



Planning, Development & Transportation Services

Community Development & Neighborhood Services
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Single-Family to Extra-Occupancy Rental *A.K.A. Boarding House* Conversion Requirements

Converting a single family dwelling to an Extra-Occupancy Rental (Boarding House) will require the issuance of a new Certificate of Occupancy (CO). The following items are required to be provided prior the issuance of a new CO.

1. Contact Zoning 970-416-2745 for the Change of Use process
2. A building permit shall be issued through the Community Development and Neighborhood Services office.
3. Permit fees are based on valuation of all work required for the conversion with a minimum fee of \$100.00.
4. The permit shall list *all work required for the conversion* including electric upgrade, plumbing or mechanical work and egress window installations.
5. Submit 2 sets of *site plans* showing the building outline, lot lines and parking spaces, *floor plans* showing all rooms and sizes, windows and sizes and mechanical equipment location.
6. Below grade (basement) sleeping rooms shall be provided with an emergency escape window with a clear opening of 5 square feet and maximum sill height of 48 inches above the floor.
7. Engineered plans/details required for foundation alterations needed to install egress windows (if applicable).
8. All habitable rooms shall have a ceiling height of not less than 6 feet 6 inches to the lowest projection.
9. One habitable room shall be a minimum of 120 square feet, with all other habitable rooms a minimum of 70 square feet, with no horizontal dimension less than 7 feet.
10. All water heating and mechanical heating equipment shall have been serviced by a City licensed mechanical contractor within the past 12 months. (*Proof of service required.*)
11. The electrical service shall be a three-wire, 120/240 volt system having a rating of not less than 60 amperes as per the National Electrical Code adopted by the City. Outlet devices shall be three-pronged and either grounded or GFCI protected.
12. Extra-occupancy rentals with more than 10 sleeping rooms or more than 10 occupants shall be considered a Change of Occupancy and shall require a full plan submittal and plan review process.

The property shall also comply with the *Rental Housing Minimum Requirements (attached)* and the *2006 International Property Maintenance Code (IPMC)* as adopted by the City.

Licensed specialized trade contractors are required to perform any electric, plumbing, or HVAC work.

A licensed general contractor is required for any construction project involving more than one specialized trade, or involving structural alterations and repairs, and/or for any project that exceeds \$5,000 in construction value.