# Vacation Home/Bed and Breakfast License Checklist

For a diagram of the following steps, see the Vacation Home (VH) /Bed and Breakfast (B&B) Process Map.

**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).**

## Step 1: Application

Applications for both Vacation Home and Bed & Breakfast Licenses must be submitted online. These applications can be found by visiting estes.org/businesslicensing. Additionally, all new applications must remit a non-refundable deposit which shall be applied to the license fee if the application process is completed and a license issued.

**Property Manager/Local Representative:** Your application will be automatically routed to the property manager you list via email to obtain their formal acceptance to act as property manager. Your application will not be received by the Town or considered complete without the property manager's confirmation.

**Payment:** Payment can be made online, in person, or by mail. To pay online by credit card (processing fees apply), visit estes.org/payments, using the license number "2000". Alternatively, you may deliver cash or check in person to 170 MacGregor Avenue, or mail it to Attn: Town Clerk's Office, P.O. Box 1200, Estes Park, CO 80517.

**Sales Tax:** Sales tax is collected by the Department of Revenue. To create a sales tax account visit colorado.gov/revenueonline.

- ☐ Complete Vacation Home/Bed and Breakfast Application including:
  - ☐ Sales Tax License
  - ☐ $200 Application Deposit Fee
  - ☐ Property Manager Confirmation

## Step 2: Registration Packet Issued

Please allow **two weeks** for staff to process your application and issue a registration packet. You must have received the registration packet prior to completing the following steps. If a Life Safety Inspection (LSI) **is required**, all following requirements **must be completed within 150 days of packet issuance. If not, a 90-day deadline will be issued. Please move to step 3 if a Life Safety Inspection is not required.**

***Do not complete the following steps until a registration packet has been received***

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### Step 2.1: Submit Life Safety Inspection Application

Life Safety Inspections (LSIs) are performed by SafeBuilt through the Building Division. More information on how to apply for a LSI is available in your registration packet. **An LSI Application must be submitted within 30 days of packet issuance.** Once your application is approved, you will receive an invoice for payment and can schedule your inspection. If you encounter any difficulties during the registration or application process, contact the Building Division for assistance at (970) 577-3735 or building@estes.com. **Failure to meet LSI deadlines will result in the vacation home application being deemed incomplete and a vacation home license will not be issued.**

- ☐ Community Connect Account Registered
- ☐ Life Safety Permit Application Submitted
- ☐ $200 Life Safety Inspection Application Fee Paid
- ☐ Inspection Scheduled

### Step 2.2: Initial Inspection

**Within 30 days** of LSI Building Permit issuance, your initial inspection must be completed.

- ☐ Inspection Completed

### Step 2.3: Final Inspection

If required, an additional final inspection must be completed **within 90 days** of your initial inspection. Complete this step only if your initial inspection is not passed and updates are required for the property.

- ☐ Final Inspection Completed

**Upon successful completion of your Life Safety Inspection**, a **Certificate of Occupancy** will be issued.

## Step 3: Mail Neighbor Notification Postcards

Print and mail the Neighbor Notification Postcards provided in your packet. A link to the Affidavit of Mailing Form can be found in the registration packet email.

- ☐ Postcards Mailed

### Step 3.1: Complete Affidavit of Mailing Form

- ☐ Affidavit Form Completed

## Step 4: Display Postings in Home

- [ ] Display the Vacation Home Information Sheet, Property Boundary Map, and Wildlife and Lighting Flyers in a visible location within the property

## Step 5: Complete Code Enforcement Inspection

Please call (970) 577-3877 or email CE@estes.org to **schedule your Code Enforcement Inspection**, this can be done by either the owner or the property manager.

This inspection ensures your in-home postings have been displayed, confirms the number of sleeping spaces in the home and parking requirements are met, and ensures exterior lighting and trash are compliant.

- [ ] Inspection Completed and Passed

## Step 6: Pay Remaining License Fee

Please note that the **$200 application deposit will be applied as credit toward the licensing fee.** New vacation home licenses require payment of the annual license fee consisting of the annual base payment and Workforce Housing Linkage Fee, whereas vacation home license transfers only require payment of the annual base payment. Bed and breakfast licenses are not subject to the Workforce Housing Linkage Fee but require payment of the annual base fee for both new licenses and license transfers. Please note that annual base payment differ for vacation home and bed and breakfast licenses as detailed below:

### Vacation Home License

#### New License

- [ ] Annual Base Payment: $200 Base Fee + $50 per Bedroom
- [ ] Workforce Housing Linkage Fee: Adjusts annually for inflation.

#### License Transfer

- [ ] Annual Base Payment: $200 Base Fee + $50 per Bedroom

### Bed and Breakfast License

#### New License

- [ ] Annual Base Payment: $200 Base Fee + $50 per **Guest Bedroom**

#### License Transfer

- [ ] Annual Base Payment: $200 Base Fee + $50 per **Guest Bedroom**

## License Issued

After completion of this checklist, **please allow up to three weeks** for staff to review advertising for compliance as well as ensure utilities (water/electric) have been converted to commercial rates. **You will receive your license at the email address on file.**

**Note:** If any of the deadlines listed on this document are not met, the application will be deemed incomplete and a vacation home license will not be issued.