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
   (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: application is added to the Waitlist.
   ☐ 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.
     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.
     ☐ Initial Compliance Inspection scheduled with the Code Enforcement at 970-577-3877, CE@estes.org.

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.

STEP 3
☐ Utility Rate Conversion (internal processing).

STEP 4
☐ 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).