

DOCUMENT CHECKLIST CHANGE OF LOCATION

APPLICATION

- Permit Application & Report of Changes (DR 8442)

PROOF OF POSSESSION OF PROPERTY; FLOOR PLANS

- 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.

FEE SCHEDULE

- Check or money order for \$400.00 payable to the "City of Fort Collins".
- Check or money order for \$150.00 payable to the "Colorado Department of Revenue".

CONTACT:

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

**PLEASE CONTACT THE
CITY CLERK'S OFFICE
FOR AN APPOINTMENT**