

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

**Applicant- Property Owner**

Name \_\_\_\_\_  
Mailing / Physical Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
E-mail \_\_\_\_\_

**Short-term Rental Property**

Street address of rental property \_\_\_\_\_  
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 \_\_\_\_\_

**Local 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 \_\_\_\_\_  
Business email/phone: \_\_\_\_\_  
State sales tax license number \_\_\_\_\_  
Town tax license number \_\_\_\_\_

**Life Safety Inspection**

The 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 with this application packet.

**Notice of Application**

The Town will need to post on the property a 12" x 18" sign to notify the neighbors that a renewal application is being reviewed.

|              |  |   |                 |
|--------------|--|---|-----------------|
| Fee Schedule | Check # _____  | : |                 |
| a.           | \$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.           | <b>Total</b>   |   | <b>\$831.00</b> |
| e.           | Board of Selectmen appeal application and review:                      |   | \$120.00        |

Submitted this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

Owner signature \_\_\_\_\_



Town of Georgetown  
 P.O. Box 426/ 404 6<sup>th</sup> 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><br>Main Floor: _____<br>Add. Floors: _____<br>Basement: _____<br>Crawlspace: _____<br>Covered Porch: _____<br>Decks: _____<br>Garage: _____<br>Other: _____ | <u>Proposed Use</u><br><u>Residential</u><br><input type="checkbox"/> One Family<br><input type="checkbox"/> Multi Family: # of units - _____<br><input type="checkbox"/> Hotel, motel, or dormitory:<br># of units - _____<br><input type="checkbox"/> Garage: Single _____ Double _____<br>Attached _____ Detached _____<br><input type="checkbox"/> Carport: Attached _____ Detached _____<br><input type="checkbox"/> Patio: Attached _____ Detached _____<br><input type="checkbox"/> Basement: Partial _____ Full _____<br>Finished _____ Unfinished _____<br><input type="checkbox"/> Fireplace: Masonry _____ 0-Clearance _____<br>Other _____ | <u>Type of Heat</u><br><input type="checkbox"/> Gas LP or NG<br><input type="checkbox"/> Electricity<br><input type="checkbox"/> Solar<br><input type="checkbox"/> Other _____<br><br><u>Sewage Disposal</u><br><input type="checkbox"/> Public<br><input type="checkbox"/> Individual<br><br><u>Water Supply</u><br><input type="checkbox"/> Private<br><input type="checkbox"/> Public | <u>Improvement Type</u><br><input type="checkbox"/> New Building<br><input type="checkbox"/> Addition<br><input type="checkbox"/> Remodel / Finish<br><input type="checkbox"/> Repair/Replacement<br><input type="checkbox"/> Fence<br><input type="checkbox"/> Roof<br><input type="checkbox"/> Other _____<br><br><u>Construction Type</u><br><input type="checkbox"/> Wood Frame<br><input type="checkbox"/> Structural Steel<br><input type="checkbox"/> Masonry<br><input type="checkbox"/> Other _____ |
| <u>Total Value</u><br>Project Valuation \$ _____<br>(Cost of project labor + materials)   | <u>Commercial</u><br><input type="checkbox"/> Shell Only _____ Sign _____<br><input type="checkbox"/> Tenant Finish<br><input type="checkbox"/> Remodel / Addition<br><input type="checkbox"/> New Building  | <u>Occupancy</u><br>Classification _____<br>Construction Type _____<br>Separated _____<br>Non-Separated _____  | <u>Notes:</u><br><br><u>Miscellaneous</u><br># of Stories: _____<br>Lot Size: _____<br>Parking Spaces _____<br>Enclosed _____<br>Outdoors _____  |

**FOR OFFICE USE ONLY:**

|   |  |   |  |
|---|--|---|--|
| <u>FEES: Total</u> : _____<br>Deposit: _____<br>Permit Fee: _____<br>Plan Review: _____<br>Use Tax: _____<br>Water Tap: _____<br>Sewer Tap: _____ | <u>Other Fees:</u><br>Other (Amt.) _____<br>Description: _____<br>Other (Amt.) _____<br>Description: _____ | <u>Setbacks:</u><br>Front: _____<br>Back: _____<br>Side 1: _____<br>Side 2: _____ | <u>REQ:</u><br>_____<br>_____<br>_____ |
|---|--|---|--|

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. 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.

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 20<sup>th</sup> 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: 20<sup>th</sup> 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](mailto: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)

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

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

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

|   |          |
|---|----------|
| <input type="checkbox"/> Annual fee for business with its own address | \$180.00 |
| <input type="checkbox"/> Annual fee for home occupation businesses    | \$ 35.00 |

TOTAL FEES DUE FOR 2023 \$ \_\_\_\_\_

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THIS SECTION TO BE COMPLETED BY TOWN

DATE APPLICATION AND FEE RECEIVED \_\_\_\_\_

APPROVED  DENIED  TOWN CLERK: \_\_\_\_\_

CONDITIONS OF APPROVAL: \_\_\_\_\_

See other side

