

## Permit Submittal Checklist for Vacation Homes

### Conversion to Vacation Home/Life Safety Inspection

The following items are required to initiate a residential permit to convert your home to a vacation home in the Estes Valley. Applicant must be the homeowner, the homeowner's agent or a county-licensed contractor. Plans marked with a red marker or pen will not be accepted (plans examiners use red ink to mark corrections on the plans). When in doubt, please call the Building Staff on Call for review (970-498-7660).

- \_\_\_ Registration Certificate from the Estes Park Town Clerk (970-577-4771), showing approval of your vacation home registration (a copy of the certificate is okay).
- \_\_\_ Completed [Request for Vacation Home Research](#). (Request for research may be submitted separately, in advance of the permit application to convert to a vacation home. There is no fee for research.)
- \_\_\_ Completed [Residential Permit Application](#). You must indicate vacation home OR large vacation home and number of approved bedrooms.
- \_\_\_ Three copies of a floor plan for each level of the home, drawn to scale or include all dimensions. Label all rooms including any non-bedrooms to be used for sleeping, mechanical rooms, decks, porches, stairs, doors, windows and attached garages. All "sleeping rooms" 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.
- \_\_\_ Three copies of a plot plan indicating which building is being used as a vacation home. This is not a Site Plan and does not need to be drawn by a surveyor. You can print an aerial photo and circle which building (or buildings) is the vacation home.
- \_\_\_ \$200 fee for the Vacation Home Conversion permit. Payment can be by check or credit card.

During parcel research, if discrepancies or unpermitted work is found, additional "as-built" permits may be required to address any code issues.

**A complete building permit application must be made by March 31, 2019.**

**A life safety survey inspection must occur and a Certificate of Occupancy (CO) must be issued by March 31, 2021.** All corrections noted from the life-safety survey inspection, as well as any corrections needed for as-built permits, must be made and pass reinspection by that date to obtain the CO. Once your permit is issued, please do not wait to request your inspection, or you may run out of time to make any needed corrections and pass re-inspection.

Missing these deadlines will prohibit you from being able to renew your vacation home registration.