

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

Applicant/Property Owner

Name _____
Mailing / Physical Address _____
Telephone _____
E-mail _____

Short-term Rental Property

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

Owner Representative

Name _____
Mailing / Physical Address _____
Telephone _____
E-mail _____

Rental Specifics

Maximum occupancy of rental guests _____

of Bedrooms _____

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.

Attach evidence of property and liability insurance listing the property as a Short Term Rental

Business and Sales Tax Licenses

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

Life Safety Inspection

Life Safety Inspection report required by Code Section 5.28.080(d); must be dated within 60 days of application. See the attached application and submit as part of this application packet.

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; \$500 for annual renewal;	\$500.00
b.		Business License 2023	\$256.00
c.		Life Safety Inspection (SafeBuilt is our Building Inspecting Company)	\$75.00
d.		Town Lodging Registration	\$25.00
e.		Total	\$856.00
f.		Board of Selectmen appeal application and review:	\$120.00

Submitted this _____ day of _____, 202__.

Owner signature _____



Town of Georgetown
 P.O. Box 426/ 404 6th St
 Georgetown, CO 80444
 303-569-2555
 townclerk@townofgeorgetown.us

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

Description of Work: Life Safety Inspection

Property Owner: _____ Phone: _____

Mailing Address: _____

Email: _____

Primary Contractor Name: _____ Email: _____

Primary Contractor Name: _____ Phone: _____

Sub-Contractor Name: _____ Email: _____

Sub-Contractor Address: _____ Phone: _____

IMPORTANT - COMPLETE ALL ITEMS AND MARK ALL APPLICABLE ITEMS

<u>Square Footage</u> Main Floor: _____ Add Floors: _____ Basement: _____ Crawlspace: _____ Covered Porch: _____ Decks: _____ Garage: _____ Other: _____	<u>Proposed Use</u> <u>Residential</u> <input type="checkbox"/> One Family <input type="checkbox"/> Multi Family: # of units - _____ <input type="checkbox"/> Hotel, motel, or dormitory <input type="checkbox"/> # of units - _____ <input type="checkbox"/> Garage: Single _____ Double _____ <input type="checkbox"/> Attached _____ Detached _____ <input type="checkbox"/> Carport: Attached _____ Detached _____ <input type="checkbox"/> Patio: Attached _____ Detached _____ <input type="checkbox"/> Basement: Partial _____ Full _____ <input type="checkbox"/> Finished _____ Unfinished _____ <input type="checkbox"/> Fireplace: Masonry _____ 0-Clearance _____ <input type="checkbox"/> Other _____	<u>Type of Heat</u> <input type="checkbox"/> Gas LP or NG <input type="checkbox"/> Electricity <input type="checkbox"/> Solar <input type="checkbox"/> Other _____	<u>Improvement Type</u> <input type="checkbox"/> New Building <input type="checkbox"/> Addition <input type="checkbox"/> Remodel / Finish <input type="checkbox"/> Repair/Replacement <input type="checkbox"/> Fence <input type="checkbox"/> Roof <input type="checkbox"/> Other _____
<u>Total Value</u> Project Valuation \$ _____ Cost of project labor + materials) _____	<u>Commercial</u> <input type="checkbox"/> Shell Only _____ Sign _____ <input type="checkbox"/> Tenant Finish <input type="checkbox"/> Remodel / Addition <input type="checkbox"/> New Building	<u>Sewage Disposal</u> <input type="checkbox"/> Public <input type="checkbox"/> Individual	<u>Construction Type</u> <input type="checkbox"/> Wood Frame <input type="checkbox"/> Structural Steel <input type="checkbox"/> Masonry <input type="checkbox"/> Other _____
<u>Demolition</u> <input type="checkbox"/> Site Plan <input type="checkbox"/> State Permit <input type="checkbox"/> Asbestos Permit	<u>Water Supply</u> <input type="checkbox"/> Private <input type="checkbox"/> Public	<u>Occupancy</u> Classification _____ Construction Type _____ Separated _____ Non-Separated _____	<u>Notes:</u> <u>Miscellaneous</u> # of Stories: _____ Lot Size: _____ Parking Spaces _____ Enclosed _____ Outdoors _____

FOR OFFICE USE ONLY:

EES: Total: _____ Deposit: _____ Permit Fee: _____ Plan Review: _____ Use Tax: _____ Water Tap: _____ Sewer Tap: _____	Other Fees: <input type="checkbox"/> Other (Amt.) _____ Description: _____ <input type="checkbox"/> Other (Amt.) _____ Description: _____	Setbacks: Front: _____ Back: _____ Side 1: _____ Side 2: _____	REQ: _____ _____ _____	<u>Residential Only</u> # of Bedrooms _____ # Full Baths _____ # 1/2 Baths _____ # 3/4 Baths _____
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Office Staff: _____ City Official: _____

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 any time 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. If 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.

Signature of Owner/Authorized Agent: _____ Application Date: _____



**TOWN OF GEORGETOWN
LODGING TAX REGISTRATION**

Owner Name _____ Phone _____

Mailing Address _____

Property Information

Street Address _____

Type of Property: (check one)

Single Family ___ Condo/Townhome ___ Hotel/Motel ___ Other(specify) _____

WHO MUST FILE A RETURN

All establishments which provide accommodations through short term (less than thirty consecutive days) rental or leasing of any hotel room, lodging or inn room, motor hotel, guest house, mobile home, bed and breakfast, short term rental, or any other place that furnishes sleeping accommodations.

WHEN YOU MUST FILE

Returns must be filed monthly by the 20th day of the month following the month for which you are reporting.

All establishments effected are required to obtain a Lodging Tax Number issued by The Town of Georgetown.

Remittance of the Town's Lodging Tax shall be to:
Town of Georgetown
P.O. Box 426
Georgetown, CO 80444

Signed _____

REGISTRATION FEE \$25.00

Number _____



LODGING TAX RETURN

Business Name: _____ Town License Number: _____
Business Location: _____ Period Covered: _____
Mailing Address: _____ Due Date: 20th of the month

Today's Date _____

(1) Gross receipts from accommodations \$ _____

(2) Subtract Deductions:

(a) Accommodations under contract for 30 days or more to a sole person or entity \$ _____

(b) Sales to government, religious or charitable organizations \$ _____

(c) Total deductions (sum line 2a through 2b) -\$ _____

(3) Net Taxable accommodations (line 1 minus 2c) \$ _____

(4) Tax @ 2% (line 3 x .02) \$ _____

(5) ADD for late filing

(a) penalty 10% (line 4 x .10) \$ _____
(Minimum amt \$10.00)

(b) interest 1% (line 4 x .01 months late) \$ _____

(c) Total penalty and interest (sum lines 5a and 5b) \$ _____

(6) Total due (total of lines 4 and 5c) \$ _____

(7) AMOUNT PAID \$ _____

I hereby certify, under penalty of perjury, the statement made herein, are true and correct to the best of my knowledge and belief.

Signature of Taxpayer/Agent _____ Date _____

THE RETURN MUST BE SIGNED. Please make checks payable to the Town of Georgetown. Mailing address P.O. Box 426, Georgetown, CO 80444

TOWN OF GEORGETOWN
P.O. Box 426 Georgetown, CO 80444
303-569-2555 x2 / townclerk@townofgeorgetown.us

BUSINESS LICENSE APPLICATION FOR 2023

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 _____ City _____ State _____ Zip code _____

BUSINESS PHONE NO. _____ EMAIL ADDRESS _____

MAILING ADDRESS OF BUSINESS _____

LOCAL MANAGER (if not owner) _____

DESCRIPTION OF BUSINESS _____

BACKFLOW PREVENTER INSPECTION REPORT (IF REQUIRED) _____

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
- Sandwich Board renewal \$ 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 2023 \$ _____

THIS SECTION TO BE COMPLETED BY TOWN

DATE APPLICATION AND FEE RECEIVED _____

APPROVED DENIED TOWN CLERK: _____

CONDITIONS OF APPROVAL: _____
See other side

