Town of Bennett Business Licenses

How to Obtain a Business License:

1. Access the business portal at: https://twn-bennett-co.smartgovcommunity.com/Public/Home
2. Select '**Sign Up'** in the upper right corner or **'Log In'** if an account has already been created.
3. Select the **Business Portal > Go**.
4. Select '**Create a new Business Account'**.
5. Fill out the required information for the application. If your business does retail work, make sure to provide the State Tax ID.
6. On page 2, Owner Info, list any other important contacts for the business.
7. On page 3, Review, select **'Create Account'**. You will receive a confirmation pop up with the assigned license number. You must select **'Yes, Apply for a business license'** on this pop up to complete the application.
8. Step through the Business License Application. On page 4, select **'Save Application'**.
9. Your application will be sent to the Town of Bennett. Town staff will reach out by email to confirm license fees to be paid and any other information needed for your license. Licenses are valid from the date of issuance through December 31 of the same year.

To Renew a License that has already been created in the Portal:

1. Access the portal and log in at the upper right corner.
   https://twn-bennett-co.smartgovcommunity.com/Public/Home
2. Select **'Business Portal' > Go**.
3. Under **'My Businesses'** select the option for **'License Ready for Renewal'**.
4. Under **'Ready for Renewal'**, select '**Renew'**, then click **'Get Started'** on the pop-up.
5. Verify if the owner or contact information has been changed, then click **'Submit Final Information'**.
6. Your renewal application has been submitted. Town staff will reach out by email to confirm when the license fees are ready to be paid.