



# BUSINESS ON A FIRST NAME BASIS

A guide to doing business in the Town of Elizabeth

Town of Elizabeth is a great place to start or expand a business. The Town wants to ensure you have the resources that you need to do business in Elizabeth, so we've provided this guide which contains information on the various steps and processes that may be required. If you have questions regarding the guide or doing business in the Town of Elizabeth, please contact the Community Development Department at (303) 646-4166.



## PRE-APPLICATION MEETING

The first step to start or expand a business in the Town of Elizabeth is a pre-application meeting to discuss the concept and processes that could be required. These meetings allow existing and potential businesses to meet with subject matter experts from the Building Department, Public Works Department, Community Development Department, and Fire District.

To schedule a meeting, contact the Community Development Department at least two weeks prior to your preferred meeting date to ensure representatives from each department are available.

## ZONING AND LAND USE

The Town of Elizabeth has established zoning districts that each allow certain land uses. The business must be located within a zoning district where the specific use is allowed in order for the Town to issue any permits or approve a business license.

The Town's zoning map can be viewed online at [townofelizabeth.org/planningdocuments](http://townofelizabeth.org/planningdocuments). Additionally, allowed uses within each zoning district are outlined in [Chapter 16, Article I of the Town of Elizabeth Municipal Code](#).

Zoning and allowed uses will also be discussed during the pre-application meeting. If you need assistance determining the zoning district and/or allowed uses, please contact the Community Development Department.

## BUSINESS LICENSE

A [business license](#) is required prior to operation of a new business or existing business in a new location. Business licenses are issued after the required processes outlined in this guide have been completed as appropriate. Business licenses are issued by the Town but also require approval from Elbert County Health Department and Elizabeth Fire Protection District.

## BUILDING PERMIT

Building permits are required for new construction, tenant finish improvements, interior alterations, demolitions, plumbing, mechanical, and electrical work, and exterior work. All work must be completed by a licensed contractor. An [application](#) will be required, and permit fees will be based on the valuation of the work.

## SIGN PERMIT

Sign permits are required for all permanent, exterior signage, including signs on the building and freestanding/monument signs outside the business. Sign permits are issued to businesses after a business license is approved. Some signs may involve structural and/or electrical reviews and require a building permit.

## MULTI-TENANT CHANGE OF USE

If a business is locating in a multi-tenant building and is a different type of business from the one previously, a [change of use application](#) will be required. The application involves a description of the new business or use and verification that the business or use is allowed in the zoning district.

A site plan is not required for a change of use within a multi-tenant building unless exterior site modifications are being pursued.

## SITE PLAN

For a business that involves new construction, change of use, or changes to the exterior site, a site plan will be required.



## CONTACT

**Community Development Department**

(303) 646-4166 ext. 4

[zhiggins@townofelizabeth.org](mailto:zhiggins@townofelizabeth.org)

## ADDITIONAL RESOURCES

Additional resources and assistance may be available from the agencies below.

**Elizabeth Area Chamber of Commerce**

[elizabethchamber.org](http://elizabethchamber.org)

(303) 646-4287

[director@elizabethchamber.org](mailto:director@elizabethchamber.org)

**East Colorado Small Business Development Center**

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

(970) 351-4274

[info@eastcoloradosbdc.com](mailto:info@eastcoloradosbdc.com)