

LARIMER COUNTY | Community Development

P.O. Box 1190, Fort Collins, Colorado 80522-1190, Planning (970) 498-7683 Building (970) 498-7700, Larimer.org

January 1, 2019

Estes Valley Vacation Home Owners and Property Managers,

This letter serves as your final notice regarding what is required to maintain your vacation home registration in the Estes Valley in 2019 and beyond for homes outside the Town of Estes Park. (Vacation homes inside town limits are regulated by Estes Park, not Larimer County, and this letter does not apply.)

Registering with the Town Clerk was the first step, but not the last step. There are additional steps you must take to maintain your vacation home registration. The Building Department must verify that the home meets the life safety requirements in the building codes for a short-term rental.

Please note that the Board of County Commissioners has approved an extension of some of the deadline dates, so please read carefully.

- **By March 31, 2019**, you must submit a complete application for a building permit to convert the use of your home to a vacation home (see below for submittal requirements).
- **By March 31, 2021**, we must inspect all vacation homes for compliance with the Vacation Home Life Safety Survey, which is part of our locally adopted building code amendments, and issue a Certificate of Occupancy (CO) as a Vacation Home.

Before you can schedule a Life Safety Survey inspection and obtain a CO, you must first obtain a building permit to convert the use of your home to a vacation home. 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 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, 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.
- 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, 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. **Please apply now. Missing the March 31, 2019 deadline means you can no longer legally rent your home as a vacation home.**

Eric Fried

Eric Fried, Larimer County Building Official

