

**DOCUMENT CHECKLIST
TEMPORARY
MODIFICATION OF PREMISES**

Please contact Aimee Jensen prior
to submitting an application.

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APPLICATION

- Permit Application & Report of Changes (DR 8442)
- Temporary Modification Questionnaire.

PROOF OF POSSESSION OF PROPERTY

- Deed (or) Lease.

FLOOR PLANS

- 2 Floor diagrams** (8½" x 11" only): (1) current premises; (2) premises after changes. Diagrams MUST be legible.
 - 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 \$150.00 payable to the "City of Fort Collins".
- Check or money order for \$300.00 payable to the "Colorado Department of Revenue". *(State fee is waived for this type of application between December 7, 2020 and December 7, 2021 per SB 20B-001)*