

Procedural Checklist for Opening a Business in the Town of Superior

We are excited that you are starting a business in the Town of Superior! The Town is dedicated to helping businesses have a positive experience as they get established. Before opening a business in the Town of Superior, you must complete the following steps.

Town Requirements

- ☐ **Interested in opening your business in Superior? Email the Town's Economic Development Manager.**
 - This enables the Town to connect you with resources that may be helpful to your business launch.
 - Please include your name, phone number, and proposed business name, type, and location (if known), business hours of operation, and website.
- ☐ **Apply for a Business License and any additional permits required by your business.**
 - Business License Application Form.
 - Exempt businesses: Nonprofits and businesses without a physical presence, or only an incidental physical presence, in the Town.
 - Verify if you need any other permits.
 - **Sign Permits:** Direct questions to the Planning & Building Department. *Downtown has sign requirements that differ from the Town-wide requirements.*
 - Liquor License: contact the Town Clerk.
- ☐ **Obtain permits for any alterations to your unit/building.**
 - Permits must be pulled electronically through the Town's permit portal: CommunityCore.
 - Contact Building Department to determine if you require any building permits.
- ☐ **Contact Utility Billing to set up an account and let them know the date you want to start services.**
 - Superior's utilities for commercial customers may include water, sewer, and storm water.
- ☐ **Interested in sustainability resources?**
 - Learn more about the Town of Superior's sustainability resources and incentives for businesses on the Town's website.

Town Contacts

Economic Development

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(303) 499-3675 ext. 202
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Town Clerk

Shannon Dujardin
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Planning & Building

Planning

(303) 499-3675 ext. 116
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Building

(303) 499-3675 ext. 138
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Utility Billing

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Superior Chamber of Commerce

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Procedural Checklist for Opening a Business in the State of Colorado

We are excited that you are starting a business in the Town of Superior! The Town is dedicated to helping businesses have a positive experience as they get established. Before opening a business in the Town of Superior, you must complete the following steps.

State Requirements

- ☐ **Register your business with the Colorado Secretary of State's office.**
 - Forms are available on the [Secretary of State's website](#).
- ☐ **If you are a state-regulated entity, apply for a license with the Department of Regulatory Agencies.**
 - [DORA's website](#) provides a full list of industries and professions regulated by DORA's Divisions, along with the links to look up a license, check for discipline, file a complaint and more.
- ☐ **Appoint a Colorado Registered Agent.**
 - Every business is required by state law to appoint and maintain a Colorado registered agent on record with the Secretary of State.
 - More information can be found at [Registered Agent FAQ's](#).
 - Registered agent information can be updated when filing [periodic reports](#).
- ☐ **File Formation Documents with the Secretary of State.**
 - Business Documents can be found on the [Secretary of State's website](#).
 - Documents come with a \$50 filing fee.
- ☐ **If applicable, contact the Secretary of State and the U.S. Patent and Trademark Office for information on state and federal trademarks and copyright.**
 - The Secretary of State provides [answers to frequently asked questions regarding Trademarks](#).
- ☐ **If applicable, contact the Colorado Office of Economic Development & International Trade to apply for incentives or tax credits.**
 - [Available](#) to businesses who align with programmatic criteria.

State Contacts

Colorado Secretary of State

(303) 894-2200
1700 Broadway, Suite 550
Denver, CO 80290

Colorado Department of Regulatory Agencies

(303) 894-7855
DORA_CustomerCare@state.co.us
1560 Broadway, Suite 110
Denver, CO 80202

Colorado Office of Economic Development & International Trade

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