

# DOCUMENT CHECKLIST BED AND BREAKFAST PERMIT APPLICATION

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## APPLICATION

- Permit Application & Report of Changes (DR8442)

## PROOF OF POSSESSION OF PROPERTY; FLOOR PLAN

- Deed (or) Lease.
- Floor diagram (8½" x 11" only).
  - Must be an exact representation of the licensed premises
  - Include length and width of exterior walls only.
  - Include bars, walls, partitions, entrances/exits, storage.
  - North orientation.
  - Separate diagram for each floor (if multiple levels).
  - Need not be to scale.
  - Exterior areas must show type of fencing walls, etc.

## 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 \$50.00 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

City Clerk's Office  
300 LaPorte Avenue  
P.O. Box 580  
Fort Collins CO 80522

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