



BUSINESS LICENSE OVERVIEW

The City of Colorado Springs licenses a limited selection of business types, which are outlined in the chart below. Refer to the City Code listed next to each license type for complete information regarding the license requirements. The City Clerk’s Office website provides detailed information regarding these business license types, as well as Medical Marijuana and Liquor License applications and fee structure information. Business licenses are valid for one (1) year from date of issuance or renewal.

All business licenses must comply with [General Business Licensing Code §2.1.101 et. seq.](#), in addition to all applicable license specific City Code provisions.

License Type	Code	
Alarm Company		Effective September 1, 2021, the Alarm Company License is now processed through the Colorado Springs Police Department. Everything dealing with home or business alarms will be permitted through the Colorado Springs Police Department. For questions regarding permit/license requirements please contact Sherrie Baxter at 719-444-7824 or cspdalarms@coloradosprings.gov .
Bicycle-Share Business \$110 license fee	2.3.13	<ul style="list-style-type: none"> • Department Review Form • Certificate of Commercial General Liability, Workers’ Compensation and Employers’ Liability, and Automobile Liability Insurance with the City named as Certificate Holder • Lawful Presence Affidavit, if a sole proprietor • Trade Name Certificate and/or Certificate of Good Standing, if applicable
Concrete Contractor \$110 license fee	3.3.5	<ul style="list-style-type: none"> • \$5,000 Surety Bond on City approved bond form • Certificate of Commercial General Liability Insurance with the City named as Certificate Holder • Lawful Presence Affidavit, if a sole proprietor • Trade Name Certificate and/or Certificate of Good Standing, if applicable
Escort \$110 license fee \$7 background check	2.3.6	<ul style="list-style-type: none"> • Proof of age over eighteen (18) • Proof of Residency in Colorado for at least six (6) weeks • Background check • Supplemental Application • Lawful Presence Affidavit
Escort Bureau \$750 \$7 background check per managing agent	2.3.6	<ul style="list-style-type: none"> • Proof of age over eighteen (18) • Proof of Residency in Colorado for at least six (6) weeks • Background check • Supplemental Application • Department Review Form • Lawful Presence Affidavit, if a sole proprietor • Trade Name Certificate and/or Certificate of Good Standing, if applicable
Escort Bureau Runner \$110 license fee \$7 background check	2.3.6	<ul style="list-style-type: none"> • Proof of age over eighteen (18) • Proof of Residency in Colorado for at least six (6) weeks • Background check • Supplemental Application • Lawful Presence Affidavit
Excavation \$110 license fee	3.3.2	<ul style="list-style-type: none"> • \$5,000 Surety Bond on City approved bond form • Certificate of Commercial General Liability Insurance with the City named as Certificate Holder • Lawful Presence Affidavit, if a sole proprietor • Trade Name Certificate and/or Certificate of Good Standing, if applicable

License Type	Code	
Funeral Escort Agency \$110 license fee	2.3.11	<ul style="list-style-type: none"> • Proof of age over eighteen (18) • Certificate of Commercial General Liability, Workers' Compensation and Employers' Liability, and Automobile Liability Insurance with the City named as Certificate Holder • Lawful Presence Affidavit, if a sole proprietor • Trade Name Certificate and/or Certificate of Good Standing, if applicable
Funeral Escort Officer \$110 license fee \$7 background check	2.3.11	<ul style="list-style-type: none"> • Proof of age over eighteen (18) • Valid Colorado Driver's License • Background check • Lawful Presence Affidavit
Mobile Food Vendor \$110 license fee	2.3.7	<ul style="list-style-type: none"> • Department Review Form • Lawful Presence Affidavit • Trade Name Certificate and/or Certificate of Good Standing, if applicable
Pawnbroker \$110 license fee \$7 background check per managing agent	2.3.8	<ul style="list-style-type: none"> • \$2,000 Surety Bond • Department Review Form • Lawful Presence Affidavit, if a sole proprietor • Trade Name Certificate and/or Certificate of Good Standing, if applicable
Pedal-Cab Agency \$110 license fee	2.3.12	<ul style="list-style-type: none"> • Proof of age over eighteen (18) • Valid Colorado Driver's License • Certificate of Commercial General Liability, Workers' Compensation and Employers' Liability, and Bodily Injury Insurance with the City named as Certificate Holder • Lawful Presence Affidavit, if a sole proprietor • Trade Name Certificate and/or Certificate of Good Standing, if applicable
Pedal-Cab Driver \$110 license fee \$7 background check	2.3.12	<ul style="list-style-type: none"> • Proof of age over eighteen (18) • Valid Colorado Driver's License • Certificate of Bodily Injury Insurance with the City named as Certificate Holder (proof of coverage may be obtained through a pedal-cab agency) • Lawful Presence Affidavit • Trade Name Certificate and/or Certificate of Good Standing, if applicable
Contract Security Agency \$110 license fee	2.3.2	<ul style="list-style-type: none"> • Proof of age over eighteen (18) • Color images of uniforms and vehicles • Certificate of Commercial General Liability, Workers' Compensation and Employers' Liability, and Automobile Liability Insurance with the City named as Certificate Holder • Lawful Presence Affidavit, if a sole proprietor • Trade Name Certificate and/or Certificate of Good Standing, if applicable
Private Security Officer \$110 license fee \$7 background check	2.3.2	<ul style="list-style-type: none"> • Background Check • Proof of age over eighteen (18) • Supplemental Application • Lawful Presence Affidavit • Request for Issuance from employer • Certificate of Completion from Security Officer Training Program • Certificate of Completion of a Firearm Safety and Familiarization Course, if applicable, and Certificate of Concealed Carry Training Course if applicable • Certificate of Completion of an approved Conductive Energy Weapon (CEW) Safety Familiarization Training Program, if applicable • Certificate for any applicable supplemental training
Change of Employer Business License Application (Only for Escort, Escort Bureau Runner, Funeral Escort Officer, Pedal-Cab Driver, and Private Security Officer) \$15.00 transfer fee \$7 background check	2.3.2	<ul style="list-style-type: none"> • Change of Employer Business License Application • Request for Issuance • Background Check • Application is not valid or available if the individuals license is within 30 days of expiration. Renewal application is then required along with Request for Issuance instead of Change of Employer application.

License Type	Code	
Sexually Oriented Business \$500 license fee \$75 manager registration \$7 background check per managing agent	2.4.1	<ul style="list-style-type: none"> • Background check • Proof of age over eighteen (18) • Department Review Form • Supplemental Application • Business diagram, as outlined in Supplemental Application • Manager's Registration Form, as outlined in Supplemental Application • Lawful Presence Affidavit, if a sole proprietor • Trade Name Certificate and/or Certificate of Good Standing, if applicable
General or Limited Tree Service \$110 license fee	2.3.3	<ul style="list-style-type: none"> • Certificate of Commercial General Liability, Workers' Compensation and Employers' Liability with the City named as Certificate Holder • Lawful Presence Affidavit, if a sole proprietor • Trade Name Certificate and/or Certificate of Good Standing, if applicable