STEP 1
- Completed VH/B&B application submitted to Town Clerk’s Office:
  - Sales Tax License
  - Local representative/property manager information & signature
  - Licensing Fee: Bedroom numbers per Larimer County Assessor Records
    - VH - $200 base fee + $50/bedroom
    - B&B $200 base fee + $50/guest bedroom
  - Workforce Housing Regulatory Linkage Fee: VH - $1390 (adjusted annually for inflation)
    (If submitting a new residentially zoned VH application and subject to the Waitlist, the sales tax, property manager, and fee are not required until a license becomes available and the application is under review.)

STEP 1.A.
- Property zoning is determined by Community Development.
  - Residentially zoned: applications submitted after 10-26-2021 are not accepted per Ordinance 16-21.
  - Commercially zoned: application is reviewed for completeness and moves to Step 2.

STEP 2
- Life Safety Inspection (LSI) requirement is determined by Community Development.

STEP 2.A.
- LSI not required:
  - Registration Packet is issued and shall be completed within 90 days of issuance proceed to Step 3.

STEP 2.B.
- LSI required:
  - (The LSI can be completed while on the Waitlist for residentially zoned properties).
  - Registration Packet is issued and shall be completed within 150 days (see breakdown below) of issuance. The packet will also contain the materials listed in Step 2.A.
    - 30 Days from issuance of the Registration Packet to submit the LSI application, with $200 fee.
    - 30 Days from issuance of the LSI building permit to complete initial LSI Inspection.
    - 90 Days from initial LSI Inspection to complete final LSI Inspection, if required, and obtain a Certificate of Occupancy (does not constitute license to operate).

STEP 3
- The following are provided by the Clerk’s Office in the Registration Packet:
  - Neighbor notification cards sent to identified properties within 100ft of vacation home/bed & breakfast.
  - Affidavit of mailing completed and returned to Clerk’s Office.
  - Notice and Boundary Map placed in a prominent location in the vacation home/bed & breakfast.

STEP 4
- Initial Compliance Inspection scheduled with the Code Enforcement at 970-577-3877, CE@estes.org.

STEP 5
- Utility Rate Conversion (internal processing).

STEP 6
- Vacation Home/Bed & Breakfast License issued by email to owner and local representative/property manager.

NOTE: If any of the deadlines listed on this document are not met, the application will be deemed incomplete, and any licensing would be subject to reapplication and the waitlist (residentially zoned).