

**TOWN OF GEORGETOWN
SHORT TERM RENTAL PERMIT APPLICATION**

Applicant

Name _____
Mailing Address _____
Telephone _____
E-mail _____

Short-term Rental Property

Street address _____
Property record title owner _____
Ward I _____ Ward II _____ Ward III _____
Owner address _____
Does applicant live at the rental property? Yes _____ No _____
If yes, does applicant live there: Part time _____ Full time _____

Owner Representative

Name _____
Address _____
Telephone _____
E-mail _____

Rental Specifics

Maximum occupancy of rental guests _____
Parking Plan - Showing short term rental property and plan for off- street parking.
- One parking space is needed for each bedroom/parking space size is 9' x 20'
Please submit a photo showing the designated parking spaces.

Yes _____ No _____

Attach evidence of property and liability insurance.

Business and Sales Tax Licenses

Business name _____
Business address _____
Business license _____
State sales tax license number _____
County Lodging tax license number _____

Safety Inspection

Attach safety inspection report required by Code Section 5.28.080(d); must be dated within 60 days of application.

Notice of Application

Attach list of names and addresses of all owners of real property within 300 feet of the proposed short-term rental property with **two sets** of stamped addressed envelopes. The Town will provide return address.

Fee Schedule Paid	Check # _____	Short term rental permit:
a.	\$500 for first permit; \$250 for annual renewal;	\$500.00
b.	Business License 2018	\$256.00
c.	Safety Inspection if you choose SafeBuilt	\$75.00
d.	Total	\$831.00
e.	Board of Selectmen appeal application and review:	\$120.00

Submitted this _____ day of _____, 201__.

Owner signature _____

Town of Georgetown
 P.O. Box 426
 404 6th St.
 Georgetown, CO 80444
 303-569-2555
 FAX 303-569-2705

Permit #:	_____
Job Address:	_____
Parcel ID:	_____
Subdivision:	_____
Lot:	_____
Block:	_____

Signature of Owner Authorized Agent: _____

Application Date: _____

Description of Work: **Life Safety Inspection**

Property Owner:	_____	Phone:	_____
Mailing Address:	_____		
Primary Contractor/Contact Person:	_____	License #:	_____
Contractor Address:	_____	Phone:	_____
Service Contractor/Contact Person:	_____	License #:	_____
Contractor Address:	_____	Phone:	_____
Service Contractor/Contact Person:	_____	License #:	_____
Contractor Address:	_____	Phone:	_____
Service Contractor/Contact Person:	_____	License #:	_____
Contractor Address:	_____	Phone:	_____

IMPORTANT - COMPLETE ALL ITEMS AND MARK ALL APPLICABLE ITEMS

SQUARE FOOTAGE	PROPOSED USE	TYPE OF HEAT	IMPROVEMENT TYPE
Main Floor _____	Residential	___ Gas LP or NG	___ New Building
Add Floors _____	___ One Family	___ Electricity	___ Addition
Basement _____	___ Multi Family Enter number of units - _____	___ Solar	___ Remodel / Finish
Crawlspace _____	___ Hotel, motel, or dormitory - Enter number of units - _____	___ Other _____	___ Repair, replacement
Covered Porch _____	___ Garage Single ___ Double ___ Attached ___ Detached	SEWAGE DISPOSAL	___ Fence
Decks _____	___ Carport Attached ___ Detached	___ Public	___ Roof
Garage _____	___ Patio Attached ___ Detached	___ Individual	___ Other _____
Other _____	___ Basement Partial ___ Full ___ Finished ___ Unfinished	WATER SUPPLY	CONSTRUCTION TYPE
	___ Fireplace Masonry ___ 0-Clearance	___ Private	___ Wood Frame
	___ Other _____	___ Public	___ Structural Steel
	Commercial		___ Masonry
	___ Shell Only _____ Sign		___ Other _____
	___ Tenant Finish		NOTES
	___ Remodel / Addition		
	___ New Building		

TOTAL VALUE	DEMOLITION	OCCUPANCY	
Building Valuation \$ _____	___ Site Plan	Classification: _____	
Use Tax Valuation \$ _____	___ State Permit	Construction Type _____	MISCELLANEOUS
	___ Asbestos Permit	Separated ___ Non-Separated _____	# of stories _____

FOR OFFICE USE ONLY:			
FEES: Total: _____	OTHER FEES:	SETBACKS:	REQ:
Deposit: _____	___ Other (Amt) _____	Front: _____	_____
___ Permit Fee _____	Description _____	Back: _____	_____
___ Plan Review _____		Side 1: _____	_____
___ Use Tax _____	___ Other (Amt) _____	Side 2: _____	_____
___ Water Tap _____	Description _____		
___ Sewer Tap _____			

The applicant, his agents and employees shall comply with all the rules, restrictions and requirements of the Municipality and Building Codes governing location, construction and erection of the above proposed work for which the permit is granted. The Municipality or its agents are authorized to order the immediate cessation of construction at anytime a violation of the codes or regulations appears to have occurred. Violation of any of the codes or regulations applicable may result in the revocation of this permit.

Buildings MUST conform with plans as submitted to the Municipality. Any changes of plans or layout must be approved prior to the changes being made. Any change in the use or occupancy of the building or structure must be approved prior to proceeding with construction.

The applicant is required to call for inspections at various stages of the construction, and in accordance with the aforesaid rule, the applicant shall give the building inspector not less than one day's notice to perform such activities.

In the event construction is not commenced within 180 days of issuance of this permit, then the same is automatically void. Cessation of work for a period of 180 continuous days shall also cause this permit to be void. Permits are not transferable.

Accepted By: _____	Approved by City Official: _____
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TOWN OF GEORGETOWN
P.O. Box 426 Georgetown, CO 80444
303-569-2555 x2 / townclerk@townofgeorgetown.us

BUSINESS LICENSE APPLICATION FOR 2018

THIS APPLICATION IS FOR A new license renewal • SALES TAX LICENSE NO. (if retail) _____

NAME OF BUSINESS OWNER _____

NAME OF BUSINESS (DBA) _____

STREET ADDRESS OF BUSINESS _____

BUSINESS PHONE NO. _____ EMAIL ADDRESS _____

MAILING ADDRESS OF BUSINESS _____

LOCAL MANAGER (if not owner) _____

DESCRIPTION OF BUSINESS _____

TYPE OF BUSINESS OWNERSHIP Sole proprietor
 Partnership (not husband and wife)
 Partnership, husband and wife
 Corporation
 Limited Liability Company
 Other _____

DO YOU WISH TO BE LISTED ON THE TOWN'S WEBSITE YES NO

(signature of applicant) (date)

BUSINESS LICENSE FEES (annual) Please check all that apply.

- License for business with its own address or outside of Georgetown \$ 75.00
- License for home occupation business within Georgetown \$ 60.00
- Renewal late fee (not applicable to out of town contractors) Double fee
- Town sales tax fee for businesses that collect sales taxes \$ 1.00
- For each exterior vending machine (pop, cigarette, candy, ice but NOT newspaper) \$ 35.00
- For each interior amusement machine (games, etc.) \$ 10.00
- Sandwich Board Signs (information required listed on the back of this application) \$ 50.00 first year
- \$ 10.00 renewal

PROMOTION ASSESSMENT FEES (annual - applicable only to businesses located in Georgetown)

- Annual fee for business with its own address \$180.00
- Annual fee for home occupation businesses \$ 35.00

TOTAL FEES DUE FOR 2018 \$ 256

THIS SECTION TO BE COMPLETED BY TOWN

DATE APPLICATION AND FEE RECEIVED _____
APPROVED DENIED TOWN CLERK: _____
CONDITIONS OF APPROVAL: _____

See other side