



VACATION HOME/BED AND BREAKFAST LICENSE CHECKLIST

Use the below checklist to complete the vacation home (VH) or bed and breakfast (B&B) licensing process. For questions regarding the below process, please contact the Town Clerk's.

STEP 1

- Completed VH/B&B application submitted to Town Clerk's Office:
Including:
 - 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).

05/2023