

Estes Valley Vacation Home Owners and Property Managers,

Registering with the Town Clerk for your vacation home was the first step, but not the last step. If you have a vacation home in the Estes Valley, but outside the town limits of Estes Park, the Larimer County Building Department must verify that the home meets the life safety requirements in the building codes for a short-term rental. This is done via a Conversion to Vacation Home building permit.

**You have 60 days from the issuance of your vacation home registration to apply for your county building permit.**

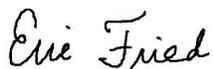
Before you can schedule a Life Safety Survey inspection and obtain a Certificate of Occupancy as a Vacation Home, you must first obtain a building permit to convert the use of your home to a vacation home. Once your permit is issued, you will have 6 months to request your life safety inspection. After your life safety inspection, you will have 12 months to make any needed corrections and pass re-inspection on the conversion permit, as well pass inspections for any as-built permits needed (see below).

Along with a completed **residential building permit application**, we need you to provide:

- 1) **Parcel Research Request.** If research reveals unpermitted work, separate “as-built” permits will be required. Research takes time and must be completed before a permit is issued.
- 2) **Registration Certificate** from the Estes Park Town Clerk showing your vacation home approval.
- 3) **3 copies of a plot plan.** You may use an aerial photo and circle the home. No surveyor is needed.
- 4) **3 copies of a floor plan** of all levels, drawn to scale or show all dimensions, label all rooms including any non-bedrooms to be used for sleeping (ex. Living room/sleeping area), location of mechanical equipment, owner locked storage areas, wood and/or gas fireplaces/stoves, location of smoke and CO detectors, decks, porches, stairs, doors, windows and attached garages. All “sleeping areas” must have egress windows or doors, smoke and CO alarms, and meet other code requirements, which is why they must be shown on plans. You may draw the floor plan yourself, but the plan must be complete, legible and accurate.
- 5) **\$200 fee** for the building permit. (There is no fee for parcel research.)

You may obtain all forms and apply for your building permit at county Building Division offices in Estes Park (1601 Brodie Avenue) or Fort Collins (200 West Oak St., Suite 3100). You can also access all needed forms and further information at [www.larimer.org/building](http://www.larimer.org/building), in the box labelled “Requirements for Vacation Homes in the Estes Valley.” If you have any questions, please call either 970-577-2100 (Estes Park office) or 970-498-7708 (Fort Collins office).

Once permits are issued, we will work with you to schedule inspections.



Eric Fried, Larimer County Building Official