



Sept 25, 2019

Process requirements for Short Term Rental / Change of Occupancy: R-2 to R-1

In 2008 Fort Collins adopted the 2006 International Building Code. That code established transient dwellings and non-transient dwellings as 2 different occupancies. R-1 being the hotel/motel transient occupancy and R-2 being the non-transient multi-family condo/apartment occupancy. Since that time these have been identified as different occupancies and have different code requirements. Short term rentals (30 day stay or less) located within a multi-family building (3 units or more) is an R-1 occupancy.

To change building code occupancies the building must be modified with a building permit to meet the new code requirements required for that occupancy.

Existing approved R-2 occupancy STR license holders the deadline for compliance has not yet been determined and city staff will contact those affected. A review by City Planning, Zoning, and Building Services is required to verify compliance of the list below, a building permit must be obtained, and inspections must be passed.

1. Install fire sprinkler system per NPFA-13 or 13-R standard.
2. Install a fire alarm system per section 907 of IBC/IFC.
3. Install smoke and CO alarms per section 907 of IBC/IFC.
4. Smoke alarms must be installed in interior exit corridors/hallways.
5. 2 exits are required when the occupant load exceeds 10, is not fire sprinkled, or exit travel distance exceeds 75 feet.
6. Exit signs if more than 2000 sq.ft. or more than 75 feet of exit travel distance.
7. 1-hour occupancy separation is required if commercial occupancies adjoin the STR.
8. 1-hour walls/floors are required between the STR & other dwelling/sleeping units sec 420.
9. Accessible route must be provided to the unit. For units above or below the 1st floor this usually required a ramp/lift/elevator.
10. STR unit must be made as accessible as possible per section 1107.6.
11. Visible alarms per section 907.5.2.3.
12. Insulate building if not currently insulated per IECC section R505.
13. Occ sensor controls per section C405.2.1.
14. Laundry carts meet flammability per IFC 318.1
15. Approved fire safety and evacuation plan per IFC 403.10
16. Quarterly staff evacuation/fire drills per IFC 406.
17. Interior exit stairs/passageways Class B (vs C) Interior Finish if sprinklers– Class A (vs B) if no sprinklers per IFC 803.3
18. Limits on amount/flammability of curtain/drapes/wall hangings IFC 807.2.
19. Fire extinguishers IFC 906.1.
20. 50% reduction in occupant load (20 to 10) with single exit, common path reduced from 125' to 75' IFC 1006.2.1.
21. Floor level exit signs required IFC 1013.2.