

# DOCUMENT CHECKLIST ART GALLERY PERMIT APPLICATION

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## APPLICATION

- Permit Application & Report of Changes (DR8443)
- Art Gallery Permit Questionnaire

## PROOF OF POSSESSION OF PROPERTY; FLOOR PLAN

- Deed (or) Lease
- Floor diagram of premises to be licensed (8 ½" x 11" only)
  - Include length and width of exterior walls only.
  - Include bars, walls, partitions, entrances/exits, storage.
  - Label each room to indicate how it will be used.
  - North orientation.

## CORPORATE/LLC/PARTNERSHIP DOCUMENTATION

Corporate (if applicable):

- Certificate of Good Standing dated within last two years.
- Articles of Organization.

Partnership (if applicable):

- Partnership agreement (except for husband-wife partnerships)
- Certificate of co-partnership (if applicable).

Limited Liability Company (if applicable):

- Certificate of Good Standing dated within last two years.
- Articles of Organization.
- Attach copy of operating agreement (required if OTHER than sole member LLC or husband and wife LLC).

## FEE SCHEDULE

- Check or money order for \$103.75 payable to the "City of Fort Collins".
- Check or money order for \$71.25 payable to the "Colorado Department of Revenue".

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## PLEASE SCHEDULE AN APPOINTMENT TO SUBMIT YOUR APPLICATION

Aimee Jensen, Deputy City Clerk  
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