



Door-to-Door Seller's License

LP 2-7

City of Aurora
Tax & Licensing Section, Suite #1100
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Aurora, CO 80012
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“Door-to-Door seller” is any person who engages in the business of door-to-door selling within the city.

Door-to-Door selling means the itinerant (traveling from place to place) sale or bartering of any goods, commodities, or services to the consuming public, whether or not such goods, commodities, or services are actually delivered at the time of sale. The term door-to-door selling shall not include the itinerant sale or bartering of goods, commodities, or services to commercial, industrial or business customers.

Door-to-door sellers are not permitted to operate in the city without a valid door-to-door seller's license.

Individuals are not permitted to engage in door-to-door selling in the city without a valid door-to-door seller's identification card.

The following are exempt from obtaining a door-to-door seller's license:

- Charitable organizations with a 501 (c) (3) designation
- Persons selling subscriptions for home delivery of newspapers
- The United States and the State of Colorado, their departments, agencies and political subdivisions.
- **Note:** Per the City Attorney's Office, the surety bond in Sec. 86-229 is no longer required.

Procedure:

1. The application packet should include:

- City of Aurora business license application (business license and application fees waived)
- Door-to-Door Seller's Identification Card application, Attachment #1
- Photo of each door-to-door seller
- Photo identification of each door-to-door seller

2. The current fees are listed in the administrative fees table. The business license application fee and license fee are waived with this supplemental license. If making retail sales, the business is required to remit a sales tax deposit with the licensing administrator as security for the collection and remittance of city sales tax in the amount noted in the current administrative

fees table. The sales tax deposit will be applied toward the sales tax remitted on their sales tax return(s). If there were no sales, the company must apply for a refund of the deposit.

3. Set up OPT for the account if the door-to-door sellers make more than \$250 per month reported on a W-2. If they are contractors, do not set up OPT.
4. Process the business license application (BULN) as usual and add the supplemental license (DOOR) Door-to-Door Seller's License and (DRCT) for the Door-to-Door Seller's Identification Card. The business license fees will be automatically exempt in TL.
5. Print the invoice to process the payment and send it to the cashier's office. Process the payment and activate and issue the licenses. The door-to-door license is valid for one year and is renewable and the door-to-door identification card is valid for 90 days and is not subject to renewal. The door-to-door seller must re-apply for the identification card each 90 days and submit the application, photo identification, photo and current fee. Ensure the identification card is valid.
6. Print all licenses and make the Identification card as shown on Attachment #2.