



# Business Resource Guide

Navigating City Processes & Services  
Related to Business Startup & Permits



## Welcome to the City of Thornton

### **We're excited you're locating your business in our community!**

You will find a tremendous amount of opportunity and support in Thornton. Our elected officials, business commissioners, and city staff dedicate a substantial amount of effort toward creating a business-friendly atmosphere that provides companies with every possible advantage.

This Business Resource Guide outlines the steps and processes of opening a business in Thornton, provides information on the City of Thornton's business service programs, and outlines additional resources available in the extended community to help your business grow and prosper. An online version of this guide can also be found online at [businessinthornton.com/local-business](http://businessinthornton.com/local-business).

The principal focus of our Office of Economic Development is to provide excellent customer service and support while helping you access a wide variety of resources and services tailored to meet the unique needs of your business. Our customer-focused approach to local expansion and retention delivers value to Thornton's large and small business community by quickly connecting you to local resources and removing barriers to business growth.



We hope you find the enclosed information of value. If you have any questions, please reach out to the Alliance Business Assistance Center at 720.674.3547 or by email at [alliance@ThorntonCO.gov](mailto:alliance@ThorntonCO.gov). For the most up-to-date information, please visit the Office of Economic Development website at [businessinthornton.com](http://businessinthornton.com).

**Again, welcome to the City of Thornton!**  
**Mayor Jan Kulmann**

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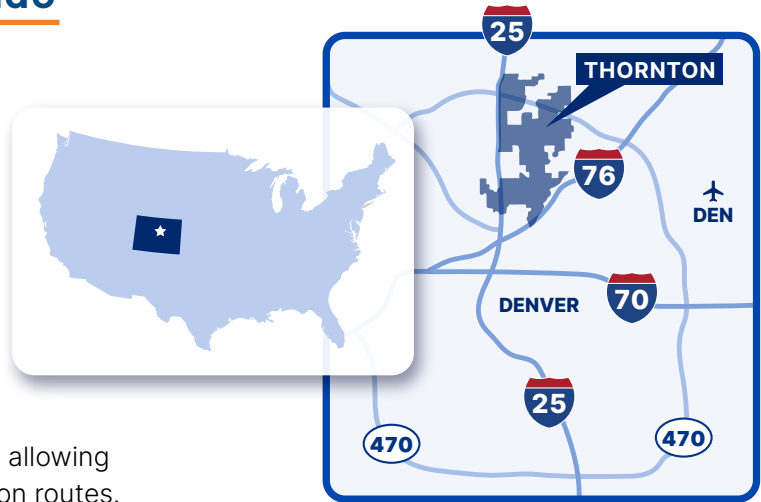


## About Thornton, Colorado

Thornton is a diverse community with a strong commitment to quality of life and environmental issues.

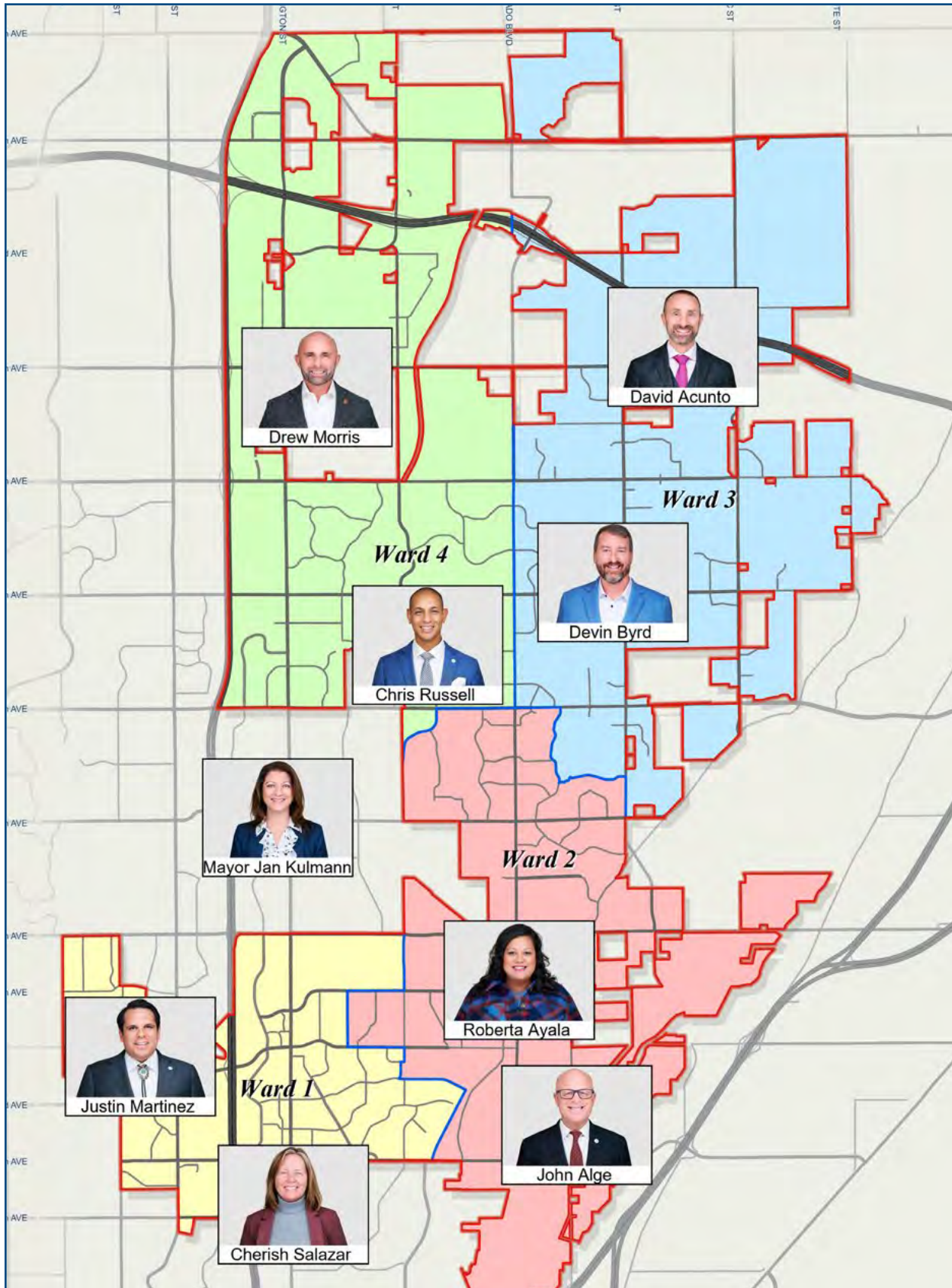
### The community is:

- ▶ 10 miles north of downtown Denver
- ▶ Adjacent to Interstate 25, providing high visibility for business while still allowing easy access to various transportation routes.
- ▶ 38.5 square miles
- ▶ 5th largest city in Colorado



### Thornton City Facts & Demographics:

|                       |           |
|-----------------------|-----------|
| Population:           | 153,989   |
| Avg Household Income: | \$133,878 |
| Total Households:     | 51,766    |
| Median Age:           | 36.2      |
| Avg Home Value:       | \$561,930 |

City of Thornton, Colorado **WARDS & CITY COUNCIL MEMBERS MAP**

## Thornton Business Startup Process Map

### Business Startup Planning & Research

For assistance with starting a business for the first time, contact the **Alliance Business Assistance Center (ABAC)**: 720.674.3547 · [TheAllianceBusinessCenter.com](http://TheAllianceBusinessCenter.com).

SEE PAGES 8–10 FOR MORE INFORMATION ON STEPS 1–4.

**1**

Create your business plan

**2**

Determine your legal structure & business name

### Licensing Your Business with City of Thornton

SEE PAGE 10 FOR MORE INFORMATION

**5**

- A** Apply for a Thornton business license with Sales Tax Division, [salestaxonline.com](http://salestaxonline.com)
- B** Apply for Liquor, Transfer, or Special Case business licenses with the City Clerk's Office 303.538.7230 (Special Case may include: pawn brokers, massage parlors, sound permits, etc.)

### Permits & Insurance

SEE PAGE 13 FOR MORE INFORMATION

**6****A****B**

### Hiring

SEE PAGE 21 FOR MORE INFORMATION

**9**

Hiring employees

3

Identify business location & resources

Contact the **ABAC** to assist with locating your business in Thornton, 720.674.3547

4

Register your business with state, county, and federal agencies (Adams County Health Department, State of Colorado, IRS). See page 9 for more information

## Inspections

### SEE INFORMATION

7

Inspections: Building & Fire Departments

8

Certificate of Occupancy

Apply for permits through the Building Department, 303.538.7250.

For more information about sign permits see page 15.

Contact the **ABAC** for small business support with permits and inspection processes: 720.674.3547

## Resources & Services

SEE PAGE 22-30 FOR MORE INFORMATION

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Staying connected

## Business Startup Planning & Research

### STEP 1: Create Your Business Plan

Before starting your business, it's important to understand your product, industry, target market, marketing plan, operations, and financial needs. For free guidance on business planning, research, marketing, financials, and more, contact:



**Alliance**  
BUSINESS ASSISTANCE CENTER

**Alliance Business Assistance Center**

550 Thornton Pkwy, Ste 170

720.674.3547

[TheAllianceBusinessCenter.com](http://TheAllianceBusinessCenter.com)

Be sure to download the **Colorado Business Resource Book**, another excellent resource for start-up businesses: [coloradosbdc.org/resources/resource-book](http://coloradosbdc.org/resources/resource-book)

### STEP 2: Determine Your Legal Structure and Business Name

Choosing the right legal structure impacts your taxes, required forms, personal liability, and asset protection. Consider consult an attorney for guidance. Learn more at [sba.gov/starting-business/choose-your-business-structure](http://sba.gov/starting-business/choose-your-business-structure).

**Register your business name:** Colorado Secretary of State  
[sos.state.co.us](http://sos.state.co.us) · 303.894.2200 · 1700 Broadway STE 200, Denver, CO

All businesses must register with the Colorado Secretary of State. To check if a name is available, visit [sos.state.co.us](http://sos.state.co.us), select "Business, trademarks, trade names," then "Name availability." Note that Colorado allows multiple entities to use the same trade name. If you want name exclusivity, you may file for a trademark with the Secretary of State.

**Schedule a free legal business counseling session with the Alliance Business Assistance Center by calling 720.674.3547.**

### Step 3: Identify Your Business Location

Where you locate your business matters. Consider factors such as the local business climate and what resources and support the city offers to local business owners.

**Thornton values its local business community and dedicates over \$500,000 toward the small business program budget to support it. The Office of Economic Development and the Alliance Business Assistance Center can help you choose a location, navigate city processes, and connect with local resources and business support programs.**

**Contact Alliance Business Assistance Center: 720.674.3547 · [alliance@ThorntonCO.gov](mailto:alliance@ThorntonCO.gov).**

#### BEFORE SIGNING YOUR LEASE:

- ▶ Schedule a free business counseling session with the Alliance Business Assistance Center to see if you qualify for Thornton business grants and get help with licensing, permits, inspections, legal questions, and more.
- ▶ Remember to check city, state and federal regulations on zoning, parking, building type, licensing requirements, building and sign permits, Tenant Improvement Permits, and local business support programs before signing your lease.
- ▶ If you are purchasing an existing business or building in Thornton, conduct thorough due diligence before buying. Ask questions such as:
  - Are there liens against the property?
  - Is equipment included in the sale, and is any money owed on it?
  - Is the building lease transferable?
  - Are there outstanding permits or code violations?

Check with the city, county, and state to ensure there are no debts tied to the property or business. For more information, visit the Colorado Business Resource Book at: [coloradosbdc.org/resources/resource-book](http://coloradosbdc.org/resources/resource-book).

### STEP 4: Register Your Business

The type of business you are starting will determine your registration process. Be sure to check with state, federal and local organizations to determine what your specific business requirements will be.

- ▶ **Adams County Health Department:** Depending on your business type, health department approval may be required. Contact 303.220.9200 if you are opening a food, child care, public pool or spa, or body art/piercing business. A letter of review from the Adams County Health Department is required before applying for a Certificate of Occupancy with the City of Thornton. Visit [adamscountyhealthdepartment.org](http://adamscountyhealthdepartment.org) for more information.

- ▶ **State of Colorado Taxes and ID Number:** Colorado Business Express makes it easy to register your business with the Colorado Department of Revenue and the Colorado Department of Labor and Employment. Use it to apply for a state sales tax account, withholding account, or unemployment insurance account. Visit [mybiz.colorado.gov](http://mybiz.colorado.gov).
- ▶ **Federal Employer Identification Number (FEIN):** Most businesses, except sole proprietors with no employees, must obtain a Federal Employer Identification Number (FEIN), a unique ID issued by the IRS. For more information, visit [irs.gov](http://irs.gov) or call 800.829.1040.

## Licensing Your Business with the City of Thornton

### Step 5: Apply for your Thornton Business License

- 1** Complete a **Business License application** online at [salestaxonline.com](http://salestaxonline.com) or contact the Sales Tax Division: 303.538.7400.
- 2** Sales Tax will forward the application to **Planning & Zoning, Building, City Clerk's Office, and Office of Economic Development (if applicable)** for review.
- 3** Building will verify if a **Tenant Improvement** permit is needed. Development Engineering will determine if any Exterior Infrastructure permits are needed. Planning will determine if the use is permitted.
- 4** The **Building Inspection Division** will issue a Building Permit and contact you to schedule a Certificate of Occupancy inspection.
- 5** Contact the **Fire Prevention Department** to schedule a fire inspection. 303.538.7007
- 6** Inspections completed.
- 7** Certificate of Occupancy and Business License are issued and mailed out to the business.

If your tenant improvements include more than one licensed contractor, you may be required to hire a general contractor for the project. Additional permits may be required if work is being completed outside the building.

You will receive a call to schedule your inspection one to two weeks after you submit your application.

If inspection fails, business should contact the Building Inspection Division to reschedule inspection: 303.538.7250

Certificate of Occupancy and Business License should be posted in a visible location in your place of business.

**City of Thornton Sales Tax Division:**

303.538.7400 · salesusetax@ThorntonCO.gov · [salestaxonline.com](http://salestaxonline.com)

When licensing your business in Thornton, you must complete a Home or Commercial Sales and Use Tax business license application with the city's Sales Tax Division. **All commercial and home-based businesses require a Thornton business license**, and businesses located outside the city may also need one depending on their operations.

**EXAMPLES OF WHEN A LICENSE IS REQUIRED:**

- ▶ Selling goods and/or services to Thornton residents
- ▶ Soliciting through sales or agent representatives in Thornton
- ▶ Performing service work under maintenance agreements
- ▶ Leasing equipment to a Thornton resident or business
- ▶ Installing tangible goods in Thornton
- ▶ Ownership of commercial property
- ▶ You can complete the Sales and Use Tax business license application online at [salestaxonline.com](http://salestaxonline.com) or in person at the Sales Tax Division, 9500 Civic Center Drive, Thornton. For assistance, call 303.538.7400.
- ▶ There is no fee for any license and no annual renewal requirement. However, **all commercial businesses must obtain a certificate of occupancy inspection prior to opening**. This inspection does require a \$25 fee at the time you submit your application.

**SALES AND USE TAX**

Thornton's Sales Tax Division is also responsible for collection of the following taxes and fees: sales, use, lodging, pawn, marijuana, franchise fees, telephone taxes, and E911 surcharges. They help businesses understand how Thornton's taxes apply to their operations or purchases and conduct audits to ensure compliance with city code.

**Sales Tax Rates for Thornton businesses:**

- ▶ State Tax Rate: **2.90%**
- ▶ Adams County Tax Rate: **0.75%**
- ▶ City of Thornton Tax Rate: **3.75%**
- ▶ Scientific Cultural District Tax Rate: **1.1%**
- ▶ City Total Rate: **8.50%**

Allow 2–3 weeks for processing your Sales and Use Tax business license application. Once approved, you will receive your license and a packet outlining tax return filing requirements. For questions about the application process or sales/use taxes, contact the Sales Tax Division at 303.538.7400.

## SPECIAL CASE BUSINESS LICENSES

In addition to your Thornton business license, you may be required to apply for additional Special Case licenses depending on the type of business. **See page 13** for a list of Special Case business licenses.

### Contact Thornton City Clerk:

303.538.7230 · [clerk@ThorntonCO.gov](mailto:clerk@ThorntonCO.gov) · [goCOT.net/CityClerk](http://goCOT.net/CityClerk)

## GENERAL STEPS FOR APPLYING FOR A NEW OR TRANSFERRED LIQUOR LICENSE

- 1 Submit application to the City Clerk.
- 2 The City Clerk will review the application and inform applicant if corrections or additional documents are needed.
- 3 Once the application is deemed complete and all necessary documents are submitted, a hearing will be scheduled with the Local Licensing Authority.
- 4 Approved application sent to the State.
- 5 City issues city liquor license after receiving State license and proof of Certificate of Occupancy and Sales & Use Tax license.

A temporary permit will be issued on a business license transfer.

Applicant will also submit to City Clerk a completed zoning referral form from the Planning Division.

If you have a liquor license, building modifications CANNOT be made without city and state approval.

**If your business requires a Special Case license and you are changing ownership or structure of the business you must contact the City Clerk's Office at 303.538.7230.**

**SPECIAL CASE BUSINESS LICENSES:**

- ▶ Circus/Carnival
- ▶ Commercial Animal
- ▶ Ice Cream Vendors
- ▶ Liquor License
- ▶ Massage Parlors
- ▶ Non-Alcoholic Entertainment Club
- ▶ Pawnbrokers
- ▶ Sexually-Oriented Businesses
- ▶ Sound Permits
- ▶ Alcohol Permits (not the same as a liquor license)
- ▶ Marijuana
- ▶ Food Trucks (Contact Fire Protection and Sales Tax)

Visit: [thorntonco.gov/government/city-clerk/licensing-permits](https://thorntonco.gov/government/city-clerk/licensing-permits)

## Permits & Inspections

### STEP 6: Applying for Permits

- ▶ **Building Inspection Division**  
General Info: 303.538.7250 · [buildings@ThorntonCO.gov](mailto:buildings@ThorntonCO.gov) · [goCOT.net/development](https://goCOT.net/development)
- ▶ **Development Engineering Inspection (Infrastructure)**  
General Info: 303-538-7295 · [citydevelopment@ThorntonCO.gov](mailto:citydevelopment@ThorntonCO.gov) · [goCOT.net/development](https://goCOT.net/development)

**Never start work without approved plans and a Building Permit!**

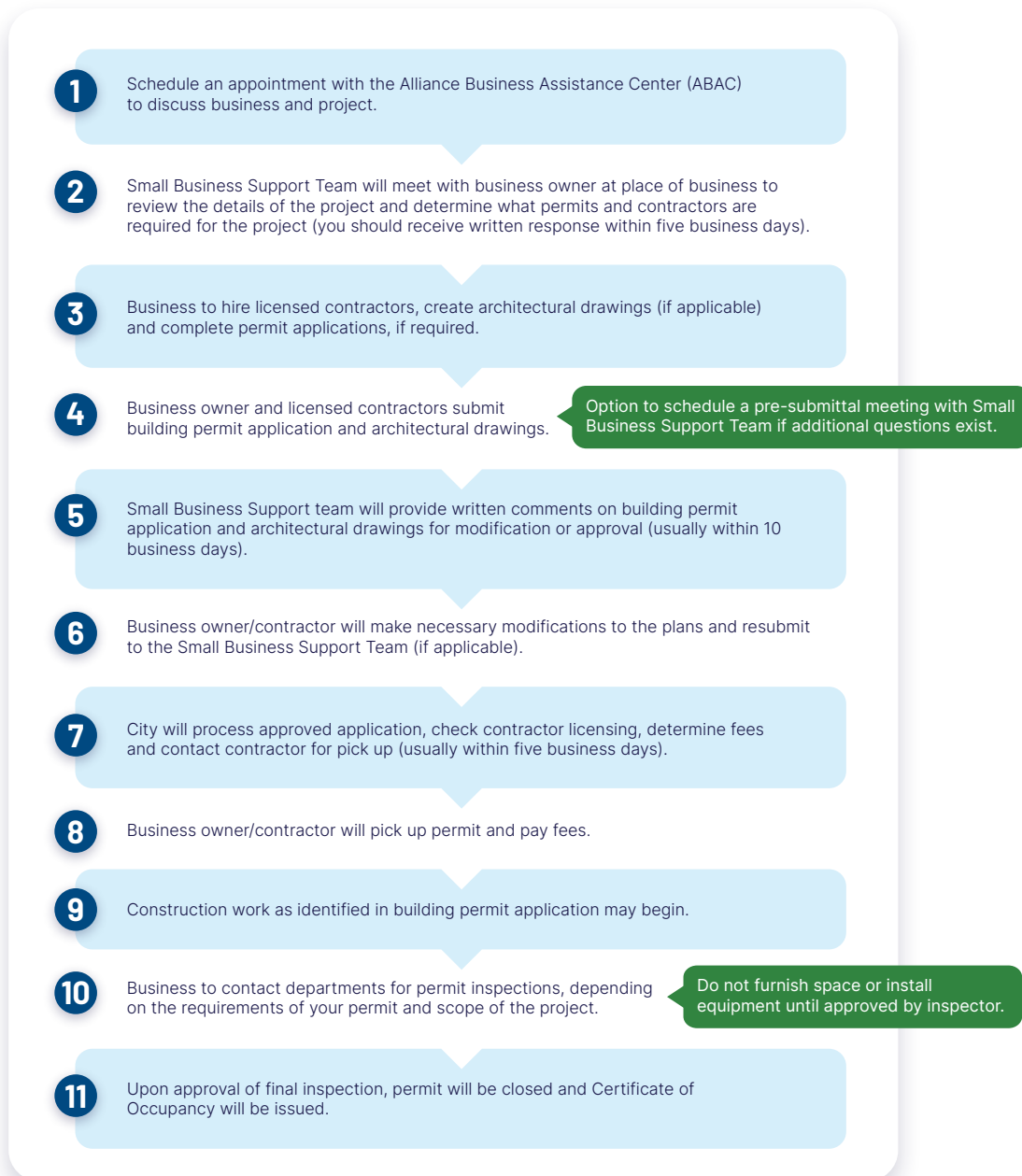
### Tenant Improvement Permit

If you plan to make changes to your building (interior or exterior) and do not have a general contractor representing you, or if you are changing the use of the space (previous use was an office and your business is a restaurant), a Tenant Improvement Permit or other permits may be required.

We recommend you schedule a meeting with the Alliance Business Assistance Center to discuss your project and receive assistance from the Small Business Support Team, contact: 720.674.3547 · [alliance@ThorntonCO.gov](mailto:alliance@ThorntonCO.gov).

## SMALL BUSINESS SUPPORT WHEN APPLYING FOR PERMITS

Below is a step-by-step overview of what to expect when working with our Small Business Support Team, which includes staff from City Planning, Fire Prevention, Building, Liquor Licensing, and Economic Development. The entire process may take up to three months, depending on the complexity of your project and your response time to city requests. Our team is committed to helping your project move forward in a timely manner and without unnecessary delays. For more information, please see the chart below.



**Building Department**

City Development Current Planning Division

General Information: 303.538.7295 · [citydevelopment@ThorntonCO.gov](mailto:citydevelopment@ThorntonCO.gov)**SIGN PERMITS**

The display of signs is regulated throughout the city in order to prevent visual clutter, proliferation, and inappropriate placement of signage. Sign permit application fees are based on valuation of project, including materials and labor. Sign permit review is five days for each submittal.

Sign permits are submitted through the Building Division, and reviewed by Current Planning to ensure compliance with applicable regulations (size, height, location, etc.).

For more information about Thornton Sign Codes, visit [goCOT.net/development](https://goCOT.net/development).

**APPLYING FOR SIGN PERMITS**

- 1 Contact the Building Department at 303-538-7250 if you will be placing a **new sign**.
- 2 Hire a **sign contractor** and submit application for a **sign permit** through the online CityView portal: [cityviewportal.thorntonco.gov](https://cityviewportal.thorntonco.gov)
- 3 **Current Planning** and **Building Inspection Divisions** will review your application.
- 4 If your application is approved, your **sign permit will be issued**.
- 5 **Install the sign** and schedule a final inspection. **You must call 303.538.7396** for a final inspection.

Usually approved within five days.

## PERMANENT SIGNS

Permanent signs are generally classified under two different types: attached signs (signs affixed to a building) and freestanding signs (signs installed in the ground - monument signs and pole signs).

**Permanent signs on private property require a sign permit with a few exceptions:**

- ▶ Signs placed on private property that are not legible or intended to be read from the public right-of-way do not require a permit.
- ▶ Message substitutions, including face changes or panel swapping, do not require a permit.

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## TEMPORARY SIGNS

The criteria for temporary signs depend on where the sign will be located (distance from intersections or property line).

Most small businesses are entitled to a maximum of 60 square feet of temporary signage without a permit.

**No permit is required for temporary freestanding signs, banners, and feather flags, but these types of temporary signs are subject to restrictions (listed below):**

- ▶ Each property can display one sign for up to 180 days. All other temporary signs displayed at the same time on the same property can only be displayed for 30 days.
- ▶ Banners, freestanding signs and feather flags must be securely fastened to the ground or building to prevent them from falling or blowing over.
- ▶ Balloons, air dancers, pennant strands, inflatable devices, and other signage used for a special event may require a special event sign permit.

**Sign allowances and restrictions are based on a property's zoning classification, among other factors. For complete regulations for temporary signs, refer to Sec. 18-763 and 18-764 of the Thornton City Code at [library.municode.com/co/thornton/codes/code\\_of\\_ordinances](http://library.municode.com/co/thornton/codes/code_of_ordinances). If you have questions pertaining to regulations, such as sign height, size, and location allowances, contact: City Development - Current Planning at 303.538.7295.**

**For more information on temporary signs, visit [thorntonco.gov/city-services/code-compliance/temporary-signs/](http://thorntonco.gov/city-services/code-compliance/temporary-signs/).**

## DEVELOPMENT PLAN

A Development Plan application fee is \$100. The approval time frame may take a minimum of four weeks.

A Development Plan may be required for any exterior building modifications such as building additions, replacement of fascia or exterior facade covering, change of the exterior colors, or changes to the site/property such as parking layout modification, landscaping or lighting changes, or construction of small accessory buildings.

Please reference the City of Thornton Development Plan Submittal Requirements Checklist for additional information, or contact City Development Current Planning for more information.

[goCOT.net/development](http://goCOT.net/development) (click on Current Planning and Zoning)  
303.538.7295 · [citydevelopment@ThorntonCO.gov](mailto:citydevelopment@ThorntonCO.gov)

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## TEMPORARY USE PERMIT

A Temporary Use Permit application fee is \$90. The approval time frame may take up to two weeks.

The Temporary Use Permit provides a means for allowing certain uses in locations where they would not be appropriate on a permanent basis, to provide for those uses that are temporary in nature, and to provide for development standards appropriate for such temporary uses.

Please reference the City of Thornton Temporary Use Permit Submittal Requirements Checklist for additional information. If you have questions, contact: Current Planning at 303.538.7295 or [citydevelopment@ThorntonCO.gov](mailto:citydevelopment@ThorntonCO.gov) or visit [goCOT.net/development](http://goCOT.net/development) (click on Current Planning and Zoning)



**The following is a list of Temporary Use Permits along with the applicable City Code section providing complete regulations:**

- ▶ Seasonal sales (including farmers market (Sec. 18-369)
- ▶ Pop-up retail/restaurant (Sec. 18-368)
- ▶ Temporary concrete or asphalt batch plant (Sec. 18-371)
- ▶ Temporary grazing (Sec. 18-373)
- ▶ Temporary living quarters (Sec. 18-374)
- ▶ Special event (Sec. 18-370)
- ▶ Mobile vendor (Sec. 18-367)
- ▶ Temporary donation collection bin (Sec. 18-372)
- ▶ Temporary parking lot (Sec. 18-375)
- ▶ Other temporary use (Sec. 18-376)

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## **STEP 7: Inspections**

### **Building Inspection Division**

The Building Inspection Division currently enforces the 2024 international series of building codes.

**Inspection Request Line:** 303.538.7396 · [buildings@ThorntonCO.gov](mailto:buildings@ThorntonCO.gov) · [goCOT.net/development](https://goCOT.net/development)

**Additional inspections may be required if there is infrastructure work to be completed outside the building. Ex: water, sewer, drainage, or any site design work.**

### **THE BUILDING INSPECTION DIVISION CAN ASSIST WITH:**

- ▶ Permits and license applications and processes
- ▶ Scheduling a building inspection
- ▶ Contractor licenses
- ▶ Local licensed contractor list
- ▶ Licensed contractor list

## TYPICAL ITEMS REVIEWED BY INSPECTORS DURING A CERTIFICATE OF OCCUPANCY INSPECTION:

- ▶ Exit doors and hardware
- ▶ Exit signs
- ▶ Emergency lights
- ▶ Fire extinguishers
- ▶ Address or suite number posted and visible from the street
- ▶ If the building has a fire alarm system, provide a set of keys that open all exterior doors.
- ▶ Owner contact information
- ▶ Storage height
- ▶ Electrical outlets/circuit breakers properly labeled
- ▶ Permanent electrical appliances connected to an outlet or a power strip (not an extension cord)
- ▶ Keep combustibles out of boiler, mechanical and electrical rooms.
- ▶ Ensure restrooms have required signage and are operational.
- ▶ Ensure required accessible features are installed and secure.

## FIRE PREVENTION AND FIRE CODE ENFORCEMENT

Fire Prevention works in conjunction with the Building Department. For fire inspections and approvals, you should submit your full remodel or tenant improvement plans to the CityView Portal: [cityviewportal.ThorntonCO.gov](https://cityviewportal.ThorntonCO.gov).

Thornton Fire Department currently enforces the 2021 International Fire Code, 2022 NFPA 13 and 72 and locally adopted amendments.

303.538.7007 (for plan review & to schedule inspections) · [fireprevention@ThorntonCO.gov](mailto:fireprevention@ThorntonCO.gov)  
[thorntonco.gov/city-services/public-safety/fire-department](https://thorntonco.gov/city-services/public-safety/fire-department)

## IMPORTANT QUESTIONS TO CONSIDER WHEN APPLYING FOR PERMITS AND PREPARING FOR YOUR INSPECTIONS:

- ▶ Does the building have an existing fire sprinkler or fire alarm system? If so, it is likely that changes to these systems will be required. A licensed fire sprinkler and/or fire alarm contractor will need to be hired to submit drawings and perform the work. A permit from the Fire Prevention Division will be required.
- ▶ Will your business have a kitchen that produces grease-laden vapors? If so, it is likely that a kitchen hood suppression system will be required. Fire Prevention will determine if a suppression system is necessary. A licensed kitchen hood suppression contractor will need to be hired to submit drawings and perform the work. A permit from the Fire Department will be required.
- ▶ If fire protection plans (fire sprinkler, fire alarm, kitchen hood, etc) are required, these plans and a permit application must be submitted before Fire Prevention will release the building permit. Deferred submittals are not accepted.
- ▶ Are you changing the use of the space? For example, was the previous use an office, and your business is a restaurant? Sometimes in these cases, additional requirements are necessary to meet building and fire code provisions. Depending on the scope of work, it is advised to request small business support from the Alliance Business Assistance Center. **See page 14.**

**If your project requires a fire protection submittal(s), Fire Prevention will perform additional inspections with your contractor(s).**

**If your project requires plumbing, electrical, or other Tenant Improvement permit requirements, the work will be reviewed on a case-by-case basis. See Step 6 - Applying for Permits, page 13.**

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## Step 8: Obtain Your Certificate of Occupancy from the City of Thornton

You must obtain a Certificate of Occupancy (CO) from the City of Thornton before opening to the public. A CO is required for any change in ownership, business name, or use of the building.

After you submit your business license application and \$25 fee, it is routed to Current Planning and the Building Inspection Division. Planning verifies zoning compliance, and the plans examiner determines whether a Tenant Finish Permit is needed. Once approved, the permit technician finalizes the application.

The permit technician will schedule a safety inspection of your building or space. If the inspection passes, the Certificate of Occupancy will be issued and mailed.

- ▶ Should the inspection not pass, a follow-up inspection will be scheduled in ten days (or another date if requested).
- ▶ If a Tenant Improvement permit is required, **see Step 6, page 14.**

The applicant should post the Certificate of Occupancy in a conspicuous place on the premises as required by City Code.

For more information, visit [thorntonco.gov/business-development/business-licenses](http://thorntonco.gov/business-development/business-licenses) or contact 303-538-7411.

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## STEP 9: Hiring Employees

If you are hiring employees, there are many laws you must follow as an employer. You must obtain your FEIN number, pay additional taxes, report tax-withholding information, and obtain workers' compensation insurance and more. See the SBDC Colorado Business Resource Book for more information. [coloradosbdc.org/resources/resource-book](http://coloradosbdc.org/resources/resource-book)

**Colorado Department of Labor and Employment** has a checklist for starting your business, as well as other employer requirement information: [colorado.gov/cdle](http://colorado.gov/cdle). You can find the CDLE at 633 17th St. STE 201, Denver, CO · 303.318.8000

## FOR FREE ASSISTANCE IN FINDING, HIRING AND RETAINING EMPLOYEES, CONTACT ADAMS COUNTY WORKFORCE & BUSINESS CENTER:

[adamscountyco.gov/our-county/human-services/workforce-business-center](http://adamscountyco.gov/our-county/human-services/workforce-business-center)

wbccep@adcogov.org · 720.523.2400

### Pete Mirelez Human Services Center

11860 N. Pecos St., Ste. 2200, Westminster, CO 80234

- |                                  |                                            |
|----------------------------------|--------------------------------------------|
| ▶ Job Postings and Hiring Events | ▶ Skills Assessment                        |
| ▶ Facility Use                   | ▶ Incentive Programs                       |
| ▶ Industry Partnerships          | ▶ Workforce Intelligence and Data Analysis |
| ▶ Training and Retraining        |                                            |

## STEP 10: Staying Connected

### Office of Economic Development Business Support Programs

#### Business Technical Assistance

The City of Thornton Economic Development office wants to ensure our business community stays connected. We foster communication among business owners, community partners, and city offices in an effort to help Thornton businesses prosper and grow. Our small business programming services are designed to support, educate, and market our local business community.



303-538-7605 · [Business@ThorntonCO.gov](mailto:Business@ThorntonCO.gov) · [businessinthornton.com](http://businessinthornton.com)

#### Alliance Business Assistance Center

The Alliance Business Assistance Center is an alliance of private, public, and nonprofit small business resource providers joined together under one roof to support and help local businesses start, grow, and thrive.



720-674-3547 · [alliance@ThorntonCO.gov](mailto:alliance@ThorntonCO.gov) · [TheAllianceBusinessCenter.com](http://TheAllianceBusinessCenter.com)

We partner with these groups to provide you the best information and experience:



**We Offer Many FREE Services:**

- ▶ Services in English and Spanish
- ▶ Startup and business growth consulting and assistance
- ▶ Business grants and loans for licensed Thornton businesses
- ▶ Additional business grant and loan information - access to capital
- ▶ Meeting space
- ▶ Coworking space
- ▶ WiFi and use of laptops on site
- ▶ Business workshops
- ▶ Liaison services for Thornton business regulatory compliance
- ▶ Thornton business marketing support
- ▶ Business site selection and local demographic data reports

**Call to schedule an appointment.**

550 Thornton Pkwy, Ste 170, Thornton, CO 80229 · 720.674.3547 · [Alliance@ThorntonCO.gov](mailto:Alliance@ThorntonCO.gov)  
[TheAllianceBusinessCenter.com](http://TheAllianceBusinessCenter.com)

**Business Site Selection**

Considering moving your business to or expanding within Thornton? The Office of Economic Development is here to help you explore Thornton as the new or expanded location for your business. We can assist with real estate searches, utility information, coordination with city permitting, labor market information, incentive negotiation and many other services. ED staff will work closely with you throughout the relocation process to provide the information and resources needed to make the best decision for your business.

303-538-7605 · [Business@ThorntonCO.gov](mailto:Business@ThorntonCO.gov) · [businessinthornton.com](http://businessinthornton.com)

## Business Grants

### SOUTH THORNTON ATTRACTION & REVITALIZATION (STAR) GRANT

The purpose of the STAR Grant is to revitalize commercial areas located in the South Thornton Development Authority area by attracting and supporting new and expanding businesses to the area. The STAR Grant is designed to assist business owners with interior and exterior building improvements and equipment needs, as well as the cost of permitting, licensing, and payment of city permitting and licensing fees. Go to [businessinthornton.com/local-business/support-programs/business-financial-assistance](https://businessinthornton.com/local-business/support-programs/business-financial-assistance) for an application and program guidelines.

### BUSINESS IMPROVEMENT GRANT

The purpose of the City of Thornton Business Improvement Grant is to support existing businesses, revitalize existing structures, create new job opportunities for Thornton residents, and transform commercial corridors into thriving and inviting neighborhood centers.

Since its start in 2010, the city has awarded almost \$3.5 million in Business Improvement Grants to benefit more than 200 local businesses. Go to [businessinthornton.com/local-business/support-programs/business-financial-assistance](https://businessinthornton.com/local-business/support-programs/business-financial-assistance) for an application and program guidelines.

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## Other Programs and Services

### COMMERCIAL GRAFFITI REMOVAL PROGRAM

Property owners are eligible to take advantage of the City of Thornton's free graffiti removal program. The city will remove graffiti on buildings, houses, fences, walls, and signs that are accessible by the city's equipment. To participate, the property owner must complete and sign a waiver and consent form allowing city staff to enter the property to remove the graffiti. For more information, go to [goCOT.net/code](https://goCOT.net/code). **Graffiti Hotline:** 720.977.5099 · [graffiti@ThorntonCO.gov](mailto:graffiti@ThorntonCO.gov)

### THORNTON BUSINESS SAFETY

#### Crime Prevention & Education

The business safety program is designed to strengthen communication and build community partnerships by bringing together the City of Thornton, the Thornton Police Department, and local businesses.



**For more information, contact the Thornton Police Department at 720-977-5124 or [policedept@thorntonco.gov](mailto:policedept@thorntonco.gov).**

## City of Thornton Contact Information

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### THORNTON POLICE DEPARTMENT CRIME PREVENTION UNIT

720.977.5024 (Non-Emergency) · [Thorntonpd.org](http://Thorntonpd.org)

### FIRE PREVENTION AND FIRE CODE ENFORCEMENT

303.538.7007 (for plan review & to schedule inspections) · [fireprevention@ThorntonCO.gov](mailto:fireprevention@ThorntonCO.gov) · [thorntonco.gov/city-services/public-safety/fire-department](http://thorntonco.gov/city-services/public-safety/fire-department)

### STREET MAINTENANCE

Street Operations Division: 720.977.6464 · [streetsdept@ThorntonCO.gov](mailto:streetsdept@ThorntonCO.gov)  
[ThorntonCO.gov/streetops](http://ThorntonCO.gov/streetops)

### TRAFFIC ENGINEERING DIVISION

720.977.6490 · [trafficengineering@ThorntonCO.gov](mailto:trafficengineering@ThorntonCO.gov)

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## Drainage, Sidewalk & Street Sweeping, Snow & Ice Control

### INFRASTRUCTURE & STREET OPERATIONS DIVISION

720.977.6234 · [InfrastructureDept@ThorntonCO.gov](mailto:InfrastructureDept@ThorntonCO.gov)

### PAVEMENT ISSUES & POTHOLES

The City of Thornton Street Operations Division provides repair services for Thornton streets. Such repairs may include potholes, crack sealing, street failures, and unimproved road grading. To report an issue, use the My Thornton app or text 720.410.6178.

### STREET SIGNAGE & TRAFFIC SIGNALS NOT WORKING

Contact the City of Thornton Traffic Division. To report an issue, use the My Thornton app or text or call 720.977.6490.

### STREET LIGHTS

Once approved by the city, streetlights are installed and maintained by Xcel Energy or United Power depending on the area of the city.

**To investigate the need for a street light:** 720.977.6490

**To report street light outages, contact Xcel Energy:** 1.800.895.4999

## Property Maintenance Standards

### CODE COMPLIANCE DIVISION

In order to maintain the quality of the community, the city has adopted specific maintenance standards for both public and private properties. These include standards for weeds and landscaping, trash and debris, vehicles, snow removal, building and parking lot maintenance, and many others. Owners are encouraged to engage in regular maintenance activities to ensure their business and the area around it are attractive and welcoming to customers.

303.538.7517 · [code@ThorntonCO.gov](mailto:code@ThorntonCO.gov) · [goCOT.net/code](http://goCOT.net/code)

### COMMUNITY CONNECTIONS

Thornton's Community Connections Division has a Homeless Outreach Team (HOT) that serves the unhoused, homeless service providers, and the community, including Thornton businesses. To report an encampment, learn more about HOT, or if you suspect someone may be unhoused and in need of support, contact the team at the HOTline, 720.977.5900.

[connections@ThorntonCO.gov](mailto:connections@ThorntonCO.gov) · [goCOT.net/connections](http://goCOT.net/connections)

### General City Contact Information · [ThorntonCO.gov/contactthornton](http://ThorntonCO.gov/contactthornton)

|                                       |                                                                                                   |
|---------------------------------------|---------------------------------------------------------------------------------------------------|
| <b>Building Inspections</b> . . . . . | <a href="mailto:buildings@ThorntonCO.gov">buildings@ThorntonCO.gov</a> · 303.538.7250             |
| <b>City Clerk</b> . . . . .           | <a href="mailto:clerk@ThorntonCO.gov">clerk@ThorntonCO.gov</a> · 303.538.7230                     |
| <b>City Development</b> . . . . .     | <a href="mailto:citydevelopment@ThorntonCO.gov">citydevelopment@ThorntonCO.gov</a> · 303.538.7295 |
| <b>Code Enforcement</b> . . . . .     | <a href="mailto:code@ThorntonCO.gov">code@ThorntonCO.gov</a> · 303.538.7517                       |
| <b>Economic Development</b> . . . . . | <a href="mailto:business@ThorntonCO.gov">business@ThorntonCO.gov</a> · 303.538.7605               |
| <b>Fire Prevention</b> . . . . .      | <a href="mailto:fireprevention@ThorntonCO.gov">fireprevention@ThorntonCO.gov</a> · 303.538.7007   |
| <b>Police Department</b> . . . . .    | <a href="mailto:policedept@ThorntonCO.gov">policedept@ThorntonCO.gov</a> · 720.977.5330           |
| <b>Sales &amp; Use Tax</b> . . . . .  | <a href="mailto:salesusetax@ThorntonCO.gov">salesusetax@ThorntonCO.gov</a> · 303.538.7400         |
| <b>Utility Billing</b> . . . . .      | <a href="mailto:utilbilling@ThorntonCO.gov">utilbilling@ThorntonCO.gov</a> · 303.538.7370         |
| <b>Utility Operations</b> . . . . .   | <a href="mailto:utiloperation@ThorntonCO.gov">utiloperation@ThorntonCO.gov</a> · 720.977.6500     |
| <b>Water Resources</b> . . . . .      | <a href="mailto:water@thorntonwater.com">water@thorntonwater.com</a> · 720.977.6600               |

## Other Expertise & Resources

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### Business & Consumer Reference

#### BETTER BUSINESS BUREAU GREAT WEST + PACIFIC

The BBB is dedicated to promoting and fostering the highest ethical relationships between businesses and the public through voluntary self-regulation, consumer and business education, and service excellence.

303.758.2100 · [bbb.org/denver](http://bbb.org/denver)

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### County Information

#### ADAMS COUNTY GOVERNMENT OFFICES

4430 S. Adams County Pkwy., Brighton, CO 80601

303.659.2120 · [adamscountyco.gov](http://adamscountyco.gov)

#### ADAMS COUNTY HEALTH DEPARTMENT

303.220.9200 · [adamscountyhealthdepartment.org](http://adamscountyhealthdepartment.org)

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### Funding Resources

#### B:SIDE FUND

The B:Side Fund can help you with financing to turn your side hustle into a dream business.

303.657.0010 · [bsidefund.org](http://bsidefund.org)

#### COLORADO ENTERPRISE FUND (CEF)

The mission of CEF is to accelerate community prosperity by financing and supporting entrepreneurs and small businesses in Colorado.

303.860.0242 · [coloradoenterprisefund.org](http://coloradoenterprisefund.org)

#### COLORADO MINORITY BUSINESS OFFICE (MBO)

The Minority Business Office helps minority-owned, woman-owned, and veteran-owned businesses learn how to best market themselves as a certified business and secure government contracts.

[oedit.colorado.gov/minority-business-office-of-colorado](http://oedit.colorado.gov/minority-business-office-of-colorado)

## **COLORADO OFFICE OF ECONOMIC DEVELOPMENT & INTERNATIONAL TRADE (OEDIT)**

OEDIT works with statewide partners to create a positive business climate that encourages economic development and sustainable job growth.

303.892.3840 · [oedit.colorado.gov](http://oedit.colorado.gov)

## **DREAMSPRING BUSINESS LOANS**

DreamSpring is an award-winning nonprofit organization that increases access to credit, makes loans, and provides a community of support to help entrepreneurs realize their dreams.

800.508.7624 · [dreamspring.org](http://dreamspring.org)

## **ROCKY MOUNTAIN MICROFINANCE INSTITUTE (RMMFI)**

The RMMFI is a non-profit organization that provides learning, lending, and coaching to grow community entrepreneurs who build businesses to advance along the pathway to self-sufficiency and self-worth.

720.941.5037 · [rmmfi.org](http://rmmfi.org)

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## **Chambers & Networking Programs**

### **ADAMS COUNTY REGIONAL ECONOMIC PARTNERSHIP (ACREP)**

The mission of ACREP is to attract, retain, and serve the primary businesses in Adams County.

[adamscountyrep.com](http://adamscountyrep.com) · 720.758.8380

### **COLORADO HISPANIC CHAMBER OF COMMERCE (CHCC)**

The CHCC is a membership-driven organization comprised of small business owners, corporate representatives, community leaders, and association members representing various professions.

[hispanicchamberdenver.com](http://hispanicchamberdenver.com) · 303.534.7783

### **THORNTON AREA CHAMBER OF COMMERCE (TACC)**

The TACC focuses on creating opportunities for businesses to partner with each other, schools, governments, and nonprofits to drive increased business success and balanced life in the area. They also provide direct services and consulting for members to ensure they have access to best practices and thought leaders.

[thorntonareachamber.com](http://thorntonareachamber.com) · [info@tachamber.com](mailto:info@tachamber.com)

## Small Business Development

### COLORADO SMALL BUSINESS DEVELOPMENT CENTER (SBDC)

Helps existing and new businesses grow and prosper by providing free and confidential consulting and no- or low-cost training programs.

303.460.1032 [northmetrosbdc.com](http://northmetrosbdc.com)

### MILE HIGH UNITED WAY FOR BUSINESS (MHUWB)

MHUWB provides support for women- and minority-owned small businesses to strengthen under-resourced communities and help our small business community thrive.

303.433.8383 [unitedwaydenver.org/community-programs/united-for-business](http://unitedwaydenver.org/community-programs/united-for-business)

### SCORE

SCORE is a nonprofit association dedicated to helping small businesses get off the ground, grow and achieve their goals through education and mentorship.

800.634.0245 [score.org](http://score.org)

### SMALL BUSINESS ADMINISTRATION (SBA)

Created in 1953, the U.S. Small Business Administration (SBA) continues to help small business owners and entrepreneurs pursue the American dream. SBA is the only cabinet-level federal agency fully dedicated to small business and provides counseling, capital, and contracting expertise as the nation's only go-to resource and voice for small businesses. Visit [SBA.gov](http://SBA.gov).

## State of Colorado

### COLORADO BUSINESS EXPRESS

Colorado Business Express is a quick and easy way to register a business with the Colorado Department of Revenue and/or Colorado Department of Labor and Employment.

[mybiz.colorado.gov/intro](http://mybiz.colorado.gov/intro)

### COLORADO SECRETARY OF STATE

303.894.2200 · [sos.state.co.us](http://sos.state.co.us)

## Utilities

### **PUBLIC UTILITIES COMMISSION**

An authority of the Colorado Department of Regulatory Agencies, the Public Utilities Commission regulates and investigates issues with gas, electric, and phone companies.

303.894.2000 · [puc.colorado.gov](http://puc.colorado.gov)

### **UNITED POWER**

Commercial rebates may be available to your business.

303.659.0551 · [unitedpower.com](http://unitedpower.com)

### **XCEL ENERGY**

Rebates and incentives may be available to your business.

1.800.481.4700 · [xcelenergy.com](http://xcelenergy.com)

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## Workforce Development

### **ADAMS COUNTY WORKFORCE & BUSINESS CENTER**

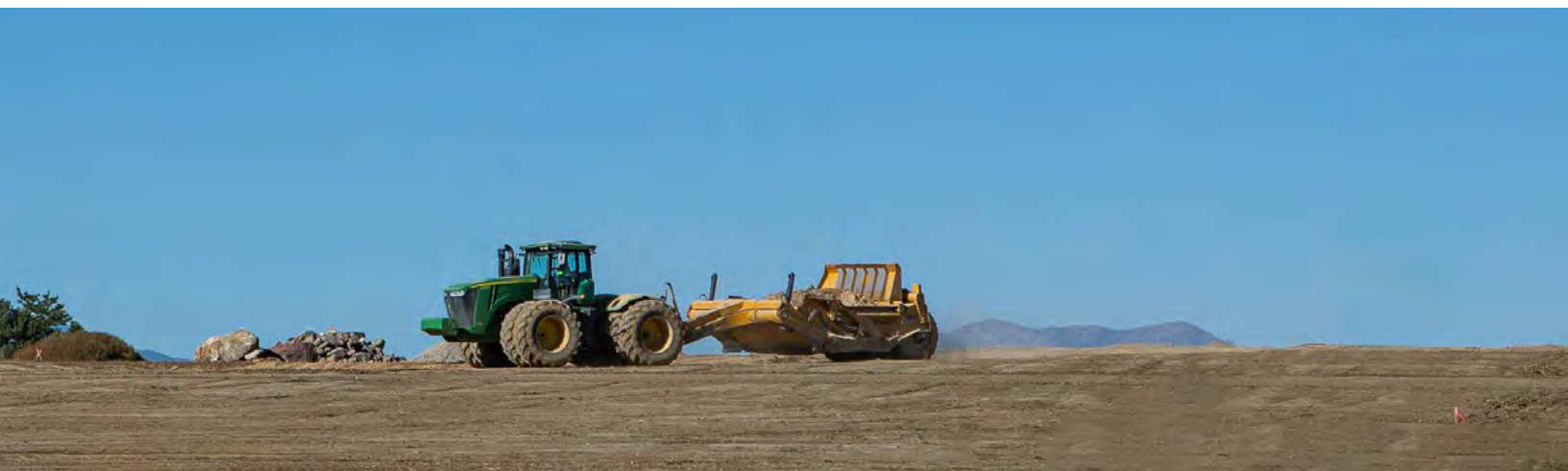
The Adams County Workforce & Business Center provides valuable services designed to assist companies in recruiting highly trained and qualified employees.

720.523.6900 · [adamscountyco.gov/our-county/human-services/workforce-business-center](http://adamscountyco.gov/our-county/human-services/workforce-business-center)

### **COLORADO DEPARTMENT OF LABOR & EMPLOYMENT (CDLE)**

CDLE connects job seekers with great jobs, provides an up-to-date and accurate picture of the economy to help decision making.

303.318.8000 · [cdle.colorado.gov](http://cdle.colorado.gov)



## Notes



# **THORNTON**

ECONOMIC DEVELOPMENT

9500 Civic Center Drive, Thornton, CO 80229  
303-538-7605 · [BusinessInThornton.com](http://BusinessInThornton.com)

