

ADAMS COUNTY

BUSINESS GUIDEBOOK



February 2025



ADAMS COUNTY
COLORADO

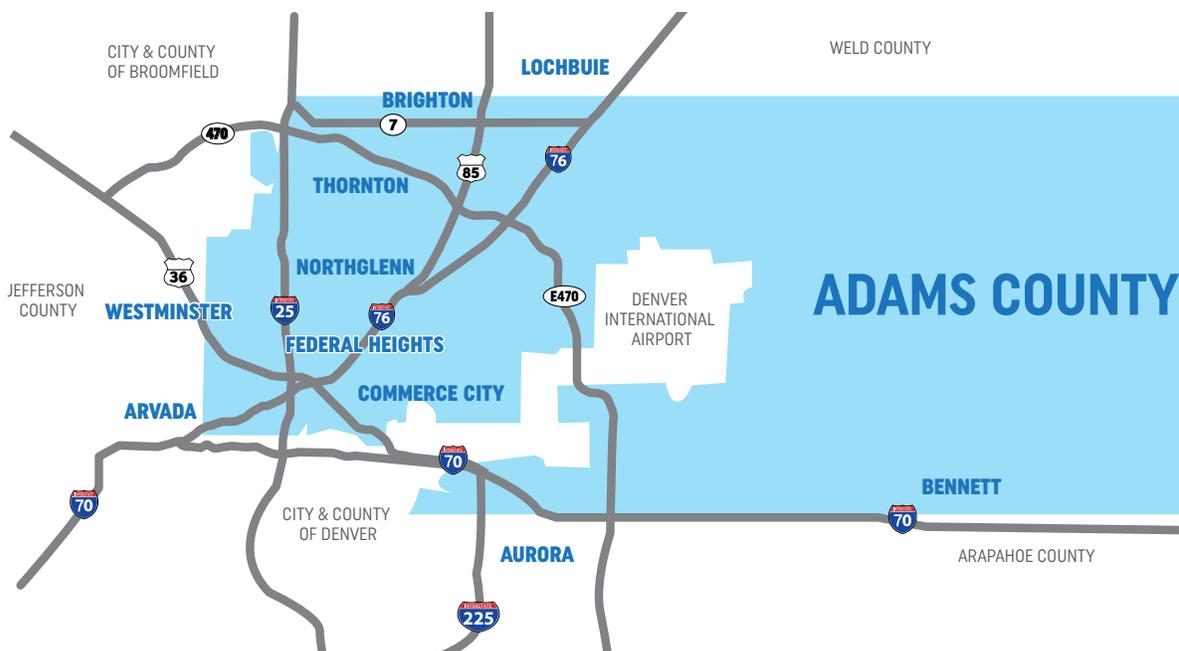
Welcome to the first edition of Adams County’s Business Guidebook, created by the Economic Development Division within the Community & Economic Development Department. This guidebook is intended to help businesses navigate some of the possible county processes and/or requirements needed to conduct business in Adams County. We understand there can be a lot of information to keep track of when owning a business, and we hope this resource is valuable as you start, grow, and maintain your enterprise.

We appreciate you conducting business in Adams County.

ABOUT ADAMS COUNTY

Adams County is a growing county in the Denver metro area with an abundance of land development opportunities that are unparalleled in the region. The county is ideally located at the crossroads of the metro region’s transportation network, which provides businesses and residents convenient access to **I-25**, **I-70**, **I-270**, and **I-76**. Adams County also surrounds **Denver International Airport (DEN)**, connecting it to the global transportation network of the world’s sixth busiest airport, and features **Class I** and **Class III** rail lines, providing freight rail service to and from national destinations. The Regional Transportation District (RTD) provides commuter rail service throughout the western portion of the county.

Adams County has a current population of approximately **542,636** residents, which is projected to grow to **780,085** by 2050. To support and encourage economic growth throughout the county, Adams County considers economic development a strategic priority.



Cities and towns (incorporated communities), either partially or entirely, located within Adams County include:

- City of Arvada
- City of Aurora
- Town of Bennett
- City of Brighton
- City of Commerce City
- City of Federal Heights
- Town of Lochbuie
- City of Northglenn
- City of Thornton
- City of Westminister

Unincorporated communities within Adams County include:

- Strasburg
- Henderson
- Watkins

ECONOMIC DEVELOPMENT SERVICES AT ADAMS COUNTY

The Adams County Economic Development Division is here to guide you and ensure you have the resources needed for a successful business. Whether you are a home-based business, solopreneur, have a brick and mortar, or operate a large company, our office is here to help.

Some of our services include:

Site Selection: If you are a business looking to locate, relocate, or expand in unincorporated Adams County, we can help you find the space you need.

Business Navigator: The Economic Development team is here to help you navigate county processes, including land use, permitting, and development. We can also connect you to our network of technical training, workforce, utility, and economic development partners at the municipal, regional, and state level.

Incentives: We execute performance-based financial and non-financial incentives on a case-by-case basis for commercial development in Adams County. We help guide you and work with you to get your project done.

Data & Market Research: We have access to the most current data and information to help with your business planning and decisions, including demographics, macroeconomic trends, competitor analysis, and labor statistics.

Business Registration Program: Adams County's Business Registration Program allows businesses to sign up to receive updates on county resources and other relevant news. The registration is voluntary and open to all businesses located within Adams County. For more information, please visit adcogov.org/business-registration-program, or contact economicdevelopment@adcogov.org.

Enterprise Zone Program: The Colorado legislature created the Enterprise Zone (EZ) Program to encourage development in economically distressed areas of the state. The 16 designated Enterprise Zones have high unemployment rates, low per capita income, or slow population growth. In designated Enterprise Zones:

- Businesses are eligible for state income tax credits and sales and use tax exemptions for specific business investments.
- Taxpayers who contribute to EZ projects may earn income tax credits.

To determine if your business is located within an EZ, please visit oedit.colorado.gov/enterprise-zone-program and search your address within the interactive Enterprise Zone map. If you're still unsure, please [reach out to our team](#), and we will help you determine if you are eligible for the program.

A business can earn credits for adding net new employees, providing qualified job training, or investing in business personal property, and more. Details on some of the Business Tax Credits available are:

- **Job Training Tax Credit (12% of eligible training costs):** Businesses can earn a state income tax credit for 12% of eligible job-training costs for employees working within the EZ.
- **New Employee Tax Credit (\$1,100 or more per net new employee):** Businesses can earn a state income tax credit of \$1,100 per net new employee.
- **Investment Tax Credit (3% of business personal property investment):** Businesses can earn a state income tax credit for 3% of an investment in business personal property.

For more detailed information on the Enterprise Zone Program, including a list of all available business tax credits, visit the [OEDIT Enterprise Zone Program website](#), or contact the local Enterprise Zone administrator at enterprisezone@adcogov.org.

LICENSES, PERMITS, INSPECTIONS, CERTIFICATES, AND REGISTRATIONS

As a business in Adams County, there may be certain requirements you need to fulfill, such as licenses, permits, inspections, certificates, and registrations. This section contains a frequently used list of those items you may need to obtain from the county and other organizations to conduct business. Though this is a relatively comprehensive overview, there may be further licenses, permits, reviews, and approvals you may need to complete to legally operate that may not be listed here.

Therefore, **when in doubt, reach out!** Adams County is passionate about assisting businesses and making sure you have the information you need to be successful. If you are unsure of the requirements you need to fulfill to be compliant, our Economic Development team is your starting point to help guide you to the most appropriate contact. You can reach us at economicdevelopment@adcogov.org.

LICENSES

LIQUOR LICENSE <<<

Licenses or permits for the sale of alcoholic beverages are required in unincorporated Adams County. Colorado liquor and beer retail licenses are issued by both county and state licensing authorities. All license or permit applications must be submitted to Adams County local licensing authority and given approval prior to filing with the State of Colorado Liquor Licensing Division.

ONLINE INFORMATION

adcogov.org/licensing-0

CONTACT

Licensing
liquorlicensing@adcogov.org | 720.523.6198

SPECIAL EVENT PERMIT (LIQUOR) <<<

A special events permit is a temporary permit for the sale of liquor (by the drink only). Applicant must be a qualifying organization, per C.R.S. § 44-5-102.

ONLINE INFORMATION

adcogov.org/licensing-0

CONTACT

Licensing
liquorlicensing@adcogov.org | 720.523.6198

RETAIL FOOD LICENSE (RFE) <<<

If you are planning to sell or serve food to the public, then you will need to apply for a Retail Food License. A Retail Food License is not needed for instant hot beverages, bottled or canned beverages, commercially pre-packaged foods such as chips and candy, or if you operate under the Colorado Cottage Food Act. **Important note regarding change of ownership:** Retail Food Licenses are non-transferrable. Therefore, the new or prospective owner of an existing RFE is required to obtain a new license in the name of the new owner prior to serving or selling food or drink to the public.

ONLINE INFORMATION

adamscountyhealthdepartment.org/retail-food-licensing

CONTACT

Adams County Health Department | 303.288.6816
environmentalhealthinspections@adcogov.org

SPECIAL FOOD EVENT LICENSE <<<

A Special Event food establishment operates at a fixed location for a period of time not to exceed 14 consecutive days in conjunction with a single event or celebration. All food vendors participating in a Special Event must have a license to operate as either a Mobile Food Unit or as a Special Event Vendor. Both the vendor(s) and event coordinator need to fill out respective applications prior to the special event.

ONLINE INFORMATION

adamscountyhealthdepartment.org/special-events

CONTACT

Adams County Health Department | 303.288.6816
environmentalhealthinspections@adcogov.org

MOBILE FOOD TRUCK/PUSH CART LICENSE <<<

Retail food facilities that are mobile, such as mobile food trucks and push carts, are required to obtain a retail food license.

ONLINE INFORMATION

adamscountyhealthdepartment.org/food-trucks-and-push-carts

CONTACT

Adams County Health Department | 303.288.6816
environmentalhealthinspections@adcogov.org

BODY ART LICENSE <<<

Body art includes tattooing, piercing, and scarification. Adams County Health Department (ACHD) licenses and inspects all the body art facilities in our jurisdiction to ensure the facility is in compliance with the regulations, and precautions are taken by the artist to prevent diseases.

ONLINE INFORMATION

adamscountyhealthdepartment.org/body-art-facilities

CONTACT

Adams County Health Department | 303.288.6816
environmentalhealthinspections@adcogov.org

MARIJUANA LICENSE <<<

Adams County currently allows recreational marijuana facilities only. This includes retail marijuana stores, retail cultivation facilities, retail marijuana product manufacturers, marijuana hospitality businesses and retail marijuana hospitality and sales businesses. A cap is in place allowing up to 17 marijuana facilities within unincorporated Adams County.

ONLINE INFORMATION

adcogov.org/licensing-0

CONTACT

Licensing
liquorlicensing@adcogov.org | 720.523.6198



Choose **ADAMS**

PUBLIC DANCE HALL LICENSE <<<

The public dance hall license is a county license only, for businesses in the unincorporated portions of the county. The license allows for patron dancing, not employee dancing.

ONLINE INFORMATION	CONTACT
adcogov.org/licensing-0	Licensing liquorlicensing@adcogov.org 720.523.6198

SOLID WASTE HAULER LICENSE <<<

All solid waste haulers that collect and haul waste in unincorporated Adams County must obtain a license. Solid waste includes trash, recyclables, organics, junk, construction and demolition debris, and other bulky materials.

ONLINE INFORMATION	CONTACT
adcogov.org/waste-hauler-licensing	Environmental Programs kkeefe@adcogov.org 720.523.6800

INSTALLER LICENSE FOR ON-SITE WASTEWATER TREATMENT SYSTEM (OWTS) <<<

The installer license for OWTS is equivalent to a contractor license and is required to install on-site wastewater treatment systems in either incorporated or unincorporated Adams County.

ONLINE INFORMATION	CONTACT
adamscountyhealthdepartment.org/septic-system-professionals	Environmental Health ehwaterprogram@adcogov.org 303.288.6816

CLEANER LICENSE FOR ON-SITE WASTEWATER TREATMENT SYSTEM (OWTS) <<<

The cleaner license for OWTS is equivalent to a contractor license and is required to clean on-site wastewater treatment systems in either incorporated or unincorporated Adams County.

ONLINE INFORMATION	CONTACT
adamscountyhealthdepartment.org/septic-system-professionals	Environmental Health ehwaterprogram@adcogov.org 303.288.6816



PERMITS

CHANGE OF USE <<<

A Change of Use permit is required to establish a new or different use on the property; the new or different use must be permitted within the zone district.

Example: Auxiliary warehouse to rec center

ONLINE INFORMATION	CONTACT
Adams County Development Standards & Regulations, 4-02-01 adamscounty.municipalcodeonline.com/	Planning & Development 720.523.6800 cedd-plan@adcogov.org

TEMPORARY USE <<<

A temporary use permit authorizes a specific use of temporary nature for a designated period of time, for no more than 90 days per calendar year.

Example: Firework stand, Christmas tree sales, roasted chilis stand, etc.

ONLINE INFORMATION	CONTACT
Adams County Development Standards & Regulations, 2-02-13 adamscounty.municipalcodeonline.com/	Planning & Development 720.523.6800 cedd-plan@adcogov.org

CONDITIONAL USE <<<

Conditional uses require more discretionary review than permitted uses as it relates to zoning and land use. Some uses are identified as conditionally approved in the county's development regulations and are required to meet performance standards designed to improve compatibility and reduce impacts on adjoining properties.

ONLINE INFORMATION	CONTACT
Adams County Development Standards & Regulations, 2-02-09 adamscounty.municipalcodeonline.com/	Planning & Development 720.523.6800 cedd-plan@adcogov.org

To learn more about land use and to see if you need a permit, please contact Planning & Development.



BUILDING PERMIT <<<

A permit is required when you construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, repair, remove, convert, or replace any electrical, gas, mechanical, or plumbing system or when you construct, place, or modify a sign.

ONLINE INFORMATION

adcogov.org/permits-licensing

CONTACT

E-Permit Center
720.523.6800 | epermitcenter@adcogov.org

OIL AND GAS FACILITY PERMIT (OGF) <<<

Any new, or major modification to an existing, upstream oil and gas operation located in unincorporated Adams County must obtain an Oil and Gas Facility Permit. This local permit is required in addition to state permits.

ONLINE INFORMATION

adcogov.org/oil-and-gas-information

CONTACT

Environmental Programs
720.523.6800 | oilgasnotice@adcogov.org

SEPTIC SYSTEM USE PERMIT (ON SITE WASTEWATER TREATMENT SYSTEMS) <<<

An OSWT license is needed when:

- A sale or change of ownership of a property (with certain exceptions)
- A Change of Use of the property (i.e. a residence to a business)
- When two or more bedrooms are added to a home.

Other reasons deemed necessary by the Adams County Health Department

ONLINE INFORMATION

[adamscountyhealthdepartment.org/
septic-system-and-use-permits](http://adamscountyhealthdepartment.org/septic-system-and-use-permits)

CONTACT

Adams County Health Department
303.288.6816 | ehwaterprograms@adcogov.org



INSPECTIONS

BUILDING INSPECTION(S) <<<

A series of inspections will be required depending on the scope of work detailed within your approved plans outlined in your building permit.

Required building inspections could include concrete encased electrode, temporary power/construction meter, underground plumbing, underground electrical, exterior sheathing, rough Fire District, rough electrical, rough gas piping, ceiling grid, and more.

A final building inspection will also be required prior to occupancy or moving anything into the structure.

ONLINE INFORMATION

epermits.adcogov.org/sites/default/files/Required%20Inspections.pdf

CONTACT

E-Permit Center
720.523.6800 | epermitcenter@adcogov.org

CHILD CARE FACILITY HEALTH INSPECTION(S) <<<

Adams County Health Department (ACHD) conducts risk-based routine health inspections for licensed child care facilities as well as opening inspections for new child care facilities or those undergoing a change of ownership. Site evaluations for existing facilities undergoing licensing changes may be required.

ONLINE INFORMATION

adamscountyhealthdepartment.org/child-care-center-resources
adamscountyhealthdepartment.org/inspection-look-up

CONTACT

Adams County Health Department
303.288.6816 | ehchildcare@adcogov.org



RETAIL FOOD/FOOD TRUCKS/CARTS <<<

New establishments are required to schedule a pre-opening inspection by ACHD.

Restaurants are normally scheduled for one to three inspections per year, depending on the complexity of the menu, how much food is made from raw products, how much food is made in advance rather than cooked-to-order, whether there has been a suspected or confirmed food-borne illness outbreak or enforcement action, and if the restaurant serves a highly susceptible population.

Inspections are also required for food trucks and push carts.

A change in ownership of a retail food establishment warrants a Change in Ownership Inspection.

ONLINE INFORMATION	CONTACT
adamscountyhealthdepartment.org/inspection-look-up adamscountyhealthdepartment.org/food-trucks-and-push-carts	Adams County Health Department 303.288.6816 environmentalhealthinspections@adcogov.org

BODY ART ESTABLISHMENTS <<<

Body Art Establishments will be inspected on an annual basis and as may otherwise be warranted by complaints or previous violations, as determined by ACHD.

This is in addition to pre-opening inspection and any applicable remodeling inspections conducted by ACHD.

ONLINE INFORMATION	CONTACT
adamscountyhealthdepartment.org/body-art-facilities	Adams County Health Department 303.288.6816 environmentalhealthinspections@adcogov.org



POOL & SPA <<<

ACHD inspects public and semi-public pools, and water features, including pools and spas at childcare centers, recreation centers, health clubs, schools, and mobile home parks twice a year.

New establishments are required to schedule a pre-opening inspection.

ONLINE INFORMATION

[adamscountyhealthdepartment.org/
pools-spas-and-water-features](https://adamscountyhealthdepartment.org/pools-spas-and-water-features)

CONTACT

Adams County Health Department
303.288.6816
ehwaterprograms@adcogov.org

FIRE <<<

There are 10 fire districts that serve unincorporated Adams County. Each fire district is responsible for plan review and enforcement of the International Fire Code within their district.

ONLINE INFORMATION

adcogov.org/fire-districts-1

CONTACT

Contact varies by district, please access the provided link to determine your jurisdiction and whom to contact.



CERTIFICATES

CERTIFICATE OF OCCUPANCY (CO) <<<

A Certificate of Occupancy may be obtained by the Building Safety Division the day following the completion of the final building inspection if all conditions have been met. A CO is needed before a business can operate.

If anything changes that is stated on your existing CO, you may need to obtain a new CO. Examples of such changes could include occupant load changes, sprinkler changes, change in usage classification, etc. A CO is also administered with the completion of new construction or major renovations that previously received a proper building permit and inspections.

ONLINE INFORMATION	CONTACT
epermits.adcogov.org/sites/default/files/Required%20Inspections.pdf	E-Permit Center 720.523.6800 epermitcenter@adcogov.org

REGISTRATIONS

CONTRACTOR REGISTRATION <<<

All contractors doing work in unincorporated Adams County are required to be registered as a contractor before pulling a permit.

ONLINE INFORMATION	CONTACT
adcogov.org/building-permit-and-contractor-registration	E-Permit Center 720.523.6800 epermitcenter@adcogov.org

COUNTY-LEVEL BUSINESS REGISTRATION <<<

The Business Registration Program is a great way for Adams County businesses to stay informed of new policies/laws that might affect them, supporting resources, and ongoing county news and developments. Note: Business registration is voluntary at the county level.

ONLINE INFORMATION	CONTACT
adcogov.org/business-registration-program	Economic Development economicdevelopment@adcogov.org

PROCESS MAPS

Disclaimer: These process maps are generalized illustrations of each process, and there may be variations based on your specific project requirements.

Opening a Business in Adams County

The following materials will help streamline the business approval process by making sure you have all the correct documentation and have met all requirements for a successful opening.

You may not need approvals and permits from all the listed departments and agencies. If you have any questions, please contact the county for guidance. **It is recommended ALL new businesses first call the Community & Economic Development (CED) Department at 720.523.6800 before opening, expanding, or relocating in unincorporated Adams County.**

The information provided is intended to provide a general overview of the processes and common steps involved and it is not intended to replace project-specific, detailed advice that may be required when opening a new business. The content provided here is not intended to be a substitute for any county department's project-specific guidance. Always reach out to the appropriate county department with any questions you may have regarding a specific process or issue.



Building Permit General Process

A permit is required when you:

- Construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure.
- Erect, install, enlarge, repair, remove, convert, or replace any electrical, gas, mechanical, or plumbing system.
- Construct, place, or modify a sign.



The information provided is intended to provide a general overview of the processes and common steps involved and it is not intended to replace project-specific, detailed advice that may be required when obtaining a building permit. The content provided here is not intended to be a substitute for any county department's project-specific guidance. Always reach out to the appropriate county department with any questions you may have regarding a specific process or issue.

DETERMINING YOUR JURISDICTION

You can determine your jurisdiction by utilizing our GIS mapping tool. To use our Basic Web Map for Adams County, please visit adcogov.org/gis-interactive-maps.

If you're still unsure of your jurisdiction, please feel free to call our Community & Economic Development Department for assistance at 720.523.6800.

COUNTY RESOURCES

This section provides an overview of different departments and divisions you may need to interact with when conducting business in Adams County, identified by topic. Whether you're curious about zoning, property taxes, or health department requirements, we'll help guide you to the most appropriate contact.

In addition to defining department and division, we have also defined jurisdiction for each topic. For example, Adams County oversees zoning only for the unincorporated portions of Adams County, therefore it states "Jurisdiction: Unincorporated Adams County." If you are located within a city, you'll need to reach out to the city's Planning Department for your zoning questions.

Business Licensing

Department: *Community & Economic Development*

Division: *Economic Development*

Contact: economicdevelopment@adcogov.org

- State
 - You must register your business with the Colorado Secretary of State.
 - Apply for a Colorado Sales Tax License through Colorado's Department of Revenue.
 - There may be additional licenses needed at the state level depending on the nature of your business. Please see "State Guidance" on pg. 22 for more information.
- County
 - We do not require a business license at the county level. However, please consider registering your business to stay informed on news and updates as it relates to conducting business in Adams County.
 - For more information, or to sign up, please visit adcogov.org/business-registration-program.
- City/Town
 - Please reach out to your local city if you are in an incorporated community to apply for a local business license, as they are required. See above for help determining your jurisdiction.

Liquor License

Department: *Community & Economic Development*

Division: *Licensing*

Jurisdiction: *Unincorporated Adams County (for properties within city or town limits, please contact your respective community)*

Contact: liquorlicensing@adcogov.org or 720.523.6198

Licenses for the sale of alcoholic beverages are required in unincorporated Adams County. Colorado liquor and beer retail licenses are issued by both county and state licensing authorities. All license or permit applications must be submitted to Adams County local licensing authority and given approval prior to filing with the State of Colorado Liquor Licensing Division.

Additional information is available on our website for:

- Applying for a new liquor license
- Renewal of your liquor license
- Transfer of ownership of an active liquor license
- When you've had a change in corporate structure (when the owners or officers of a corporation change)
- If you are planning to modify the premises of a liquor-licensed establishment
- Patron dancing occurs at your establishment
- Your establishment is planning a special event which will include the sale of liquor

For more information, please visit adcogov.org/licensing-0.

Marijuana License

Department: *Community & Economic Development*

Division: *Licensing*

Jurisdiction: *Unincorporated Adams County*

Contact: liquorlicensing@adcogov.org or 720.523.6198

Adams County currently allows recreational marijuana facilities only. This includes retail marijuana stores, retail cultivation facilities, retail marijuana product manufacturers, marijuana hospitality business and retail marijuana hospitality and sales business. A cap is in place allowing up to 17 marijuana facilities within unincorporated Adams County.

E-Permit Center

Department: *Community & Economic Development*

Division: *Operations & Permits*

Jurisdiction: *Unincorporated Adams County*

Contact: 720.523.6800, epermitcenter@adcogov.org, Government Center, 4430 S. Adams County Pkwy., Brighton

The E-Permit Center allows applicants to apply for development applications, permits, pay fees, upload documents for review, and receive/answer comments online for all building permits and development applications. Permits and applications can be applied for and obtained without ever coming to the Government Center. However, we are available for assistance in the office Monday through Friday, 8 a.m.-4:30 p.m., if needed.

Zoning

Department: *Community & Economic Development*

Division: *Planning & Development*

Jurisdiction: *Unincorporated Adams County (for properties within city or town limits, please contact your respective community)*

Contact: 720.523.6800 or cedd-plan@adcogov.org

All properties within the unincorporated portions of the county are zoned. Zoning regulates which land uses are allowed and establishes rules for how property can be developed (e.g. setbacks, height restrictions, etc.). There are many different zone districts within the county, such as residential, commercial, and industrial.

Tip: We recommend contacting our Planning & Development team prior to signing any sale or lease agreements to determine if you can legally operate your business at that location.

For more information regarding Zoning, please visit our Development Standards & Regulations page at adcogov.org/development-standards-regulations.

Change of Use

Department: *Community & Economic Development*

Division: *Planning & Development*

Jurisdiction: *Unincorporated Adams County (for properties within city or town limits, please contact your respective community)*

Contact: 720.523.6800 or cedd-plan@adcogov.org

A Change of Use permit establishes the use of the property and is required to ensure conformance with the county's development standards. A Change of Use review may evaluate parking, landscaping, lighting, and building elevations. More information on whether this permit is required can be found in our Development Standards and Regulations, 4-02-01.

Building Permits

Department: *Community & Economic Development*

Division: *Building Safety*

Jurisdiction: *Unincorporated Adams County (for properties within city or town limits, please contact your respective community)*

Contact: 720.523.6800 or epermitcenter@adcogov.org

The Building Safety Division's mission is to safeguard public health, safety, and welfare by effectively enforcing the minimum code requirements adopted by the Board of County Commissioners (BoCC). They strive to provide timely, effective, consistent, and competent plan review and inspections of structures in Adams County, while ensuring safety and compliance with the building codes. For example:

- Plan review of construction documents for existing and new structures
- Inspections of new and existing structures
- Inspections of damaged structures from disasters such as fires, floods, wind, and vehicles

Adams County abides by the International Building Code. For more information on the most current adoption, please visit adcogov.org/adopted-building-codes.

For submittal guidelines, please visit permits.adcogov.org/submittal-checklists.

Adams County Health Department (ACHD)

Division: *Environmental Health*

Jurisdiction: *Incorporated and unincorporated Adams County*

Contact: 303.288.6816 or environmentalhealthinspections@adcogov.org

As part of the ACHD, the Environmental Health team can provide educational resources and assist businesses in understanding the requirements as it relates to health and sanitation. In various capacities the team oversees licenses and/or inspections as appropriate for retail food establishments, body art facilities, child care facilities, pools, spas, water features, on-site waste water treatment systems, and more.

Plan Reviews

In addition to required licensing and inspections, ACHD also requires plan review in certain instances for construction, remodeling, or modifications to restaurant, child care, and body art establishments, as well as public and semi-public pools. These plans are required to be reviewed prior to the start of any construction. Contacts for plan review are as follows:

- Retail Food: 720.713.6200, ehplanreviewsupport@adcogov.org
- Child Care: 303.288.6816, ehchildcare@adcogov.org
- Body Art: 303.288.6816
- Pools, Spas, Water Features, and On-Site Wastewater Treatment Systems: 303.288.6816, ehwaterprogram@adcogov.org

Plan reviews are in addition to any needed building permits or other requirements.

Additional information, applications, fees, etc. can be found on ACHD's website at adamscountyhealthdepartment.org.

Workforce & Business Center

Division: *Business Services*

Jurisdiction: *Any business seeking to hire employees is welcome to utilize their services, regardless of jurisdiction.*

Contact: 720.523.6890 or acbusvc@adcogov.org

The Adams County Workforce & Business Center offers a series of business services at no cost to businesses in our community. These services include:

- Job postings
- Job fair and hiring events, in-person or virtual
- Training and retraining
- Workforce incentives
- Assessment and screening for talent
- Data and reports/Labor market information
- Sector partnerships
- Education and information

Learn more at adcogov.org/business-services.

Sales & Use Tax

Department: Budget and Finance

Jurisdiction: Incorporated and unincorporated Adams County

Contact: 720.523.6050, cjohnson@adcogov.org, nblair@adcogov.org

Sales Tax

- Sales taxes are imposed upon the selling transaction of most goods in the State of Colorado. Adams County does not directly collect sales and use tax. The Colorado Department of Revenue (CDOR) collects sales and use tax for most counties. Marijuana tax is collected by Adams County.
- Adams County's website contains specific tax information regarding:
 - Building materials
 - Deliveries of goods
 - Mobile vendors
 - Out-of-state retailers
 - Services
- Please visit adcogov.org/sales-tax for additional information and for the current sales tax rates in Adams County.

Use Tax

- Adams County does not have a use tax.
- For more information regarding use tax at the state level, please visit Colorado's Department of Revenue site, tax.colorado.gov.

Property Taxes

Property taxes are both assessed (Assessor's Office) and collected (Treasurer's Office) by Adams County.

Department: Assessor's Office

Jurisdiction: Incorporated and unincorporated Adams County

Contact: 720.523.6038 or assessor@adcogov.org

The County Assessor is responsible for discovering, listing, classifying, and valuing all property in the county in accordance with state laws.

- Real Property
 - Real property is revalued every odd-numbered year (two-year cycle).
 - Real property is generally known as the land and the buildings or fixtures permanently attached to the property.
- Personal Property
 - Personal property is revalued every year.
 - A majority of businesses have personal property that is taxable, and personal property must be reported to the Assessor every year. Personal property is generally known as portable or movable items used for income production.
 - Examples include furniture, fixtures, computers, signage, restaurant equipment, office and business equipment, furniture in a rental unit, industrial machinery, and any other equipment used to function and operate a business.
 - All personal property is taxable unless it is specifically exempt by law. Exemptions include, but are not limited to, inventories for resale, materials, supplies consumed, and agricultural equipment.
- The Assessor's Office also handles property tax abatement. Contact them for questions and information regarding eligibility, process, deadlines, and more.
- Please notify the Assessor's Office when closing your business.

Department: Treasurer's Office

Jurisdiction: Incorporated and unincorporated Adams County

Contact: 720.523.6160 or treasurer@adcogov.org

- Property taxes are collected one year in arrears.
- There are several ways you can pay your property taxes:
 - Online at adcotax.com/treasurer/web/
 - Via USPS, Adams County Treasurer, PO Box 869, Brighton, CO 80601
 - In person at the Adams County Treasurer and Public Trustee's Office within the Government Center
 - Via the black drop box located outside the main entrance of the Government Center
 - The Adams County Government Center is located at 4430 S. Adams County Pkwy., Brighton
- If your business closes, to avoid substantial penalties and the issuance of a Distraint Warrant, please notify the Treasurer's Office before removing any equipment from the business.

Public Works

Jurisdiction: *Unincorporated Adams County*

Contact: 720.523.6875 or publicworks@adcogov.org

The Public Works Department protects the health, safety, and welfare of the residents and businesses of Adams County through superior planning, engineering, construction, maintenance, operations, and administrative services related to transportation and drainage infrastructure.

Public Works oversees:

- Road maintenance
- Snow and ice removal
- Stormwater utility
- Traffic safety
- Construction and maintenance projects
- Regional transportation planning

To report a roadway issue, please visit adcogov.org/report-issue.

Using the E-Permit Center, you can apply for, review, pay for, and print out permits at any time from any computer or mobile device. More information about how to submit right-of-way encroachment or access permits or other permitting requiring county input can be found on Adams County's E-Permit Center website. More information about the E-Permit Center is available on pg. 16.

Environmental Programs

Department: *Community & Economic Development*

Jurisdiction: *Unincorporated Adams County*

Contact: 720.523.6986 or kkeefe@adcogov.org

The Environmental Programs Division aids in the administration and enforcement of the county regulations aimed at mitigating offsite impacts to residents' health, safety, and welfare, and the environment from specific types of industrial activities and land uses. Community outreach and education on such impacts, regulations, and procedures is an integral component of achieving environmental compliance and protecting public health.

This division oversees:

- Waste hauler licensing
- Solid waste management
- Upstream oil and gas
- Air quality policy
- Built environment impact review
- Environmental compliance

Fire Department(s)

Jurisdiction: *Unincorporated Adams County and occasionally incorporated Adams County, depending on the community*

There are 10 fire districts that serve unincorporated Adams County. Each fire district is responsible for plan review and enforcement of the International Fire Code within their district. Depending on the district, there may be safety programs and training available to businesses as well. Below are two resources to help you determine your district, and where to find their respective websites.

Please access the following link to access the map of fire districts serving Adams County:

adcogov.org/sites/default/files/438.pdf

For additional information regarding fire districts serving unincorporated Adams County, please visit

adcogov.org/fire-districts-1.

Code Compliance

Department: *Community Safety & Well-Being*

Jurisdiction: *Unincorporated Adams County*

Contact: 720.523.2792, ext. 3 or cswb@adcogov.org

The goal of Code Compliance is to maintain and improve the safety and beauty of Adams County. To accomplish this, the Adams County Board of Commissioners enacts ordinances and regulations to address issues that may be detrimental to the health, safety, economy, and general welfare of residents. Code Compliance enforces these ordinances and regulations for the use of all zoned properties in unincorporated Adams County.

Common regulations include:

- Land use (special/temporary uses, conditional uses, variance)
- Accessory structures
- Property maintenance
- Vehicles (inoperable, too many, commercial vehicles stored on a residential property, parking surface, etc.)
- Environmental blight (junk, trash, overgrown grass, scrap metal, machinery, etc.).

Code Compliance does not include enforcement on abandoned vehicles, illegal parking, or speeding.

Please contact the Adams County Sheriff's Office at 303.288.1535 for these issues.

Colorado Air and Space Port (CASP or KCFO)

Contact: 303.261.9100 or CFOcounter@adcogov.org

Colorado Air and Space Port (CASP or KCFO) is a public-use general aviation airport owned and operated by Adams County. It is one of 14 FAA-licensed commercial spaceports in the U.S., capable of supporting horizontal launch and landing operations. Adams County oversees airport operations, maintenance, and property leasing within the airport boundary. CASP features two 8,000-foot runways, three full precision instrument landing systems, and east- and west-side ramps. With its ample room for growth, CASP is poised to expand its general aviation and aerospace operations. As Colorado's first spaceport, CASP aspires to become a hub for commercial space transportation, research, and development. For more information, visit coloradoairandspaceport.com.

Clerk & Recorder

Jurisdiction: *Incorporated and unincorporated Adams County*

Contact: 720.523.6020 or clerk@adcogov.org

The County Clerk & Recorder is an elected official of Adams County and serves the public as set forth in Colorado State Statutes. Through offices situated in various locations throughout the county, the Clerk & Recorder's Office:

- Files maps
- Records documents, such as real estate transactions, liens, and proof of ownership documents
- Prepares and issues motor vehicle titles and plates

Adams County's Motor Vehicle Dealer and Commercial Hub is centrally located at 7190 Colorado Blvd., Suite 150, Commerce City. An authorized agent may process one of the following transaction types:

- Up to five motor vehicle dealer or business transactions or two manufactured home transactions
- Issuance of dealer plates, including replacements, and dealer plate renewals
- Addition of vehicles to a fleet and fleet renewals
- Colorado Fleet Registration Program – Permanent Fleet Program

For more information, please visit adcogov.org/clerk-recorder

CodeRED

Department: *Community Safety & Well-Being*

CodeRED is an emergency notification service that allows public safety officials to alert residents and businesses regarding emergency situations by telephone, cell phone, text message, email, and social media. Sign up: adcogov.org/codered

ADAMS COUNTY'S ONLINE TOOLS

The county has numerous tools available online for your convenience:

- **GIS Mapping:** GIS is an information system that deals with location data. Most often GIS is thought of as a mapping system, yet the real power of a GIS is in its analysis capabilities. GIS helps answer questions important to county business. From assessment to zoning, GIS has a role in analyzing and visualizing data and information. adcogov.org/gis-interactive-maps
- **Eye on Adams:** Uses software from Building Eye to directly pull data dating back five years from Accela, the software the county uses to track permits, violations, and land use cases. The software allows users to navigate maps, filter for areas of interest, and create automated email alerts for their neighborhoods or special districts in unincorporated Adams County. adamscounty.buildingeye.com/building
- **SeeClickFix:** Adams County uses SeeClickFix to report issues such as inoperable/unlicensed vehicles, property cleanup, potholes, graffiti, and more. Please access the link below to report issues directly to the county or download the SeeClickFix app for your iPhone or Android device. adcogov.org/report-issue

ADDITIONAL RESOURCES FOR BUSINESSES

The county recognizes and values our relationships with our partners that also assist businesses in our community. The following organizations offer a series of tools, resources, and services designed to help businesses at various stages and sizes. Whether you need technical assistance, consulting, or additional financial tools, our community partners have resources to assist you.

Colorado Small Business Development Center (SBDC) Network

- The Colorado SBDC Network is dedicated to helping existing and new businesses grow and prosper in Colorado by providing free and confidential consulting and no- or low-cost training programs.

- The SBDC combines information and resources from federal, state, and local governments with those of the education system and private sector to meet the specialized and complex needs of the small business community.
- Adams County has two Small Business Development Centers:
 - North Metro SBDC, 303.460.1032, northmetro.sbdc@frontrange.edu, northmetrosbdc.com
 - East Colorado SBDC, 970.351.4274, info@eastcoloradosbdc.com, eastcoloradosbdc.com
- For more help with starting a business, contact the Colorado Small Business Development Center by email at info@coloradosbdc.org or by phone at 303.892.3840.

Adelante Community Development

Adelante Community Development (ACD) is a nonprofit organization dedicated to supporting Latino families and entrepreneurs in Colorado. They are committed to promoting economic justice, business growth, and community resilience by offering culturally relevant resources, strategic guidance, and empowerment opportunities.

Founded by Maria Gonzalez, a lifelong community leader and owner of Gonzalez Insurance Group in Commerce City, ACD has become a trusted reference for Spanish-speaking entrepreneurs. Maria's vision began during the 2008 recession, when she identified a need for accessible support for Latino entrepreneurs. In 2010, she launched bi-monthly business workshops that evolved into ACD, the first nonprofit in Adams County to serve monolingual, Spanish-speaking entrepreneurs.

720.651.3784, info@adelantecommunity.org, adelantecommunity.org

Manufacturer's Edge

As Colorado's official Manufacturing Extension Partnership (MEP) Center, Manufacturer's Edge provides onsite support, strategy, planning, training, and technical assistance to manufacturers of all sizes. Colorado's unique manufacturing landscape has given them experience across industries. Their clients drive technology development, creativity, and new products, and they work closely with manufacturers to make sure their work reaches its intended audience. Local insights, diverse experience, and true dedication to providing manufacturers support – use the support they provide to empower your decisions as you continue to grow and improve the manufacturing landscape.

888.313.4489, manufacturersedge.com

World Trade Center Denver

World Trade Center Denver is a business network and services organization dedicated exclusively to the international business success of companies based in Colorado and the surrounding Rocky Mountain region. By leveraging the world's best network of trade professionals locally and globally, the World Trade Center Denver offers a variety of services to fulfill their mission of supporting companies of all sizes and industries to thrive on the global stage.

Whether you are new to trade, experiencing operational challenges managing a global business, or in deep water dealing with trade compliance infringements, the World Trade Center Denver is here as your resource to meet you where you are and help you navigate solutions.

303.592.5760, Info@wtcdenver.org, wtcdenver.org

Colorado Enterprise Fund

Colorado Enterprise Fund (CEF) is a non-profit CDFI small business lender committed to helping entrepreneurs start and grow their business. They offer a variety of loan solutions up to \$1M to business owners that don't meet traditional financing guidelines.

303.860.0242, info@coloradoenterprisefund.org, coloradoenterprisefund.org

B:Side Capital

As true fans of small business, B:Side Fund is here to provide Colorado entrepreneurs with small business support, resources, referrals, and funding with direct lending options. Their loan programs offer a variety of financing options to help small businesses that can't access a traditional bank loan. They cater to businesses from all walks of life, whether you're a startup in need of working capital or more established ready to purchase commercial real estate.

303.657.0010, hello@bside.org, bsidefund.org

AC-REP (Adams County Regional Economic Partnership)

As a private, nonprofit economic development business organization, AC-REP serves the greater Adams County region with more than 10,000 companies and just over half a million residents. They're working to write the next chapter for our area by amplifying its unique business story, championing real estate developments, and focusing on new infrastructure. They empower their members and community leaders to promote and expand economic opportunity in our entire region.

720.758.8380, info@ac-rep.org, ac-rep.org

State-Level Guidance

There may be additional requirements at the state level for your business. If you're unsure of how to navigate business requirements or programs at the state level, contact Colorado's Office of Economic Development and International Trade's Small Business Navigator.

Andrea Chichizola

Small Business Navigator

303.860.5881, andrea.chichizola@state.co.us

FAQS

The Economic Development team understands business owners have a lot of questions. Through our work at the county, and in collaboration with other divisions, we've identified the following as the most common questions for starting, operating, or owning a business in Adams County.

Licensing

"Do I need a business license to operate in Adams County?"

Adams County does not have a business license requirement. However, it is required at the state and city level. If you are located in a city or town, you will need to license your business with your local government as well as register your business with the Colorado Secretary of State. Though the county does not have a required business license, we do have a voluntary business registration program. More information is available on pg. 15.

Jurisdiction

"My mailing address says Denver. However, I was told I am located in Adams County, not the City and County of Denver. How do I know if I am located in Adams County?"

There are mailing addresses within unincorporated Adams County that state your city as Denver, even if you/your business are not actually located in the City or County of Denver. This is why it is important to know your jurisdiction. To see if you are located in Adams County, please visit our GIS Interactive Map page and search your address within our Basic Web Map. Our GIS Interactive Map page can be found here: adcgov.org/gis-interactive-maps

Building Safety

"Does Adams County issue TCOs (Temporary Certificate of Occupancy)?"

No, Adams County does not issue TCOs. For additional information, please contact our Building Safety team.

"I'm a contractor, and I am registered in Thornton. Can I perform work anywhere in Adams County?"

To perform work in unincorporated Adams County, you must register as a contractor through our E-Permit Center. For work within local municipalities, please check with each jurisdiction for their requirements.

"Where do I find the status of my building permit/development application?"

You can check the status of your applications by logging into your E-Permit Center account, or you can contact our E-Permit Center to inquire about the current status of your application by calling 720.523.6800.

Utilities

"What utilities does Adams County provide?"

Adams County's only utility service is stormwater. We maintain the stormwater infrastructure through our Public Works Department. Energy (electric and natural gas), broadband, and water and sewage are provided by various private and quasi-governmental entities.

Home-Based Businesses

“I conduct business from my home in unincorporated Adams County. Do I need a special license or permit specific to home occupation(s)?”

We do not have a license or permit specific to home occupations; however, you must abide by our Development Standards and Regulations. Information for Home Occupations as it relates to our Standards and Regulations can be found in section 4-03-03-02-07.

If you are parking a commercial vehicle on your property that is over 10,000 lbs gross vehicle weight (GVW), a permit is required. Regulations can be found in section 4-03-03-02-14.

Have additional questions? Call our Planner of the Day at 720.523.6800.

Property Information

“I’m looking at purchasing a property in Adams County, and I am curious what my property taxes will be. Who do I contact to get more information?”

Our Assessor’s Office can assist you in learning more about property taxes for properties in Adams County. They can be reached at assessor@adcogov.org or 720.523.6038.

“I have a property I am interested in purchasing, and I want to know what permit records are on file for the property. Where can I search for this info, and who do I contact for a Colorado Open Records Act (CORA) request?”

You can search property profiles for records, or you can submit a CORA request for more detailed records (inspections, certificates of occupancy, etc.).

- To search for a property, visit: gisapp.adcogov.org/PropertySearch
- For more information on CORA, and to find our Department Contact List, visit: adcogov.org/colorado-open-records-act-cora

“Who do I contact to see if my property can be used for a specific use?”

Contact our Planner of the Day for information regarding land use, zoning, subdivisions, principal use, performance standards, etc. at 720.523.6800 or email cedd-plan@adcogov.org.

Public Improvements

“I want to know what future public roadway improvements are planned in the surrounding area. Who do I contact to learn more?”

Contact our Public Works Department at 720.523.6875 or publicworks@adcogov.org. For a list of current Public Works projects, please visit adcogov.org/public-works-projects.

Adams County Health Department (ACHD)

“Can I operate a body art establishment from my private home/residence?”

No, you must have an approved, separate facility to operate a body art establishment in Adams County.

“Does the Adams County Health Department license and inspect temporary body art events?”

Yes, ACHD does require a special event body art license, and an inspection may be conducted as well. Please call 303.288.6816 for more information.

“Do I need a license to operate my pool?”

No, ACHD does not license pools, but ACHD does charge an inspection fee, and they inspect public and semi-public pools twice a year.

“Where can I submit my plans for review for the Adams County Health Department?”

There are three options for submitting your plans for review with the ACHD: In person, by mail, or through the online portal.

For in person submissions or mail, the address is 7190 Colorado Blvd., Suite 200, Commerce City, CO 80022.

To submit online, please visit the portal at myhealthdepartment.com/adcogoveh.

You can also use this portal to pay invoices, and so much more!



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