

A woman with dark hair, wearing a white long-sleeved shirt and a dark apron, is holding a white sign that says "OPEN" in black capital letters. She is standing in front of a wooden door. The background is slightly blurred, showing what appears to be a brick wall and some foliage. The entire image has a dark blue overlay.

HOW TO START A BUSINESS

Town of Johnstown

GOVERNMENT

1 CHOOSE A BUSINESS NAME & STRUCTURE

- ☐ **File your trade name or business** with the [Colorado Secretary of State](#)
- ☐ All forms of business structures, except sole proprietors with no employees, must obtain a **Federal Employee Identification Number (FEIN)**, which is also your Federal Tax ID number. Call Internal Revenue Service (IRS) 800-829-1040 or visit [irs.gov](https://www.irs.gov)

► Business Resources

[Town of Johnstown Economic Development Department](#)- **We're here to help!**
[Colorado Small Business Development Center \(SBDC\)](#)
[Colorado Office of Economic Development & International Trade \(OEDIT\)](#)
[Alternative Financing Resources](#)

Did you know the SBDC has 15 locations throughout Colorado and offers FREE consultation to new and existing businesses.

Click [here](#) to find an SBDC location nearest you!

2 FIND THE RIGHT LOCATION

- ☐ **Contact Johnstown Planning & Development Department** to determine if your proposed location and type of business is in the right zoning- **applies to brick and mortar & at-home businesses**. Call 970-587-4664 or email planning@townofjohnstown.com

Development Review: Existing or New Site?

- ☐ Schedule a site visit for any existing site or building by calling 970-587-4664.
 - Site visit may include: Economic Development, Planning, Building, Public Works, Fire, and other State and local agencies.
- ☐ Schedule a pre-application meeting for new development or site changes by calling 970-587-4664 or email planning@townofjohnstown.com
 - Applicant will need to provide a sketch plan or site plan of the proposed project. The more information you provide- the better feedback you will receive.

When considering a location for your business keep in mind parking, utilities, and building modifications may be required

- ☐ **Apply for permits & inspections**

- Town permits visit johnstown.colorado.gov/building to determine which type of permits you will need.
- Fire District permits will depend on the physical location of your building
 - Front Range Fire Rescue (FRFR) email plans@frfr.co
 - OR
 - Loveland Fire Rescue Authority (LFRA) email plans@lfra.org

- ☐ Schedule final inspections

- Start by checking out our [pre-inspection check list](#)
- Building inspections call 970-305-3161
- Fire District inspections
 - FRFR email plans@frfr.co
 - OR
 - LFRA email plans@lfra.org
- Utility tap inspections, meter installations, and final water inspections call 970-578-9608

Did you know new buildings, additions, or change of use for land and/or buildings require review and approval during the development review process before a permit is issued.

Did you know any building with a fire sprinkler system must have the underground fire line inspected by the appropriate fire district.

Check out the Fire Districts websites to learn more! [FRFR](#) or [LFRA](#)

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APPLY FOR LICENSES

- ▶ **All businesses** whether brick and mortar, at-home, mobile vendors/businesses, or service-based businesses require applicable local and state licenses. To view all Town Licenses visit johnstown.colorado.gov/licenses
- ☐ **Business License** is required for maintenance, operation, or conduct of any business or establishment, or for doing business or engaging in any activity or occupation. You must file your business license annually through the Town Clerk; town license fees apply.
- ☐ **Liquor License** is required for manufacturing, selling, or dealing in spiritous liquor. A business applying for a liquor license will submit an application to the Town which will be forwarded to the state for final approval. You must renew your liquor license annually through the Town Clerk; town and state license fees apply. Call 970-587-4664 for more information. A business is strongly encourage to begin this process early to avoid delays!
- ☐ **Sales Tax and Sales Tax ID** is required through the state. Visit mybiz.colorado.gov
- ☐ **Food Business License** is required for restaurants, grocery stores, convenience stores, catering operations, food trucks and push-carts. Businesses will need to contact either Larimer or Weld county, depending on the physical location of your business. A food business is strongly encouraged to begin this process early to avoid delays! Please keep in mind this applies to new food businesses and change of ownership or modification of an existing food business. Larimer County call 970-498-6775 or Weld County call 970-304-6415.

Did you know the Town requires solicitor, mobile vendor, special event, and temporary modification permits

Call 970-587-4664 to learn more!

Did you know any business that changes use of an existing building (ex. office to restaurant) will need to notify the P&D Dept. and may be required to do a utility analysis including a water usage study. Keep in mind businesses will be audited on their water consumption to ensure they are within their water allotment usage.

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SETUP UTILITIES & TOWN SERVICES

- ☐ **Town Utility Services** include water, sewer/wastewater, and trash. Depending on the physical location of your business, certain infrastructure improvements may be required to meet utility demands. Infrastructure improvements will be identified during the development review process. Call 970-587-4664 or visit johnstown.colorado.gov/utilities for more information.
- ☐ **Gas and Electric Services** are provided by Excel Energy, Poudre Valley REA, and United Power, depending on service boundary.
 - ▶ Excel Energy call 855-839-8862 or email energyefficiency@xcelenergy.com
To learn about energy saving programs visit xcelenergy.com
 - ▶ Poudre Valley REA call 800-432-1012 or visit pvrea.coop
To learn about energy saving programs visit pvrea.coop/rebates
 - ▶ United Power call 303-637-1300 or email memberservices@unitedpower.com
To learn about energy saving programs visit unitedpower.com

Keep in mind construction projects will require coordination with private electric and gas providers. Contact our Economic Development Department for assistance.

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OPEN FOR BUSINESS

- ▶ **The Town of Johnstown is happy to welcome you to our business community!** Our Economic Development Department is here to continue to serve as a resource and we encourage you to reach out anytime!
Call us 970-578-9612 or visit johnstown.colorado.gov/economicdevelopment