



You have reached or received this page because you are trying to apply for a business license from the Department of Excise and Licenses. You have found out you must get a zone use permit before being issued a business license.

### **Things to consider:**

Has the location you are trying to apply for a license at been licensed in the past?

If yes, are you applying for the same license type? Example: Previous ownership had a retail food establishment (restaurant) and you want to apply for a retail food establishment license at the same location. We suggest you contact the Zoning Records Department and ask them if there is a valid zone use permit for the location you will be operating in. If the “use” stays the same, that zone use permit is still valid. If the “use” is not the same, you will need to apply for a new zone use permit and submit an application with the Zoning Department.

If the use is the same, the records department can print or email the permit for you. If you need to apply for a new permit and want to talk with someone in the zoning department, scan the QR code below to schedule an appointment.

If you are doing a modification to the premises that includes the addition or removal of walls, or increasing or decreasing square footage of the licensed establishment, you will need to apply for a new zone use permit. You must include the floor plan with those proposed changes.



#### Here's how:

1. Open the camera app.
2. Select the rear-facing camera in photo or camera mode.
3. Center the QR code on the screen and hold your phone steady for a couple of seconds.
4. Tap the notification that pops up to open the link. (You will need to be connected to the internet to do this.)

#### For more help with e-permits or general permitting questions:

- Email: [planreview@denvergov.org](mailto:planreview@denvergov.org)
- Call: 720-865-2720
- In person: [Make an appointment](#)

If you use assistive technology and need help accessing or reading the content in any e-permits tutorials linked on this page, contact [CPDCommunications@denvergov.org](mailto:CPDCommunications@denvergov.org).

#### **Records**

Contact the records department to request a copy of the existing zone use permit that you had issued or for the location you plan on operating in that you know has the same use that you are planning on having at this location.

- **Call: 720-865-2790**
- **Email [CPD.Permitrecords@denvergov.org](mailto:CPD.Permitrecords@denvergov.org)**

If you are in the office and want to walk to the Zoning Records Department, see the map below.

