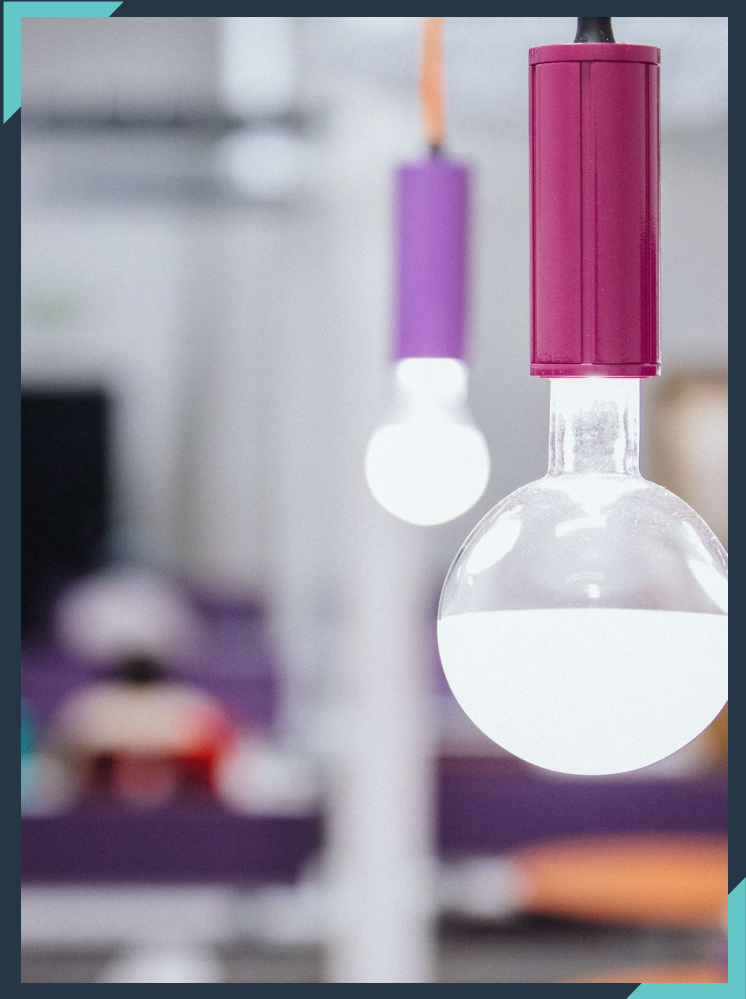


OPENING YOUR BUSINESS IN WESTMINSTER & CITY RESOURCES 101

May 21, 2025



Agenda

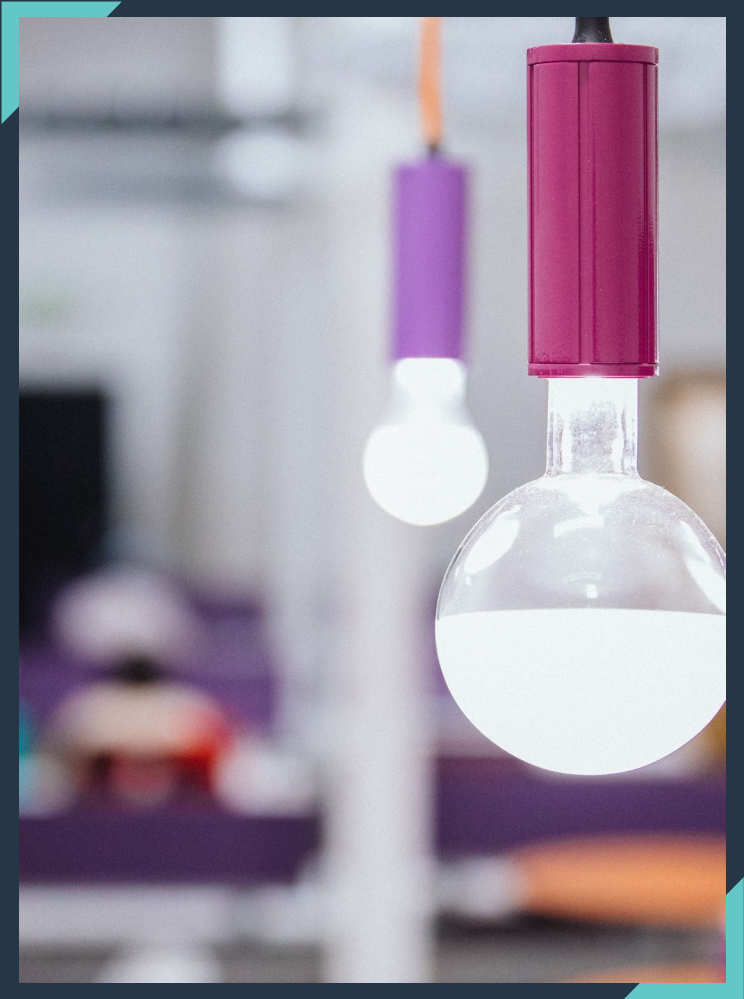
Welcome

- Kate Behan | City Clerk's Office
- Dave German | Development Services Coordinator
- Jessica Arvanites | Senior Plans Examiner
- Janelle Cepeda-Sherrod | Sales Tax Auditor
- Drew Beckwith | Public Works & Utilities
- Stephanie Troller | Economic Development Manager
- Jamie Chavez | Westminster Chamber of Commerce
- Q&A

CITY CLERK'S OFFICE

Kate Behan

Assistant City Clerk



City Clerk's Office

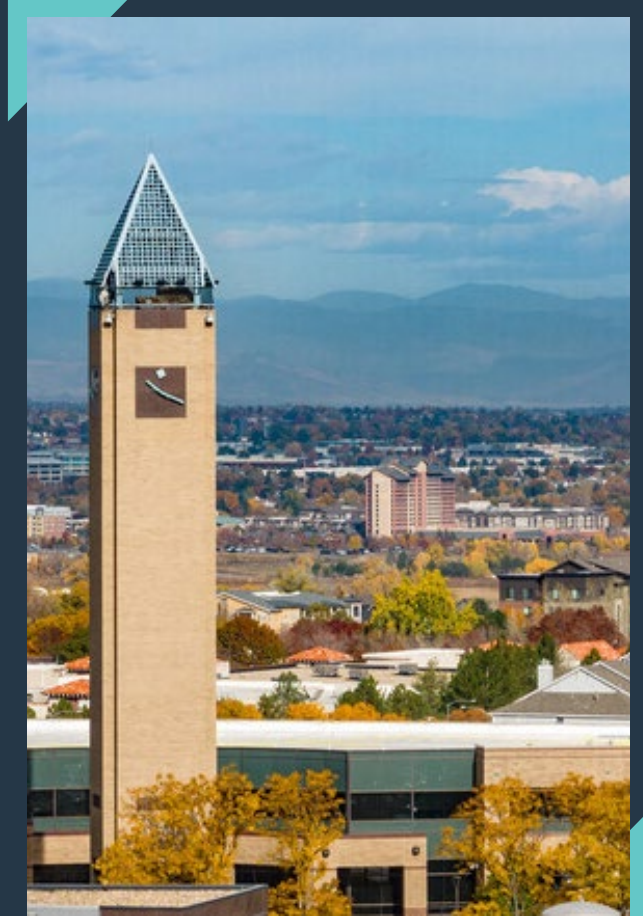
Core Services:

- Elections
- Business Licensing
- Public Records Requests
- Liquor & Specialty Licensing
- Council Appointments to Boards and Commissions



Business Sales & Use License

- Commercial within Westminster
 - Retail
 - Office
 - Industrial locations
- Business Registration application required to register business: <http://etaxwestminster.gentaxcpc.net>
- Requires approval from
 - Planning Division
 - Building Division
 - Fire Department
 - Sales Tax Division
- Full approval process typically takes 4-6 weeks
- Annual renewal required
 - Reminder sent 60 days prior to expiration via email
 - Post card sent 30 days prior to expiration if not renewed
- No fees required



Home Occupation License

- Business Registration application required via the portal to register business
- Additional zoning requirements per [WMC 11-4-10 – Home Occupations](#)
- Requires approval from
 - Planning Division
 - Fire Department
 - Sales Tax Division
- Fully approval process typically takes 3-4 weeks
- License does not expire, annual renewal not required
- No fees required

Out of City License

- Business Registration application required via the portal to register business
- Requires approval from Sales Tax Division only
- Fully approval process typically takes 2-3 weeks
- License does not expire, annual renewal not required
- No fees required

Liquor License

- In addition to obtaining a General Business/Sales and Use Tax License, businesses that will be selling/serving liquor are also required to obtain the appropriate Liquor License
 - Several types of Liquor Licenses
 - Fees vary depending on type
- Begin the liquor licensing process:
 - Visit <https://www.westminsterco.gov/562/Liquor-Licenses>
- State and City approval are required to obtain a liquor license
- Expire annually, renewal required



Specialty Licenses

- Certain types of businesses require a specialty license and have associated fees to operate in Westminster
 - Solid Waste/Recycling License (trash haulers operating within the city)
 - Security Guard Business License (not individual guards)
 - Pet Shop License
 - Amusement Machine License
- Expire annually on 12/31, require renewal



Online Resources for Business Owners

<https://www.westminsterco.gov/513/Business-Licenses>

- Link to Online Portal
- Specialty License Information and Applications
- Liquor License Information

City Clerk's Office Contact Information

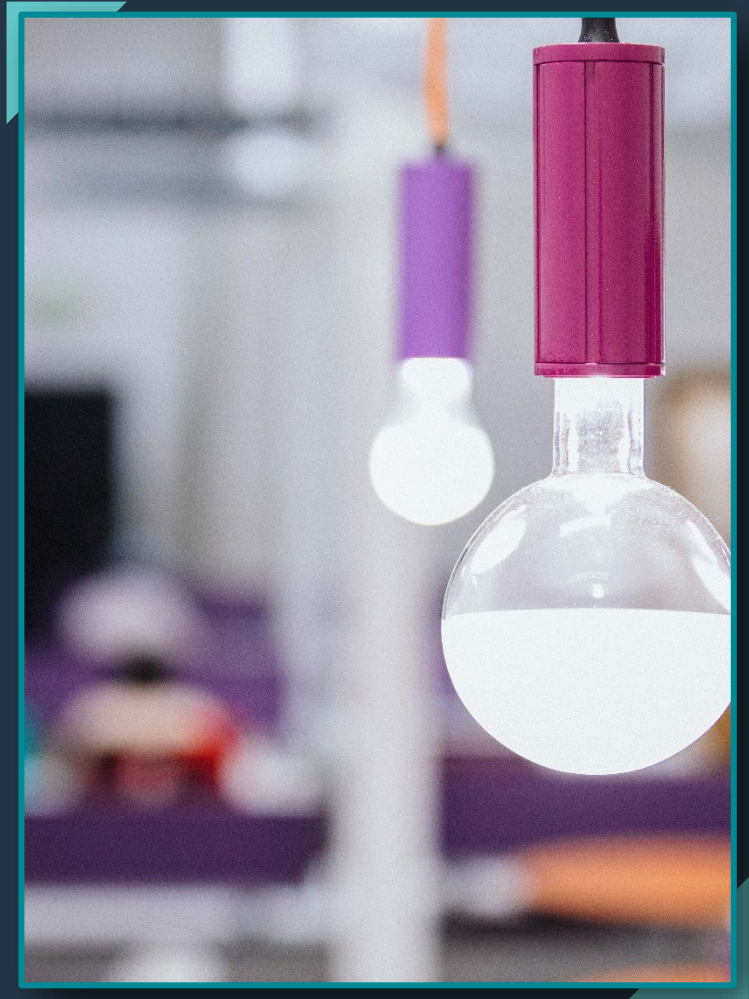
303.658.2161 | Licensing@westminsterco.gov

4800 W 92nd Ave
Westminster, CO, 80031

COMMUNITY SERVICES PLANNING DIVISION

David German, AICP

Development Services Coordinator



Community Services – Planning Division

Division in the Department of Community Services

Focus Areas:

- Current Planning
- Long-Range Planning
- Development Services
- Transportation & Mobility

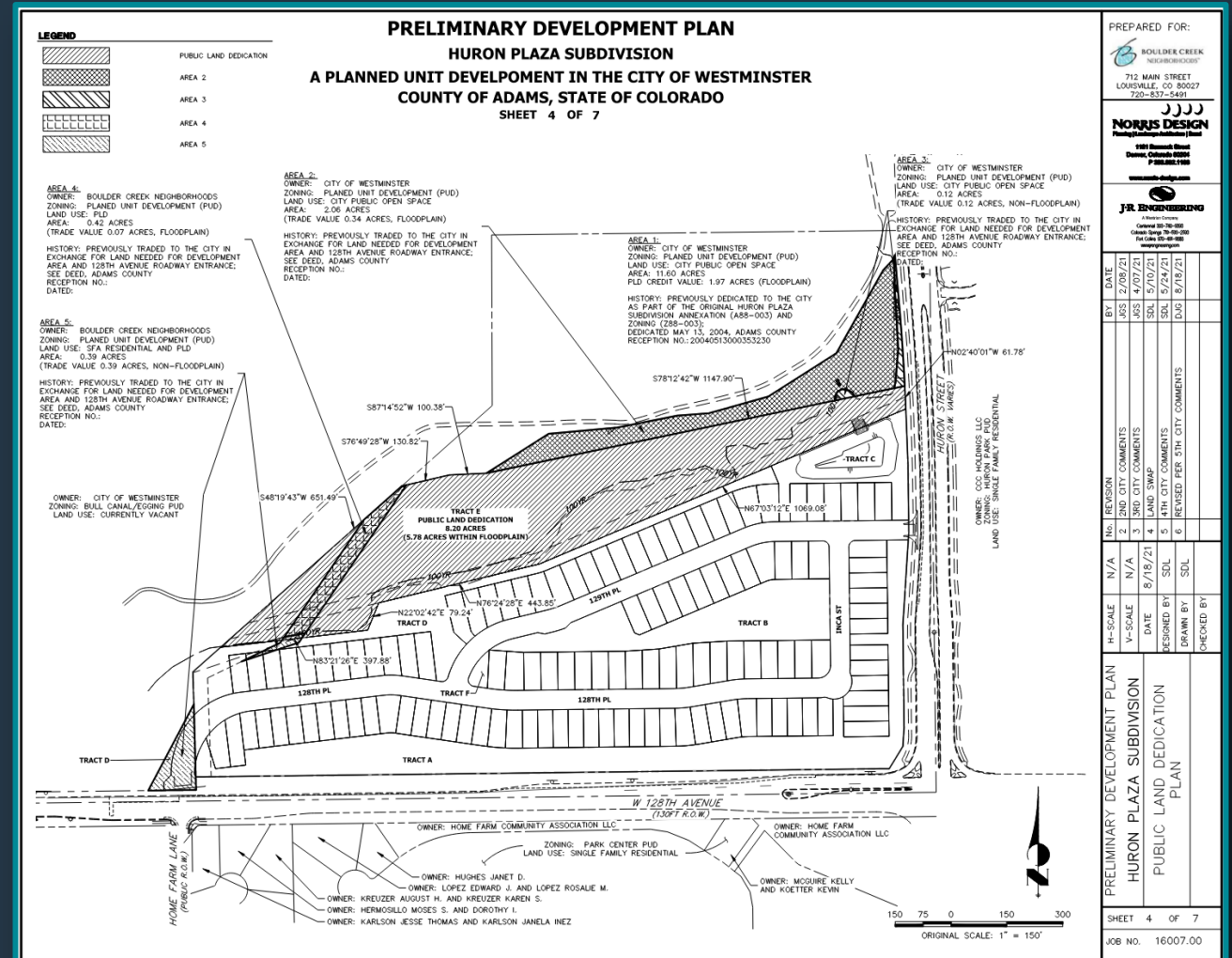


Community Services – Planning Division

- Development Review Project Management
 - Preliminary Development Plans (PDP)
 - Official Development Plans (ODP)
- Comprehensive Plan Amendments
- Rezoning
- Annexation
- Variance
- Conditional Use Permit
- Special Use Permit
(aka Use by Special Permit)
- Review of Building Permits
- Telecom Permits
- Assist in Long-Range Planning Initiatives
- Code Amendments

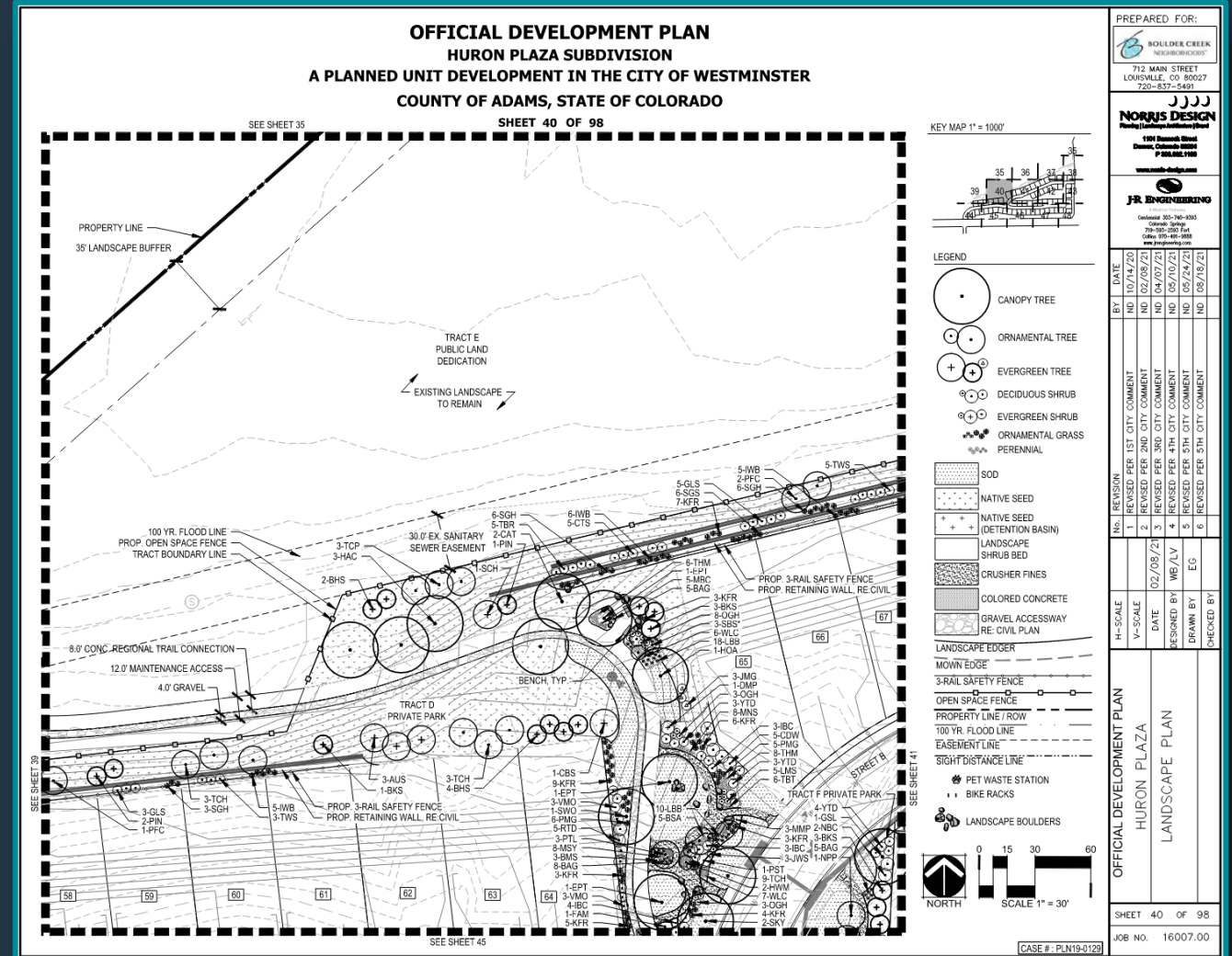
Preliminary Development Plan (PDP)

- Large-scale framework for development
- Typically 2-4 pages
- Permitted uses, development standards, height, bulk, setbacks, lot arrangement, access points, etc.



Official Development Plan (ODP)

- Site-specific plan for development of one or more properties within a PDP
- Can be a few or dozens of pages depending on scale of project / site
- Site plan, grading, landscaping, lighting, architecture, specific permitted uses, etc.



How We Support Businesses

- Business License Review
- Tenant Finish Permit Review
- Sign Permit Review
- Zoning Verification Letters
- Minor ODP Amendments
- Comprehensive Plan, Zoning, and Development Plan Amendments
- General Information

- Maps

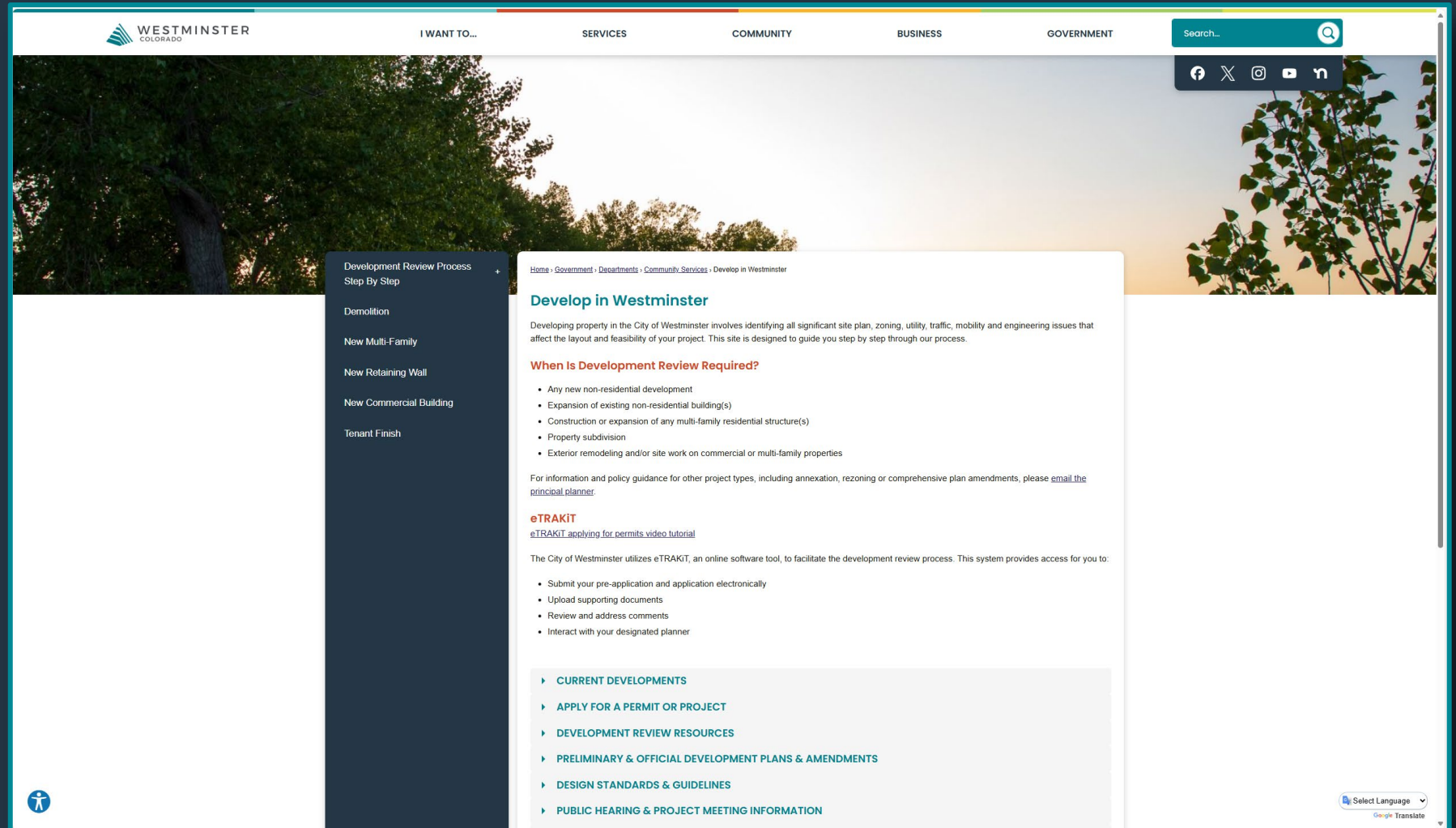


Westminster in the Works

- [Fiber Installation in Westminster \(PDF\)](#)

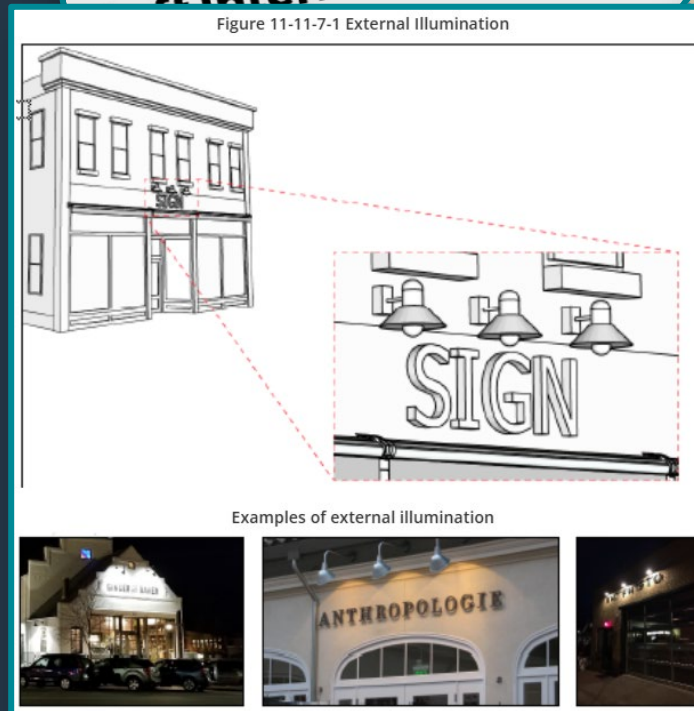
Online Resources

- Develop in Westminster



Online Resources

- Plan & Code Updates
 - Sign Code
 - Comprehensive Plan
 - Unified Development Code



Planning Division Contact Information:

Planning Division

303.658.2092 | planning@westminsterco.gov

David German, AICP, Development Services Coordinator

303.658.2479 | dgerman@westminsterco.gov

Jennifer Baden, Associate Planner

303.658.2092 | jbaden@westminsterco.gov

Mallory Prangle, Associate Planner

303.658.2092 | mprangle@westminsterco.gov

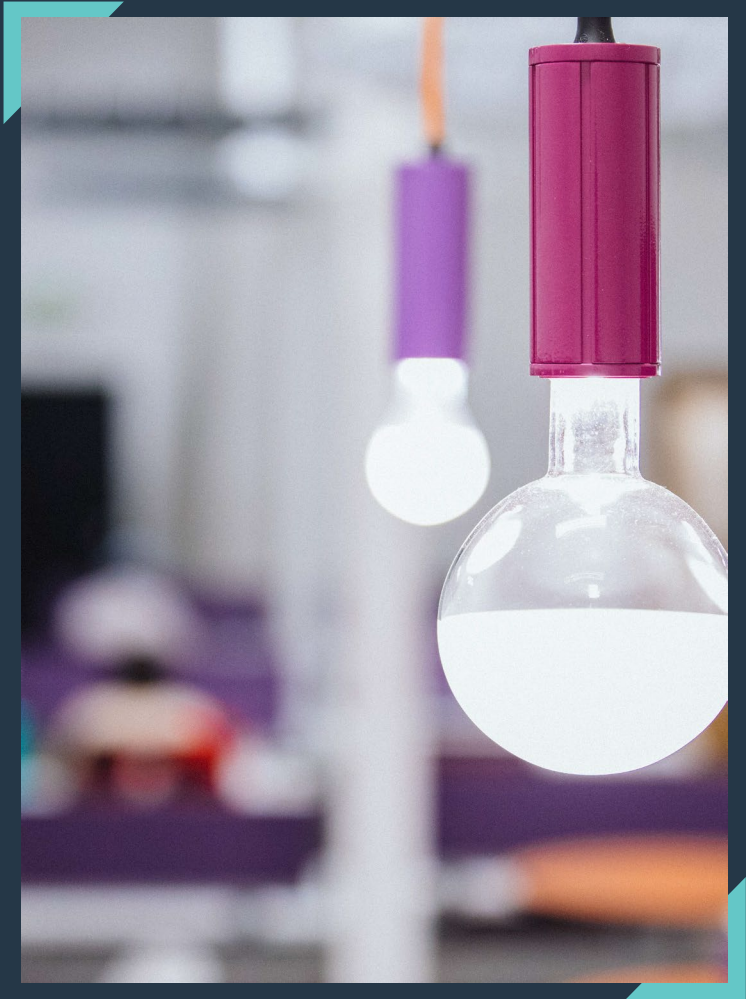
Veronica Garcia, Planning Aide

303.658.2092 | rgarcia@westminsterco.gov

COMMUNITY SERVICES BUILDING DIVISION

Jessica Arvanites

Plans Examiner Supervisor



Community Services – Building Division

Purpose of Building and Fire Code is Health and Safety

Westminster has adopted the 2021 I-Codes:

- 2021 International Building Code
- 2021 International Fire Code
- 2023 National Electrical Code
- 2021 International Mechanical Code
- 2021 International Plumbing Code
- ICC A117.1-2017 Accessibility Code



Community Services – Building Division

What needs a building permit?

- New or relocated walls, bearing and non-bearing.
- All electrical, plumbing, and mechanical work, except the replacement of fixtures or devices.
- Change in the type of occupancy i.e., changing from retail sales to office space or an office space to a restaurant.

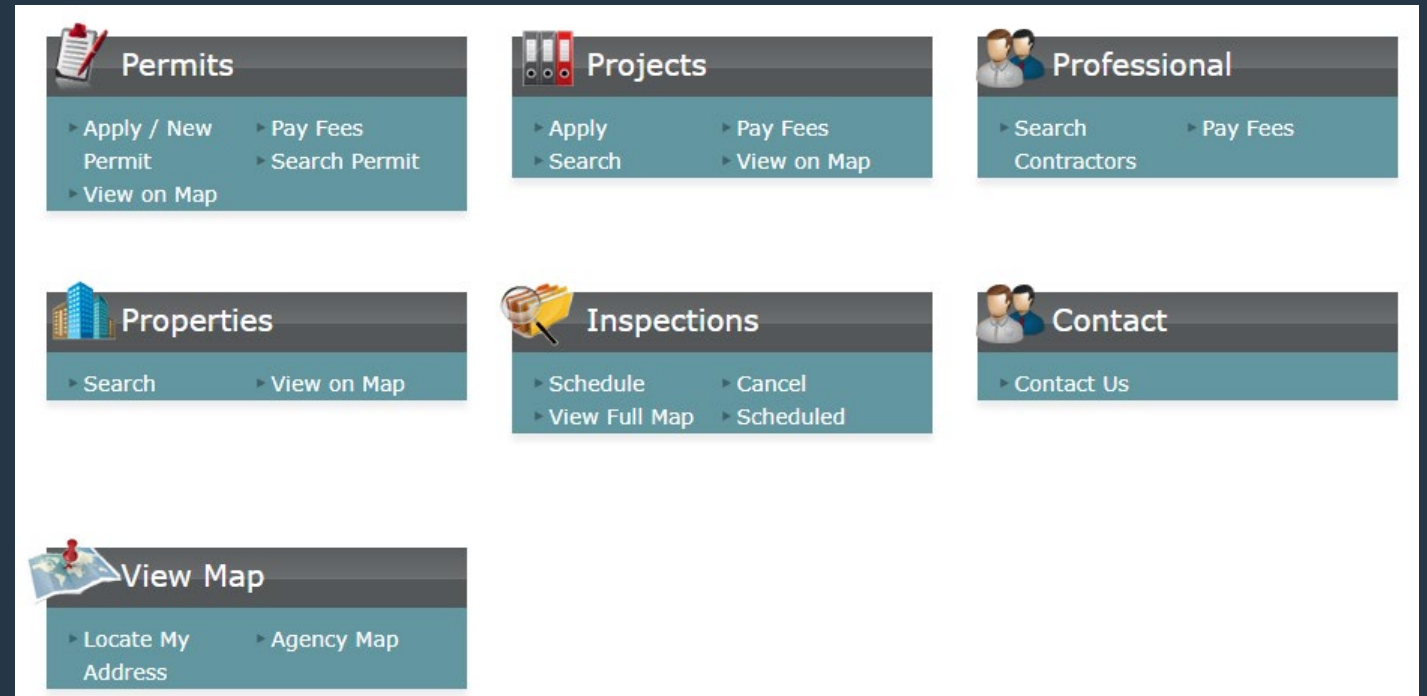
What does not need a permit?

- Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
- Non-fixed and movable fixtures, cases, racks, and counters.
- Window replacement of same size and location.

Community Services – Building Division

Permitting Process (Electronic Process – ETRAKIT)

- Submittal
- Plan Review
- Permit Issuance
- Construction Inspection
- Occupancy Approval



<https://develop.cityofwestminster.us/etrakit/>

Community Services – Building Division

Building Permits include a review of:

- Zoning
- Building Code Compliance
- Fire Code Compliance
- Accessibility
- Health Department (if required)
- Water and sewer service
- Business License Approval



Please check with the City prior to signing a lease or buying a property

Building Division Contact Information:

Building Division
303.658.2075 | permits@westminsterco.gov

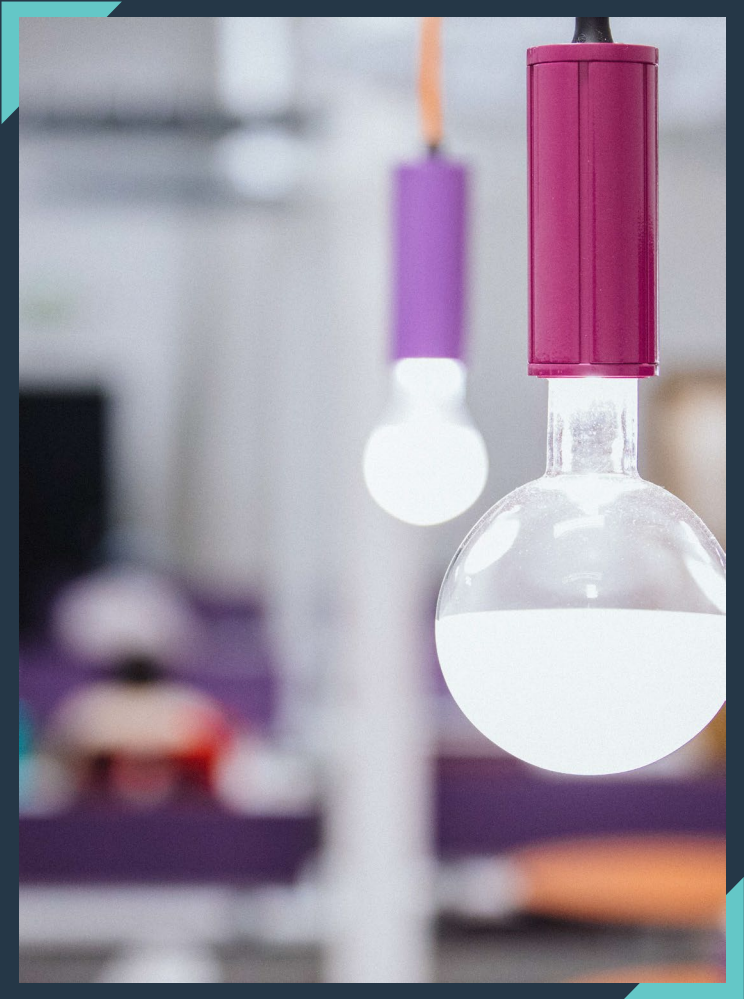
Nita Carrasco, Building Permit Supervisor
303.658.2076 | ncarrasc@westminsterco.gov

Jessica Arvanites, Plans Examiner Supervisor
303.658.2455 | jarvanit@westminsterco.gov

Hablamos Español!

FINANCE DEPARTMENT SALES TAX DIVISION

Janelle Cepeda-Sherrod
Sales Tax Auditor



Finance – Sales Tax Division

Sales Tax – 3.85%

- Collected on tangible items sold in the City. The tax is remitted directly to the City.
- Paid on any items purchased for your business.

Use Tax – 3.85%

Your business pays this to the City IF it was not collected on items purchased for your business or.....

The vendor did not collect enough sales tax on the item. Watch for this on invoices you receive.

Finance – Sales Tax Division

All Westminster businesses must file a sales and use tax return:

- Monthly – more than \$500 in sales tax annually
- Or
- Quarterly – between \$150 - \$500 in sales tax annually
- Or
- Annually – under \$150 in sales tax annually, even if zero!

Finance – Sales Tax Division

Initial Use Tax Return

- Filed only once – due the second month of doing business
- Looks for use tax owed from the setup of your business – 6 month look back
- Future use tax is remitted on the sales tax return

Sales Tax Division Contact Information:

Sales Tax Division

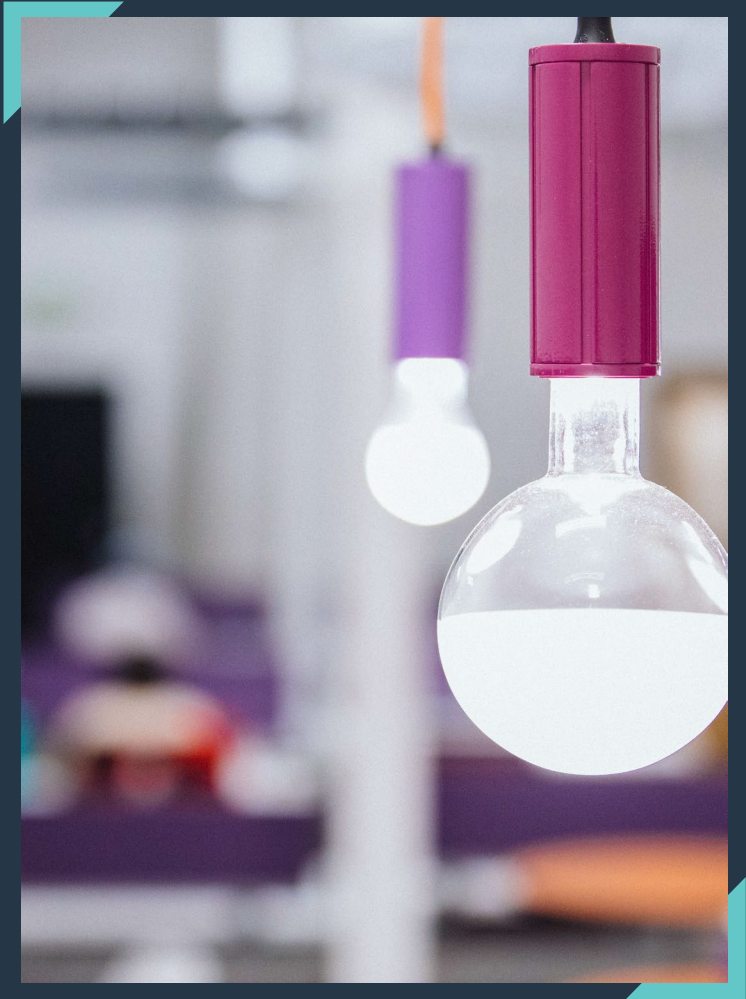
303.658.2065 | salestax@westminsterco.gov

Janelle Cepeda-Sherrod

303.658.2037 | jcepedas@westminsterco.gov

PUBLIC WORKS & UTILITIES

Drew Beckwith
Senior Water Resources Analyst



Public Works & Utilities

- Operate and maintain city's water, sewer, storm, and road systems – clean, safe, reliable
- Building Permit review to ensure new business water use can “fit” in existing tap (both size & water volume)
- Grease trap (FOGG) required for food service – coffee too!
- If it doesn't “fit” → tap fees for higher-water-using business types (i.e., restaurant) and/or construction project for larger tap in water main
- Would require building ownership involvement, maybe cost-sharing



Public Works & Utilities Contact Information:

Water Taps

Drew Beckwith

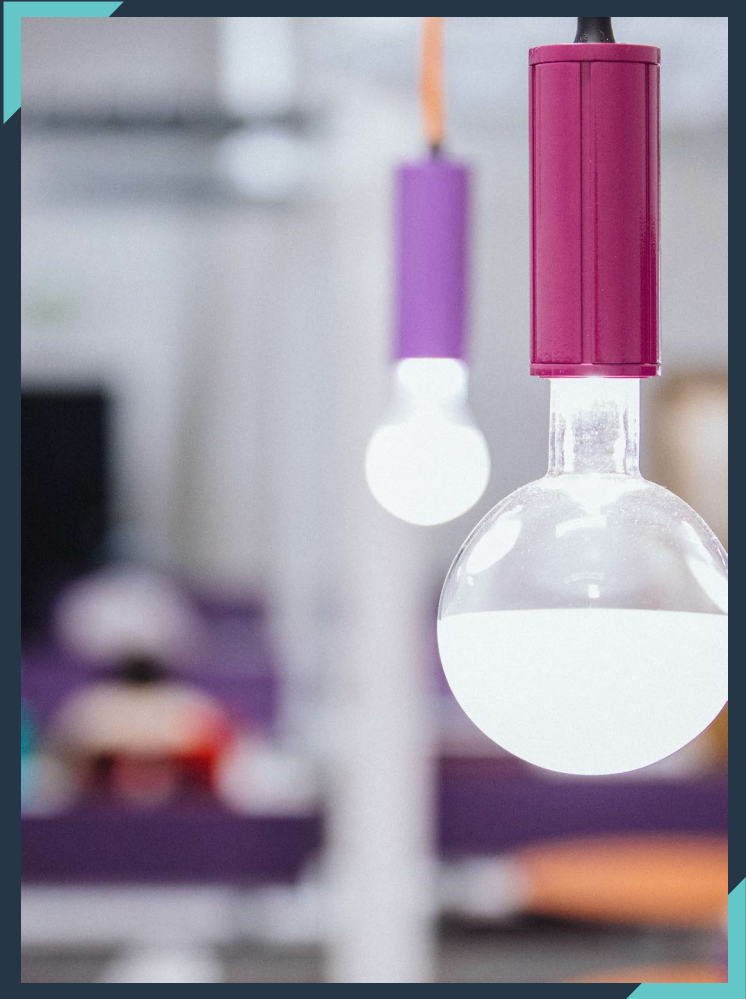
303.658.2386 | dbeckwith@westminsterco.gov

Streets: 303.658.2501

Water / Sewer Operations: 303.658.2500 (24/7)

COMMUNITY SERVICES ECONOMIC DEVELOPMENT

Stephanie Troller, CEcD
Economic Development Manager



Community Services - Economic Development

- Roughly 3,700 businesses in Westminster
- 6 base industries:

Aerospace	Business Support Services
Financial Services	Health & Life Sciences
Hospitality & Entertainment	Technology & Information
- Help businesses navigate opening in Westminster

Community Services – Economic Development

How We Support Businesses

Business Trainings

- City 101 Trainings

Programs & resources available through the City of Westminster

- Business Growth Trainings

Topics & issues important to business growth



Community Services – Economic Development

How We Support Businesses (cont...)

- Site selection
- Technical Assistance
- Advocacy
- Workforce Resource Information
- Email Outreach & Biz Walks
- Sustainability



Community Services – Economic Development

How We Support Businesses (cont...)

Communications

- Newsletters
- Eblasts
- Website – www.westminstereconomicdevelopment.org



Partners

- Small Business Development Center
- Westminster Chamber of Commerce

Community Services – Economic Development

Westminster Business Statistics:

- 207 new businesses started in 2024
- 71 Legacy Businesses recognized in 2024
- 5 business trainings held
- \$116,000 3-year average awarded in capital improvement grants
- \$9,000 3-year average awarded in small business training scholarships
- 417 business walks in 2024
- 38 social media posts recognizing small businesses
- 4 printed newsletters & 17 eNewsletters

Community Services – Economic Development

How We Support Businesses

Small Business Grants & Scholarships

- Capital Improvement Grant
- Face-Lift Grant
- Job Training Incentive Grant
- Job Certification Incentive Grant
- Small Business Scholarship
- SAGE Sustainability Grant

Small Business Scholarship

The Small Business Scholarship program provides reimbursement for a wide range of business training to Westminster's entrepreneurs and small businesses.

Small Business Capital Project Grant

The Small Business Capital Projects grant provides project related, financial assistance on a reimbursement basis, to encourage the growth and retention of existing businesses.

Job Training Incentive Grant

The Job Training Incentive Grant program provides financial assistance on a reimbursement basis, to encourage the hiring and training of a local workforce. Additional funds are available for hiring recent graduates from local institutions.

Economic Development Contact Information:

Economic Development Division
303.658.2108 | ecodevo@westminsterco.gov

Stephanie Troller, CEcD, Economic Development Manager
303.658.2318 | stroller@westminsterco.gov

Shelby Wood, CEcD, Small Business Navigator
303.658.2168 | swood@westminsterco.gov

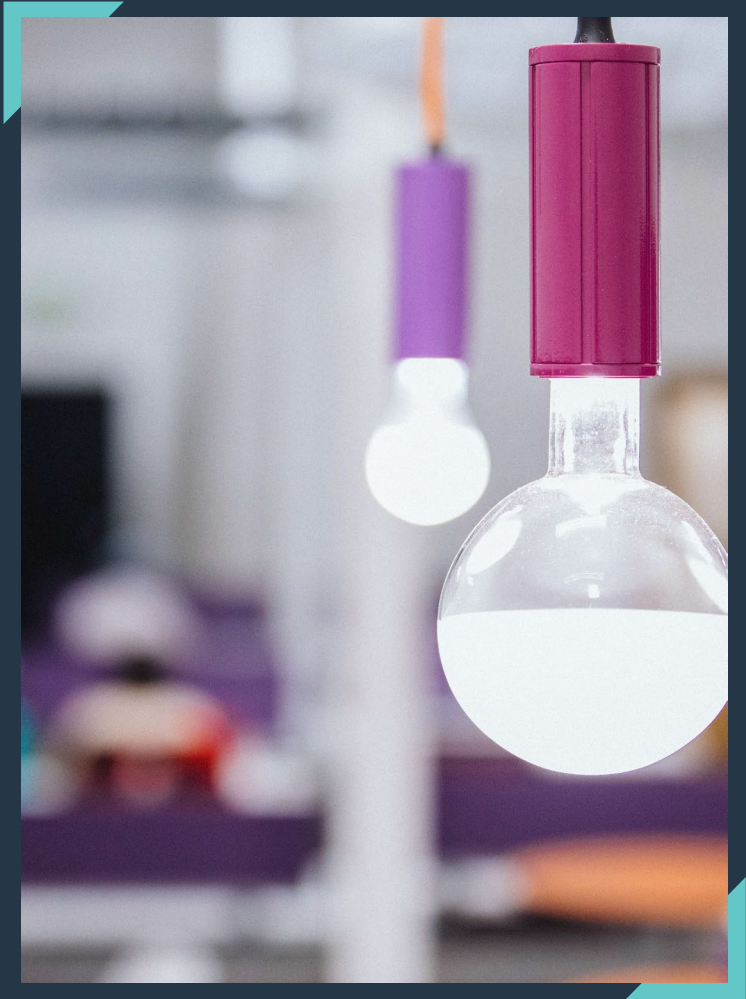
Stephanie Otte, Business Navigator
303.658.2757 | sotte@westminsterco.gov

WESTMINSTER CHAMBER OF COMMERCE

Jamie Chavez, President

Jamie@westminsterchamber.biz

www.westminsterchamber.biz



Questions – Open Discussion