

FCFAQs EXTRA OCCUPANCY

CITY OF FORT COLLINS • Community Development and Neighborhood Services



Extra Occupancy Rental House Conversions

Extra Occupancy Rental House conversions require compliance with Land Use Code and Building Code regulations adopted by the City of Fort Collins. An Extra Occupancy Rental House is a building or portion of which is used to accommodate four (4) or more tenants, boarders or roomers. It is not necessary for a family or owner to also occupy the house.

The following information is offered as a guide and resource to explain the process required to convert a single-family dwelling or other building to an Extra Occupancy Rental House.

What zones allow Extra Occupancy Rental Houses?

Extra Occupancy Rental Houses are allowed in the **LMN, MMN, HMN, NCB, D, RDR, CC, CCN, CCR, CG, CN, NC, CL, E, and I** zoning districts.

How do I determine what zone my property is in?

The Fort Collins Zoning Office can help you determine the zone district for your property. You can also use the City's online zoning map found at gisweb.fcgov.com. Instructions for using the online map are found at fcgov.com/zoning/map-instructions.

What type of review process is required?

Once you've determined that the property is in a zone that allows an Extra Occupancy Rental House, the zone and number of tenants will determine which type of review process and application will be necessary for the conversion.

Extra Occupancy Rental Houses in the LMN zone for **4 or more tenants** are subject to a Type 1, administrative public hearing.

Extra Occupancy Rental Houses for **5 or fewer tenants** in all of the other listed zones are subject to Basic Development Review. Extra Occupancy Rental Houses for **more than 5 tenants** in these zones are subject to a Type 1, administrative public hearing.

How do I apply for a Type 1 review?

The Type 1 review begins with a Conceptual Review meeting. Please contact the Development Review Center to schedule an appointment time. Staff members from various City departments meet with the applicant and provide comments with regards to applicable development regulations. There is no fee for this meeting.

A Development Review Coordinator is assigned to each project and assists the applicant with the submittal requirements necessary for the Type 1 public hearing. After the Conceptual Review Meeting, schedule an appointment with your Development Review Coordinator to submit all of the required plans and documents along with the completed development application form and fees. These plans are then routed to the departments and agencies that need to review the plans for compliance with the regulations.

Have Questions?

Development Review Center

970-221-6689

email: developmentreview@fcgov.com

Contact the Development Review Center to schedule a conceptual meeting or to submit an application.

Zoning Department

970-416-2745

email: zoning@fcgov.com

Contact the zoning department with any questions specific to zone districts, Land Use Code and Building Code regulations.

Resources

City's online zoning map:
gisweb.fcgov.com

Instructions for using the online map:
fcgov.com/zoning/map-instructions

Conceptual Review Application:
https://www.fcgov.com/developmentreview/pdf/conceptual_review_application.11.26.12.pdf

After required rounds of review are complete, the Development Review Coordinator will schedule a public hearing.

Once the decision maker has approved the application and the final plans are completed, the applicant must then apply for a building permit and certificate of occupancy for the actual conversion.

How do I apply for a Basic Development Review (BDR)?

A conceptual review meeting is not required for a BDR, though a pre-submittal meeting is still an available resource free of charge. Connect with a development review coordinator to schedule this meeting.

Schedule an appointment with a Development Review Coordinator to submit all of the required plans and documents along with the completed basic development review application form and fees. A BDR must be submitted electronically.

The application must be accompanied by a plan that contains the site plan of the property showing the lot dimensions and parking area dimensions, and a floor plan of all floor levels of the building. The floor plan must indicate the use of each room and whether or not the room is finished. Additionally, the floor plan must show the room dimensions and window locations.

(Note that additional plan details may be required at the time of building permit and certificate of occupancy application in order to ensure compliance with applicable building codes. See the Conversion Requirements Summary for more information).

The BDR application must also be accompanied by a written statement that explains the following:

- current use of the building
- proposed use
- proposed number of occupants
- proposed number of parking spaces
- amount of finished habitable floor space in the building

Once it has been determined that the plans are in compliance and are approved, then the applicant must then apply for a building permit and certificate of occupancy for the actual conversion.

How do I apply for a building permit and certificate of occupancy?

After the development application has received Type 1 or BDR approval, it is necessary to apply for a change of use building permit in order to ensure that the building complies with applicable building and rental housing codes. Contact the Building Services Department at 970-221-6760 for more information regarding building permits.

Once the permit has been issued and the subsequent remodel work (when required) has been completed, City staff will conduct an inspection of the premises and building for compliance with all approved plans and documents. Upon approval, the City will issue a certificate of occupancy for an Extra Occupancy Rental House. Building permit applications are accepted at any time during business hours and without an appointment.

Basic Development Review
Application:

[fcgov.com/developmentreview/pdf/devrev_app.pdf](https://www.fcgov.com/developmentreview/pdf/devrev_app.pdf)

BDR fee: \$200

TDRF fee: [fcgov.com/engineering/devrev](https://www.fcgov.com/engineering/devrev)

Conversion Requirements Summary:
<https://www.fcgov.com/building/pdf/rentalhousing-standards1-09.pdf>

Building Services Department

970-221-6760

Building Permit Application:

<https://www.fcgov.com/building/pdf/permit-app-newlogo.pdf>

What Land Use Code regulations apply to Extra Occupancy Rental Houses?

The Land Use Code establishes Extra Occupancy Rental House regulations for density, square footage per occupant, and parking.



Density/Number of Extra Occupancy Rental Houses:

No more than 25% of parcels on a block face may be approved for Extra Occupancy Rental Houses in the LMN zone. No limit in the other zones.



Minimum Building Square Footage:

350 square feet of habitable floor space per occupant plus an additional **400** square feet if owner occupied.



Minimum Bicycle Parking:

1 bicycle parking space per bed on a fixed bicycle rack.



Minimum Parking Spaces:

.75 parking spaces per occupant, rounded up to the nearest whole parking space, plus **1** additional space if the house is owner occupied.

Each parking space must have unobstructed access to a street or alley unless the lot has less than 65 feet of street frontage length and does not abut an alley, in which case one of the required parking spaces may be provided in a manner that does not provide direct access to the street. In all instances, no more than 40% of the area of the front yard can be used for parking.

Only detached single-family dwellings, zero lot line attached single-family dwellings (townhomes), and duplexes are eligible to be converted to Extra Occupancy Rental Houses. Apartments or condominiums that are in buildings containing three or more dwelling units are not eligible to be converted.

Eligible dwellings must be located on a lot that is in a platted subdivision. If the lot is currently not a platted lot, then a subdivision plat must be processed and approved before an Extra Occupancy Rental House conversion application can be accepted.

In addition, the conversion may also be subject to other regulations such as upgrades to the public infrastructure associated with the property such as street trees, landscaping, sidewalk improvements, etc.

I'm interested! How do I learn more?

Check out more development review resources on our website: [fcgov.com/developmentreview](https://www.fcgov.com/developmentreview). If you have any questions about the process, feel free to reach out to our development review center at **970-221-6689** or our zoning department at **970-416-2745**.

Land Use Code

https://library.municode.com/co/fort_collins/codes/land_use

Department Contact Information

Zoning Services
281 N College Ave
Fort Collins, CO 80524
zoning@fcgov.com
970-224-2745



Extra-Occupancy Rental House/ Boarding House Requirements (2/22/19)

Process A: For existing houses that are using existing approved bedrooms and no construction work will be performed (i.e. changing a dining rm into bedroom).

1. Contact the Planning Department: 970-416-4311 for information regarding this required Change of Use and Development process.
2. Obtain a Change of Use building permit. A flat fee of \$100 is charged for the Change of Use only permit. Zoning may require an inspection of requirements such as parking spaces.
3. All past construction and building permits must show as obtained and completed. For example: If the house has basement bedrooms, the original home construction permit or a basement finish permit must show as approving/inspecting/completing those areas. Work done without the required permit must obtain an after-the-fact permit and use process B below.
4. The building must comply with the Rental Housing Minimum Requirements in the adopted 2006 International Property Maintenance Code (IPMC) and a building inspection will be conducted to verify these items. See separate handout or refer to the adopted 2006 IPMC and amendments.

Process B: For existing houses where construction work is to be performed or a building permit is being obtained for work that was completed without a permit (i.e. changing a dining room into a bedroom, finishing a basement).

1. Contact the Planning Department: 970-416-4311, for information regarding this required Change of Use and Development process.
2. Obtain a building permit/change of use permit for construction work to be performed. This work should include any work required to meet the Rental Housing Minimum Requirements. Construction permit fees derived from the valuation of the work performed would be added to the permit including; a Plan Check Fee (if applicable), Permit Fee, City of Fort Collins Sales/Use Tax and Larimer County Sales/Use Tax.
3. Examples of work requiring a permit include: Electric upgrade, plumbing or mechanical work and egress window installations.
4. If non-owner occupied, a licensed general contractor is required for any construction project involving more than one sub-trade where construction value exceeds \$2,000 or involving structural alterations/repairs.
5. Once the building permit/change of use permit has been issued, an inspection by a City Building Inspector must be performed to verify compliance and pass final inspection.

Process C: Extra-Occupancy Rental Houses with more than 16 sleeping rooms or more than 16 occupants is considered a Building Code Change of Occupancy and shall require a full plan submittal and plan review process by Planning, Zoning and Building Services. Contact Building Services at 416-2757 for more information.