

# DOCUMENT CHECKLIST

## MODIFICATION OF PREMISES

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### APPLICATION

- Permit Application & Report of Changes (DR 8442)

### PROOF OF POSSESSION OF PROPERTY; FLOOR PLANS

- Deed (or) Lease.
- 2 Floor diagrams (8½" x 11" only): 1) current premises 2) premises after changes.
  - 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 \$75.00 payable to the "City of Fort Collins".
- Check or money order for \$150.00 payable to the "Colorado Department of Revenue".

### CONTACT:

**AIMEE JENSEN** (970.221.6315)

[ajensen@fcgov.com](mailto:ajensen@fcgov.com)

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**