



## Business License Renewal FAQ's

### How do I renew my business license?

Renewals are emailed at the end of the licensing year. Upon receipt of the renewal, please review account information and make any necessary changes. Once complete, \$60.00 is owed to the Town for the Business Occupational Tax through the Citizen Portal. The tax is non-transferable to any business. If your business is located within the Town limits of Dillon, you are required to submit a copy of your most recent fire inspection.

### How do I close my license if I'm no longer doing business in Dillon?

- Fill out the following form and a member of the business licensing team will assist you with the process. Go here to close out a business license: [Change Request for Business License](#)
- No refund shall be made to any person who discontinues business during the taxable year.

### How do I know if I need a fire inspection?

All businesses located within the town limits of Dillon must receive a fire inspection per the Town Code *Sec. 4-3-80. – Inspection of premises*. Summit Fire sets an inspection cadence for each business type based on building type and business classification; not all businesses need an annual fire inspection.

### How do I request a fire inspection?

Inspection requests can be made through Summit Fire. You can request inspection times online at [www.summitfire.org/schedule-an-inspection](http://www.summitfire.org/schedule-an-inspection) or by calling 970-262-5100. When scheduling an inspection, request at least 5 business prior to your requested inspection date.

### What do I do if I've completed the renewal and haven't received a certificate yet?

Licenses are reviewed in the order that renewals are received. Please allow the Business Licensing Team up to two weeks to review your renewal application.

Didn't find the answer you were looking for? Visit our business licensing website for more information!