” if the project is more than an existing structure remodel. The plan will be submitted to the Town Planning Commission for review and changes (if needed). The plan must show the layout of structures on the property, setbacks from property lines, access locations, and description of any remodel or construction of structure(s).

If the project entails new facility construction or remodeling of an existing structure (especially with a change of use for the facility), you will need to hire an architect and/or engineer to produce a full set of plans including floor plan and structural, utilities, and fire suppression engineering drawings. The inclusion of residential facilities as part of a commercial building may require a sprinkler fire protection system in both the residential and commercial portions of the building, depending on the type of business and the separating fire partitions (fire walls).

### **Additional Sources of Information and Guidance**

#### **Colorado Enterprise Zone Program**

The State of Colorado provides state tax incentives (Enterprise Zone Program) to start up businesses regarding building changes, employee training, new employee hires, equipment purchases, etc.. There are designated Enterprise Zones within the Town of Wellington.

The owner must pre-certify the project with the State before starting the project and each December for every year after starting the project while the owner intends to apply for these tax credits. Any donations to the company start up will allow the donor to take a State of Colorado state tax write-off of 25% of the donation. A Fact Sheet for the Colorado Enterprise Program is attached. Your Tax Accountant or attorney should review this program and advise you on using this program.

#### **Wellington Area Chamber of Commerce**

If you are new to Wellington and the Business Community, the Wellington Area of Chamber of Commerce has an office in Wellington (4006 Cleveland Avenue) for drop in on Monday, Wednesday, and Friday 11:00 am to 2:30 pm. The Chamber web site - [www.wellingtoncoloradochamber.net](http://www.wellingtoncoloradochamber.net) - provides a large amount of information about the Town, the Chamber activities and businesses in Wellington.

Contact with the Chamber can be made by email - [wellingtoncoloradochamber@gmail.com](mailto:wellingtoncoloradochamber@gmail.com) and by phone ( 568-4133 ). We would enjoy talking with you about your project and put you in contact with resources and contacts that would be helpful to you.



## Wellington Colorado Main Streets Program

If you are locating your business on Cleveland Avenue, 1st or 6th Streets, you should contact the Main Streets Program office at 4006 Cleveland Ave., Wellington or Annie Lindgren, Executive Director, (970) 568- 4985, [annie@wellingtonmainstreet.org](mailto:annie@wellingtonmainstreet.org) to discuss the program and its incentives and grants.

### List of Contacts

Wellington Town Hall – 3735 Cleveland Ave., Wellington

Web Site – [www.wellingtoncolorado.gov](http://www.wellingtoncolorado.gov) Phone- (970) 568-3381

Fax - (970) 568-9354

For Department locations contact the Town Hall

SAFEbuilt Inc– 561 E Garden Drive, Windsor, Colorado 80550

Kelly Dykstra (970) 686-7511

Fire Marshall - Gary Green (970) 568 -3232

Sheriff – non-emergency (970) 416-1985

Inspections - to set up inspections

Water/sewer & Town Final – contact Town Hall

Code Compliance – contact SAFEbuilt

Utilities:

Water and sewer – Town of Wellington – (970) 568 -3381

Natural Gas – Black Hills Energy (800) 563-0012

Electric Power – Poudre Valley REA (970) 226-1234

- Xcel Energy (800) 895-1999

Cable TV/ Internet TDS (800) 480-7020

Phone ' / Internet Century Link (866) 706-8592

Gallegos Sanitation trash removal (970) 484- 5556

Waste Management trash removal (970) 482-6319

Larimer County Work Force – [www.larimerworkforce.org](http://www.larimerworkforce.org) - (970) 498-6658

Larimer County Small Business Development Center –

[www.LarimerSBDC.org](http://www.LarimerSBDC.org) (970) 498-9295

Larimer County Health Department – (970) 498-6700

Poudre School District – (970) 482-7420

Colorado Department of Transportation – (970) 622-1240

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**Town Approval by** \_\_\_\_\_

**Date Approved** \_\_\_\_\_

**Business License Number** \_\_\_\_\_

**Comments or Conditions**

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## NEW COMMERCIAL PLAN SUBMITTAL PROCEDURE

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- ☐ Fill out a building permit application giving description of project and square footage, total project valuation and electrical valuation, type of construction and occupancy group.
- ☐ Submit a minimum of **two (2)** sets of the following:
  - ☐ Site Plan – Scaled site plan including all exterior improvements, grading, sidewalks, parking, and mechanical equipment, etc.
  - ☐ Architectural Plans\* – stamped by a Colorado licensed architect or engineer  
*Architectural plans must include: Floor plan, wall section details, building section, fire-resistive construction details, means of egress including the path to the exit discharge and code summary.*
  - ☐ Project Specifications\* – stamped by a Colorado licensed architect or engineer
  - ☐ Structural Plans\* - stamped by a Colorado licensed engineer.
  - ☐ Electrical Plans\* - stamped by a Colorado licensed engineer.  
*Electrical plans must include load calculations, one-line diagrams and fault current analysis.*
  - ☐ Mechanical/Plumbing Plans\* – stamped by a Colorado licensed engineer.
  - ☐ Fire Protection Plans\* – stamped by a Colorado licensed engineer (if system is part of the design).
  - ☐ Documentation showing compliance with the 2009 Energy Code

**\*Colorado Revised Statute (C.R.S.) requires all sheets to bear the original seal of an architect or engineer licensed by the State of Colorado unless the preparation of plans and specifications is exempted by section 12-4-112 C.R.S. Such plans and specifications prepared by architectural or engineering sub-disciplines shall be so designated and shall bear the seal and signature of the architect or engineer for that sub-discipline.**

- ☐ Submit **two (2)** copies of the following:
  - ☐ Soils report - stamped by a Colorado licensed soils engineer.
  - ☐ Structural calculations - stamped by a Colorado licensed structural engineer.
  - ☐ List of special inspections required by Building Code
  - ☐ Detailed drawings for fire rated floor/ceiling, roof/ceiling and wall assemblies.
- ☐ On the cover sheet, **include your building code summary** and assumptions made with regard to occupancy, construction type, total allowable building area, exiting and occupant load, wind speed design, snow load, frost depth and other pertinent information.

The applicant will be contacted by Safebuilt for any additional information that may be needed to complete the plan review. When the permit is issued, you will be given an approved set of plans that must remain on the job site throughout the construction process including final inspections.

**Note: Although not required, it is advised that a meeting be conducted with Safebuilt and the Fire Protection District prior to submitting an application for a building permit. The purpose of this meeting is to review the documents intended for submittal in an effort to speed up the review process. A building code summary and a list of questions regarding the project shall be submitted to SAFE BUILT prior to the meeting.**

# TOWN OF WELLINGTON

## Permit

8129 Third Street – Wellington– CO, 80549 Phone (970) 568-3554 [www.wellingtoncolorado.gov](http://www.wellingtoncolorado.gov)

Property Owner

Phone

Mailing Address

Contractor - General

Phone # (mobile preferred)

E-mail:

Contractor Mailing Address

Contractor License #

Electrical

Phone

Contractor License #

Plumbing:

Phone:

Heating:

Phone:

License #:

License#:

Job Site Address

Year Original Structure Built

Subdivision

Filing

Lot

Block

Distance to Property Lines (closest structure, including decks and covered patios):

N E S W

Corner Lot?

Yes / No

Required setbacks/offsets (**Office use only**):

N E S W

Walkout Bsmt?

Yes / No

Estimated Value

(Materials and labor)

\$

☐ New Building ☐ Deck

☐ Tenant Finish ☐ Addition

☐ Basement Fin. ☐ Siding

☐ Furnace ☐ Re-Roof

☐ Air Conditioner

☐ Other

Type of Heat

Type of Mechanical

Type of Sewage Disposal

☐ Public ☐ Septic

Water Supplier:

Tap Size

### Commercial / Industrial

☐ New Building

☐ Shell Only

☐ Remodel / Addition

☐ Tenant Finish

Business Name:

Electrical Valuation:

\$

### Residential Structures

☐ One Family ☐ Duplex ☐ Multi-Family # Units

☐ Hotel/Motel ☐ Garage ☐ Other

# Bedrooms

# Baths Full  $\frac{1}{4}$   $\frac{1}{2}$

Number of stories

Building Height

Total Land Area

Parking Spaces

### Master Plans:

Plan Name/#

New Master Plan? Yes No

Same-As? Yes No

### Office Use Only

Valuation: \$

#### FEES:

Total SAFEbuilt \$

Total Town \$

Total Fees \$

Lot Square Feet:

Zoning:

Open Space:

Use:

Plot Plan:

To Engineer:

From Engineer:

**Square Footage** (Must be completed by applicant prior to submittal):

Main Floor:

Add. Floors:

UF Basement:

Fin. Basement:

Crawlspace:

Covered Porch:

Decks:

Garage:

### Notice

The applicant, his agents and employees shall comply with all the rules, restrictions and requirements of the Town and Building Codes governing location, construction, and erection of the above proposed work for which the permit is granted. The Town or its agents are authorized to order the immediate cessation of construction at anytime a violation of the codes or regulations appears to have occurred. Violation of any of the applicable codes or regulations may result in the revocation of this permit.

Buildings MUST conform with plans, as submitted to the Town. Any changes of plans or layout must be approved prior to the changes being made. Any change in the use or occupancy of the building or structure must be approved prior to proceeding with construction.

The applicant is required to call for inspections at various stages of the construction, and in accordance with the aforesaid requirement, the applicant shall give the building inspector not less than one working day's notice to perform such activities.

By my signature below, I acknowledge (1) that I am responsible for the payment of the plan review fee and the administrative review fee associated with this application regardless of whether I obtain the building permit or not, and regardless of any lapse in building permit approval; and (2) that before I am entitled to obtain a building permit for this property, I must pay any delinquent building permit fees associated with this property. Please see page 2 for additional notices regarding this building permit application.

Signature of applicant

Date

Town Engineer

Date

Building Inspector Plan Review

Date

Approved by Town Official

Date





# Wellington Fire Protection District

8130 3RD ST., P.O. BOX 10, WELLINGTON, CO 80549

Phone: (970) 568-3232 Website: [www.WFPD.org](http://www.WFPD.org)

## Business Ownership/Occupancy Inspection

### Quick List Requirements

(Detailed information provided below)

Wellington Fire Protection District requires that applications submitted for the following projects;

- Any/All changes in Occupancy/Use requires review by WFPD
  - The business changes
  - The business' owner changes
  - The property's use changes
  - The business expands into another area
  - The building/land owner changes
- Construction/Modifications to building, rooms or areas requires review by WFPD
- Commercial Kitchen Hood Suppression System (when applicable, and requires separate application for permit)
- Fire Sprinkler Systems/Fire Alarm Systems (when applicable, and requires separate application for permit)

1. Complete the **"Occupancy Permit Application"** and submit to our office located at 8130 3<sup>rd</sup>. Street (office entrance located on McKinley Ave) or email to [comalley@wfpd.org](mailto:comalley@wfpd.org)
2. **"Occupancy Permits"** enable Wellington Fire Protection District to perform inspections that ensure the building meets fire and life safety requirements.
3. **"Occupancy Permits"** are required when a new business is opened, ownership changes, name changes, or if an existing business moves to a different location (or expands into another unit)
4. **"Certificate of Occupancy"** All permits that are related to the project, must be issued, signed off, and on the job site **BEFORE** final inspection for certificate of occupancy is requested. Final inspections that are requested before this has occurred, and work that is done without a permit, may be subject to fines according to the 2012 International Fire Code.

Town of Wellington Impact Fees Revised April 25, 2017

Fee Type	General Commercial	Single Family Residential	The Knolls	Columbine Estates	Park Meadows	Meadows	Multifamily	Cottonwood Park	Boxelder Commons	Wellington Downs	
Water Tap 204-02-3446	3/4" tap \$5,500.00 > 3/4" page 2	\$5,500.00	\$5,415.00	\$5,415.00	\$5,100.00	\$5,500.00	\$5,500.00	\$5,500.00	\$5,500.00	\$5,500.00	Ordinance 6-2017 Effective April 25, 2017
Raw Water 204-02-3444	3/4" tap \$19,285.50 > 3/4" page 2	\$19,285.50	\$9,642.75	\$9,642.75	\$19,285.50	\$19,285.50	Negotiated	\$19,285.50	\$14,078.42	\$14,078.42	Ordinance 6-2017 Effective April 25, 2017
Sewer Tap 205-00-3446	4" tap \$7,500.00 >4" negotiated	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	Ordinance 8-2016 Effective 30 days May 26, 2017
Park 210-00-3620		\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00 x dwelling units	\$1,000.00	\$700.00	\$1,000.00	Ordinance 17-1999 Effective January 13, 2000
Road 203-00-3376	Average Daily Traffic X \$126	\$1,700.00	\$1,660.00	\$1,660.00	\$1,700.00	\$1,700.00	\$1,700.00 x dwelling units	\$1,700.00	\$1,700.00	\$1,700.00	Resolution 22-2016 Effective July 1, 2016
Library 255-00-3372		\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00 x dwelling units	\$250.00	\$250.00	\$250.00	Ordinance 17-1999 Effective January 13, 2000
Trail Impact Fee 203-01-3381		\$450.00	\$450.00	\$450.00	\$450.00	\$450.00	\$450.00 x dwelling units	\$450.00	\$450.00	\$450.00	Ordinance 16-2014 Effective October 1, 2014
Storm Drainage 207-02-3451 TOW 207-02-3453 ATH	\$ .33 X sq. ft of impervious surface	\$840.00	\$840.00	\$840.00	\$840.00	\$840.00	\$840.00 x dwelling units	\$840.00	\$840.00	\$840.00	Ordinance 1-2017 Effective January 1, 2017
Administration 201-02-3450	5% of building inspection fee	5% of building inspection fee	5% of building inspection fee	5% of building inspection fee	5% of building inspection fee	5% of building inspection fee	5% of building inspection fee	5% of building inspection fee	5% of building inspection fee	5% of building inspection fee	Resolution 27-200 Effective October 14, 200
<b>Total Taxes, Admin &amp; Inspection Fees Not Include</b>		\$36,525.50	\$26,757.75	\$26,757.75	\$36,125.50	\$36,525.50	\$17,240.00 *	\$36,525.50	\$31,018.42	\$31,318.42	

\* Does not include raw water cost or multiple dwelling units.

Notes:

Use taxes on materials are calculated at 1/2 the valuation times tax rate.

Contact Safebuilt for valuation.

Town use tax 3% and County use tax .65%.

Residential Building requires a certificate from the School District. Check with Town Hall for information.

See Page 2 for Commercial and Industrial Capital Investment and Raw Water Fees.



# BUSINESS LICENSE

NO LICENSE WILL BE GRANTED UNLESS APPROVED BY THE TOWN CLERK

AND ALL FEES HAVE BEEN PAID

Copy of Owners Drivers License is Required.

Business Name	DBA	
Business Address		
City	State	Zipcode
Mailing Address ( if different)		
City	State	Zipcode
Owners Name	Additional Owner	
Business Activity		
Business Phone	Cell Phone	
Email		
Website	Colorado Sales Tax Number	

If you would like to be added to our online business directory.

Please place a check mark next all the information you want listed.

License Type	Fee
General Business	Contact Town Hall
Sales Tax(if applicable)	\$2.50
Auctioneer's License	\$100.00
Refuse Removal	\$500.00
Liquor Occupation	Contact Town Hall

FOR OFFICE USE ONLY	
Business License number	Background Check
Sales Tax License Number	Date Completed
Type of Payment	BY

Date Received

Town of Wellington P.O. Box 127  
Wellington, CO 80549  
fax 970-568-9354  
sullivcj@wellingtoncolorado.gov



## Colorado Enterprise Zone Program Fact Sheet

### Purpose

The Colorado Enterprise Zone (EZ) Program was created by the Colorado Legislature (C.R.S. Title 39, Article 30) to promote a business friendly environment in economically distressed areas by offering state income tax credits that incentivize businesses to locate and develop in - and non-profit organizations to assist with the needs of - these communities.

### Program Description

Taxpayers investing in Enterprise Zones can earn a credit on their Colorado income tax by planning and executing specific economic development activities.

Certain credits amounts and carry-forward periods have changed for tax years commencing January 1, 2014.

The following incentives can be earned by businesses located in Enterprise Zones for tax years beginning 1/1/2014 and after. Please see CO Department of Revenue pages for previous credit amounts.

BUSINESS INCOME TAX CREDITS	CREDIT AMOUNT	FYI
Investment Tax Credit (ITC)	3% of equipment purchases	FYI Income 11
Commercial Vehicle Investment Tax Credit (CVITC)	1.5% of commercial vehicle purchases	
Job Training Tax Credit	12% of qualified training expenses	FYI Income 31
New Employee Credit	\$1,100 per new job	FYI is not yet available
Agricultural Processor New Employee Credit	\$ 500 per new job	
Employer Sponsored Health Insurance Credit	\$1,000 per covered employee	FYI is not yet available
R&D Increase Tax Credit	3% of increased R&D expenditures	FYI Income 22
Vacant Building Rehabilitation Tax Credit	25% of rehab expenditures (hard costs)	FYI Income 24

*FYIs are Department of Revenue publications explaining the tax credits.*

ADDITIONAL EZ INCENTIVES	INCENTIVE AMOUNT	FYI
Manufacturing/Mining Sales and Use Tax Exemption	Expanded S&U tax exemption in EZ	FYI Sales 10 & 69
Contribution Tax Credit	25% cash / 12.5% in-kind on contributions to EZ projects	FYI Income 23

Additionally, municipalities, counties and special districts may have increased flexibility pertaining to local incentives per CRS 39-30-107.5 if located in an EZ.

Certain rural counties that meet additional distress criteria are designated as being **Enhanced Rural Enterprise Zones (EREZ)** per CRS 39-30-103.2. Businesses located in a designated EREZ county can earn an increased credit amount with the New Employee Credit (an additional \$2,000 per job) and the Agricultural Processor New Employee Credit (an additional \$500 per new job). See [www.advancecolorado.com/erez](http://www.advancecolorado.com/erez) for more information and a list of designated counties.

### Requirements/Eligibility Rules

Areas with high unemployment rates (25% above state average), low per capita income (25% below state average), and/or slower population growth (less than 25% of state average in rural areas) may be approved for EZ designation by the Economic Development Commission. Only taxpayers engaged in business that is legal under both state and federal law are eligible to claim EZ income tax credits.

### Application Process

Each income tax year, a business located in an EZ must apply and be Pre-certified prior to beginning an activity to earn any of the business tax credits listed in the first table. At the end of the income tax year, a business must Certify that the activities were performed. Pre-certification and Certification are applied for online.

Contribution Tax Credits earned by taxpayers making donations to eligible EZ Contribution Projects certify those donations with the project organization or Local Enterprise Zone Administrator. A list of qualified projects is available online.

The Commercial Vehicle Investment Tax Credit has a unique application process. Download the CVITC Application online.

**Applications and Additional Information:** [www.advancecolorado.com/ez](http://www.advancecolorado.com/ez)





## TOWN OF WELLINGTON

3735 CLEVELAND AVENUE

P.O. BOX 127

WELLINGTON, CO 80549

TOWN HALL (970) 568-3381

FAX (970) 568-9354

# HOME OCCUPATION APPLICATION

Fee \$25.00

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Zoning District \_\_\_\_\_

Type of Business \_\_\_\_\_

**The following are requirements for a home occupation in a residential district. Please initial to confirm compliance.**

- \_\_\_\_\_ Such use shall be conducted entirely within a dwelling and carried on by the inhabitants of the dwelling. The hours of operation during which clients or customers are allowed to come to the home in connection with the business activity are limited to between 6:00am and 9:00pm.
- \_\_\_\_\_ Such use shall be clearly incidental and secondary to the use of the dwelling for dwelling purposes and shall not change the character thereof.
- \_\_\_\_\_ The total area used for such purposes shall not exceed one-half (1/2) the floor area of the user's dwelling unit.
- \_\_\_\_\_ There shall be no exterior advertising other than identification of the home occupation. (Residential Signs- Wall signs or freestanding signs shall be no larger than 4 sq. feet)
- \_\_\_\_\_ There shall be only the incidental sale of stocks, supplies or products conducted on the premises.
- \_\_\_\_\_ There shall be no exterior storage on the premises of material or equipment used as a part of the home occupation.
- \_\_\_\_\_ There shall be no offensive noise, vibration, smoke, dust, odors, heat or glare noticeable at or beyond the property line.
- \_\_\_\_\_ A home occupation shall provide additional off-street parking areas adequate to accommodate all needs created by the home occupation.

**Comments or Special Concerns**

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## COMMERCIAL TENANT FINISH/REMODEL PLAN SUBMITTAL PROCEDURE

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- ☐ Fill out a building permit application giving description of project and square footage, total project valuation and electrical valuation, use of surrounding spaces, type of construction and occupancy group.
- ☐ Submit Two (2) sets of the following:
  - ☐ Architectural Plans\* - stamped by Colorado licensed architect or engineer.
  - ☐ Structural Plans\* - stamped by a Colorado licensed engineer.
  - ☐ Electrical Plans\* - stamped by a Colorado licensed engineer.
  - ☐ Mechanical/ Plumbing Plans\* - stamped by Colorado licensed engineer.
- ☐ Documentation showing compliance with the 2009 Energy Code

**\*Colorado Revised Statute (C.R.S.) requires all sheets to bear the original seal of an architect or engineer licensed by the State of Colorado unless the preparation of plans and specifications is exempted by section 12-4-112 C.R.S. Such plans and specifications prepared by architectural or engineering sub-disciplines shall be so designated and shall bear the seal and signature of the architect or engineer for that sub-discipline.**

Architectural plans are required and must include: Floor plan, wall section details, building section, fire-rating details, and code summary.

Structural plans are required for any structural changes such as removal of bearing walls, openings in bearing walls, floor systems for storage, etc.

Electrical plans are required for adding circuits, service upgrades, emergency lighting. Load calculations are required along with one-line diagrams and fault current analysis.

Mechanical plans are required for any changes to the heating, ventilation or air conditioning system such as change of equipment, relocation and/or replacement of mechanical ductwork or refrigeration piping.

Plumbing plans are required for any changes to the plumbing within a building and include, sewers, drains, vents, water piping, roof drains, and gas piping.

The applicant will be contacted by Safebuilt for any additional information that may be needed to complete the plan review. When the permit is issued, you will be given an approved set of plans that must remain on the job site throughout the construction process including final inspections.

**Note: Although not required, it is advised that a meeting be conducted with Safebuilt and the Fire Protection District prior to submitting an application for a building permit. The purpose of this meeting is to review the documents intended for submittal in an effort to speed up the review process. A building code summary and a list of questions regarding the project shall be submitted to SAFE BUILT prior to the meeting.**



## **RESTAURANTS & COMMERCIAL KITCHENS**

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Restaurants and commercial kitchens contain equipment and processes that require special design to achieve a safe environment for diners and workers. Cooking equipment in commercial kitchens produce grease and grease vapors that cause buildup of grease within duct work, in drains, and on walls and surfaces adjacent to equipment. Below are listed some basic kitchen issues that must be addressed as a part of the Commercial Plan Submittal and prior to issuance of a permit:

1. A grease interceptor is required for operations that produce grease in amounts determined to be damaging to the sewer treatment plant. Sizing of grease interceptors shall be in accordance with the adopted Plumbing Code or shall be designed by an engineer and approved by the jurisdiction.
2. Restaurants which are more than 5,000 square feet in size, must be equipped with an approved fire sprinkler system.
3. Restaurants serving liquor, shall be responsible for obtaining all necessary liquor licenses, inspections and other approvals from the Town.
4. Type I hoods shall be installed where cooking appliances produce grease or smoke, such as occurs with griddles, fryers, broilers, ovens, ranges and wok ranges.  
Type II hoods shall be installed where cooking or dishwashing appliances produce heat or steam and do not produce grease or smoke, such as ovens, steamers, kettles, pasta cookers and dishwashing machines.
5. For restaurants with an occupant load of 50 or more, two exits are required. Exits may not pass through a kitchen, storage or similar spaces. Doors must be equipped with panic hardware when serving an A Occupancy with an Occupant Load of 50 or more.
6. Health department approval will be required as a condition of the Certificate of Occupancy. A letter, e-mail, or fax from the health department giving approval for the project is required on the jobsite before the final inspection will be approved. Please contact the health department that has jurisdiction regarding their approval and permitting process.
7. A seating plan will be required for dining areas inside or outside the building. Outside patio areas are required to comply with all exiting regulations of the building code. Fenced-in areas must be provided with gates conforming to the applicable requirements for doors.

The applicant will be contacted by Safebuilt for any additional information that may be needed to complete the plan review. When the permit is issued, you will be given an approved set of plans that must remain on the job site throughout the construction process including final inspections.

**Note: Although not required, it is advised that a meeting be conducted with Safebuilt and the Fire Protection District prior to submitting an application for a building permit. The purpose of this meeting is to review the documents intended for submittal in an effort to speed up the review process. A building code summary and a list of questions regarding the project shall be submitted to SAFEBUILT prior to the meeting.**



# Wellington Fire Protection District

8130 3RD ST., P.O. BOX 10, WELLINGTON, CO 80549

Phone: (970) 568-3232 Website: [www.WFPD.org](http://www.WFPD.org)

## Occupancy/Business Change Permit Application

Date \_\_\_\_\_

Occupancy #: \_\_\_\_\_

Business Name \_\_\_\_\_ Phone # \_\_\_\_\_

Business Address \_\_\_\_\_ Unit # \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Business Owner Email \_\_\_\_\_

Business Owner \_\_\_\_\_ Phone # \_\_\_\_\_

Building Owner \_\_\_\_\_ Phone # \_\_\_\_\_

Type of Business \_\_\_\_\_

This application for Occupancy Permit is for Wellington Fire Protection District. Occupancy permits enable WFPD to perform inspections that ensure your building and property complies with the adopted Fire Codes for fire and life safety.

Neither the occupancy permit nor the addresses are transferrable. If the permitted business changes locations, or adds another unit, you will be required to obtain a new occupancy permit for the new location/addition.

If the permitted business changes owners, or the building/property changes, you will be required to obtain a new occupancy permit.

In some cases, a Knoxbox key secure is required on a case-by-case basis. To order, visit [www.knoxbox.com](http://www.knoxbox.com) and select buy now, then select 'Wellington FPD'.

\_\_\_\_\_  
Applicant Name (please print)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



Town of Wellington Impact Fees Commercial and Industrial

Revised April 25, 2017

Water Meter / Tap Size	Capital Investment	Acre Foot Raw Water Requirement Contribution	Cash In-lieu
Commercial / Industrial			
3/4"	\$5,500.00	0.50	\$19,285.50
1"	\$9,680.00	0.88	\$33,942.48
1.5"	\$18,095.00	1.65	\$63,642.15
2"	\$30,195.00	2.75	\$106,070.25
>2"	Negotiated	Negotiated	

Check with Town Hall regarding required contributions of water shares.  
 1 acre foot cash in lieu equals \$38,571.00

**LAWFUL PRESENCE AFFIDAVIT**

I, \_\_\_\_\_, swear  
or affirm under penalty of perjury under the laws of the State of Colorado that (check one):

\_\_\_\_\_ I am a United States citizen, or

\_\_\_\_\_ I am a Permanent Resident of the United States, or

\_\_\_\_\_ I am lawfully present in the United States pursuant to Federal law.

I understand that this sworn statement is required by law because I have applied for a public benefit. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit. I further acknowledge that making a false, fictitious or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under Colorado Revised Statute 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date