



New Business Information Guide Welcome to the City of Federal Heights!

The City of Federal Heights is a home rule city located in the Denver Metropolitan Region, roughly 12 miles northwest of downtown Denver. Federal Heights was incorporated in 1940, encompasses 1.78 square miles, and is home to more than 12,000 residents.

Mission Statement:

Our mission is to provide a high quality of life for the citizens of Federal Heights, while preserving a small city atmosphere, through responsible and effective stewardship of all resources, prudent economic development, enhancement of our current services, and participation in public, private and regional partnerships.

New Business Checklist:

- ✓ Business License Application
- ✓ Zoning Review
- ✓ Building Inspection
- ✓ Fire Department Inspection



Each location of a business requires a separate business license. New businesses must be inspected first by the Building Department and then by Fire Department before a business license can be issued. Please contact them individually to schedule all inspections and reviews. Generally the Building Department needs to inspect the location as early as possible to assist you with Building Code compliance. Inspections with the Fire Department should happen after your business is stocked and nearly ready to open. Appointments for inspections must be made twenty-four (24) hours in advance of the requested time.

Application Questions:	Schedule Building Inspection	Schedule Fire Inspection
303-412-3540	303-412-3527	303-412-3564



City of Federal Heights
2380 W. 90th Avenue
Federal Heights, Colorado 80260
www.fedheights.org
303.412.3558

City Services

City Hall Switchboard	303-428-3526
City Hall Fax	303-412-3598
Police Dispatch	303-428-8833 TDD 303-428-5225
Police Code Enforcement	303-412-3552
Fire Department (Non-Emergency)	303-427-7209
Building Department	303-412-3527
Inspection Line - Building	303-412-3527
Inspection Line - Fire	303-412-3564
Planning & Zoning	303-412-3558
Public Works	303-428-0422
Utility Billing	303-412-3532
Sales Tax	303-412-3540

IN THE CASE OF AN EMERGENCY CALL 911





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Planning, Zoning and Economic Development

Welcome to the City of Federal Heights!

The City of Federal Heights is committed to the success of local businesses. That success is often dependent upon municipal services and access to local resources in the business community. The business tab on the City Website www.fedheights.org has a lot of helpful information and resources for new businesses. The Business Improvement Grant program offers up to \$50,000.00 in matching grant funds for exterior/site improvements to commercial properties in the Urban Renewal District. Local businesses are also eligible for resources provided through Adams County Economic Development programs.

Getting Started

Before you sign a lease to occupy a space here in Federal Heights, please contact the zoning department to ensure that your proposed business is allowed in the zone district you intend to occupy.

Signs

Once you know that you are allowed to operate in your intended location, let us know if you intend to change any permanent signage at the site. Most permanent signage requires a building permit, and review by the building and planning departments. Temporary signage for your new business such as banners, window signs, sandwich boards, flags, inflatable balloons and grand opening event signage do not require a permit but are regulated by size, type and duration. A guide to temporary signage is available on the website and also at the front desk of city hall. Feel free to contact the planning department to obtain a copy or to ask any questions about signage in Federal Heights.

Outdoor Sales: Food Trucks/Carts and Sidewalk Sales

Most outdoor sales require a temporary use permit and are limited to 3 months per year in any calendar year. Temporary Use Permit applications can be found on the website and are also available at City Hall. Contact Planning and Zoning for more details.

We look forward to working with you and partnering with you toward mutual success! There are a number of summer events hosted by city council. We encourage you to participate in community activities and increase awareness of your business in the community. On your business license application, please let us know if you would like an official ribbon cutting ceremony, hosted by City Council and if you would like to have your business website listed in our business directory.

Tim Williams,
Director Community Services



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Building Inspections

Welcome to the City of Federal Heights!

The Building Department is excited to partner with you to ensure the success of your business here in our city. A few items to note before you begin:

Any offer to lease or purchase property should be contingent on the premises meeting the 2012 ICC Building Code, Fire Code, and any special codes/ordinances which govern your particular business (i.e., health codes). Codes change and a change of occupancy or change of ownership may require that the premises be brought up to the current codes. A business may wish to work with a design professional knowledgeable about the codes to assure that the code requirements are met.

Please take note that the type of business you intend to conduct may require changes to the business premises. A licensed contractor is required to make any changes to a commercial building, including structural and non-structural alterations. This is also true for electrical, plumbing, heating, and air conditioning. While the city cannot recommend any particular contractor, the Building Division has a list of all contractors licensed by the city.

It is important to remember that a building permit is required if:

- There is a change of occupancy
- Plumbing and Electrical modifications (note these require a licensed state contractor)
- The customer elects to do interior changes (All work must be done to current building code.)

We would be more than happy to provide you with a pre-inspection if needed!

We look forward to working alongside you and are eager to foster a successful partnership! Please feel free to contact our building department with any questions you may have at (303) 412-3527.

Best regards,

Bob Klein

Chief Building Official



PRE-INSPECTION CHECK LIST

Prior to opening a business in the City of Federal Heights, the Building Official will perform an inspection to ensure that the building and/or tenant space has been constructed in compliance with the requirements for the use that is proposed. Following that determination, the Building Official will check for the following items:

- No unpermitted work has been completed within the building or unit. (If unpermitted work has been completed, post-construction building permits will be required to ensure the modifications comply with all applicable codes).
- If the business is associated with food preparation, or any other use regulated by Tri-County Health Department, those licenses will be required to be shown to the building official at the time of inspection.
- The building or unit address must be clearly visible from the street for emergency services vehicle, with a minimum of 4" letters or numbers in height.
- There shall not be any holes or open areas in the walls ceilings or floors, from area separation and protect the general public from any potential hazard.
- The building and interior must be serviceable, clean, and devoid of major defects to be in compliance with the International Property Maintenance Code (IPMC) as adopted.
- All required exit signs must be based in accordance with the occupant load
- If an existing exit door has a keyed lock or by other means may not be opened without special knowledge, a sign must be placed over the doorway 1" minimum in height in a conspicuous location stating " THIS DOOR MUST REMAIN UNLOCKED DURING BUSINESS HOURS".
- Doors must be operable and unobstructed, aisles must be clear and meet minimum ADA standards for accessibility.
- Lighted exit signs shall be operational.
- Bathrooms open to the public must meet ADA standards.
- HVAC systems must be operational
- Hot water heaters/ boilers must be operational.

Electrical – all electrical work requiring a permit must be permitted through the State of Colorado. Evidence of this permit must be shown to the building official at the time of the inspection.

- The use of extension cords is prohibited; unless there is a protected surge protector and or an approved cover to offset and potential for a tripping or hazard.
- GFCI receptacles are required in all bathrooms within 6' of any domestic water source.
- All electrical outlets and panels must have cover plates and knockouts in panels must be covered, no tape, and no exposed wiring is permitted.



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2400 W. 90th Avenue
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303.412.3527

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Building Inspections

- The service area in front of the electrical panel must remain clear at all times being 30" in width and 36" in depth.
- There may be additional requirements if the business is considered a place of assembly (50 or more occupants). In such case the building department will determine these requirements.
- Electrical panels must be in working order and must meet all requirements of the state code as adopted.



City of Federal Heights
Fire Department
2400 W. 90th Avenue
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www.fedheights.org
303.427.7209



FIRE DEPARTMENT

New Business Information

We would like to welcome you to the City of Federal Heights. We are excited to have a new business in The City and we would like to help you open for business as soon as possible.

Our procedure, like other cities, follows a process and complies with building and fire codes adopted by the City. We believe that communication is the key to ensure a smooth process. You have already been in contact with the Sales Tax Department and completed your business application. Your application has been approved by Planning and Zoning and is ready for the inspection portion. There are two inspections that you need to complete, the building department and the fire department. Once the building department is done, you will be ready for your fire inspection. You can schedule this one of two ways. Visit us at www.fedheights.org - *fire department – Business inspections* and email us that you are ready for an inspection. You can also request a consultation prior to the inspection for any questions you may have. Or you can call 303.412.3564. If there is no answer, we are out of the station, please leave a message.

The City of Federal Heights has adopted the 2012 International Fire Code and those are the standards we inspect to. Since you are occupying an existing building and not constructing a new one, we will cut out a few unneeded steps. In order to be ready for a final fire inspection, your business will need to be ready to open. All items in place, computers hooked up, furniture in place, whatever “Customer ready” means for your business. We have a downloadable pre-inspection check list at the above web site to help ensure you have a successful inspection.

If you have any questions or are not clear on a requirement, don’t guess! Please call us and we will help you to resolve the issue. We are excited to have you in our City and look forward to many successful years for your business. Once again, Welcome to the City of Federal Heights!

Sincerely,

City of Federal Heights Fire Chief
303.412.3560



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FIRE DEPARTMENT

PRE-INSPECTION CHECK LIST

A. EXITS

- Door/Aisle is not obstructed.
- Illuminated exit signs maintained in working order.
- Proper lock/hardware on exit door.
- Clear access around building maintained.
- Exit door opens easily.
- Doors with panic hardware shall have no other hardware
- Sign over door "This door to remain unlocked during
business hours," if main entrance door is equipped with a double keyed deadbolt.

B. EXTINGUISHERS/FIRE PROTECTION EQUIPMENT

- Extinguisher(s) installed as required.
- Hood extinguishing system 6-mo. Service
- Extinguisher has been serviced within the past year and new service tag has been attached.
- 40B or Class K extinguisher installed for Hood & Duct
- Extinguisher not obstructed.
- Fire extinguisher top does not exceed 5' from floor
- Fire alarm system in proper working order with a current inspection.
- 18" clearance between storage and sprinkler head.



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FIRE DEPARTMENT

PRE-INSPECTION CHECK LIST (CONTD.)

C. ELECTRICAL

- No extension cords in use in place of permanent
- Electrical panel is not overloaded/obstructed.
- No multi-plug adapters in use, other than approved power strips.
- There are no spliced or frayed cords/wires. Only approved power taps.
- Spacer(s) in electrical panel gap(s) provided.
- Circuit breakers are labeled.
- No broken or faulty switch/outlets.
- Electrical cords do not extend through walls,
- No exposed wire not in conduit. ceilings, floors, under doors, or floor coverings.
- No missing/broken electrical cover plate(s).

D. APPLIANCES/MECHANICAL DEVICES

- No propane being used in building.
- All appliances are properly vented.

E. STORAGE/COMBUSTIBLE MATERIAL/HOUSEKEEPING

- No combustible material stored near ignition source
- No accumulation of combustible material.
- Storage of oily rags in non-combustible container w/lid.
- Compressed gas cylinders secured with chain.
- Flammable liquid properly stored.
- Area around building free of combustible
- "No Smoking" signs installed as required.

F. MISCELLANEOUS

- Street address posted with minimum 4" numbers with contrasting background, visible from street.



City of Federal Heights
 Finance Department
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 303.412.3540

Sales Tax

Welcome to the City of Federal Heights! City Code requires any person selling tangible personal property at retail or selling taxable services to obtain a sales tax license and to collect and pay to the City of Federal Heights 4% sales tax. You will receive your sales tax license and sales tax return forms automatically when the business license is issued. The City of Federal Heights is a Home Rule City and has its own specific Sales Tax Code. A complete copy of the Sales Tax Code may be obtained on line at www.fedheights.org or by contacting the City at 303-412-3540.

Tax is due by the 20th of the month following the reporting period.

- ✓ Monthly Filer: If your tax is greater than \$100 per month then the tax is due by the 20th of the following month.
- ✓ Quarterly Filer: If tax due is less than \$100 month then tax is due on the 20th following the quarter end.

Timely payment of sales tax is evidenced by the postmark date. Late payments are subject to a 1% per month interest rate and 10% (\$15 minimum) penalty.

City Sales tax should be remitted directly to:

City of Federal Heights
 Sales Tax
 2380 W 90th Avenue
 Federal Heights, CO 80260

For questions regarding City Sales Tax, contact the Sales Tax Accountant at 303-412-3540. For other sales tax questions, contact the Colorado Department of Revenue at www.revenue.state.co.us.

SALES TAX RATES ***

City of Federal Heights *	4.0%
State of Colorado **	2.9
RTD **	1.0
Cultural District **	.1
County **	<u>.75</u>
Total Sales Tax	8.75%

* Remitted to the City of Federal Heights

** Remitted to the State of Colorado Department of Revenue

*** Effective January 1, 2012.