



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, mmadachy@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).