



## CITY OF BOULDER Planning and Development Services

### **Rental Housing Inspection & Licensing Program**

1739 Broadway, Third Floor • P.O. Box 791, Boulder, Colorado 80306-0791  
phone 303-441-1880 • fax 303-441-3241 • e-mail [plandevlop@ci.boulder.co.us](mailto:plandevlop@ci.boulder.co.us)  
[www.ci.boulder.co.us/pwplan](http://www.ci.boulder.co.us/pwplan)

### **Applying For a Rental Housing License**

The following information applies to:

- New rental owners, whether or not the property was licensed in the past
- New rentals, properties that have not been rented in the past
- Rental license renewals for all licenses issued before March 2002

If you do not fall into one of these categories, please call the number listed below for further information.

The most current up-to-date information and all forms are available on the city of Boulder rental housing license website:

***[www.ci.boulder.co.us/pwplan](http://www.ci.boulder.co.us/pwplan)***

Information and forms can also be obtained at the Planning and Development Services reception desk, 1739 Broadway Boulder, CO (third floor) or by calling 303-441-3152.

#### **How to get a Rental License**

1. Obtain a rental license **application packet** by opening and printing all relevant forms off of the city of Boulder web site, or by calling or coming into the planning and development services office.
2. Schedule appointments for **inspections** with private inspection contractors.
3. Complete the application and attach the **rental license fee** of \$45 (made out to the city of Boulder)
4. After the inspections are complete use the attached **check list** to insure all items are included with the application and either mail or drop off all required items (application, fee, and signed inspection compliance verification forms) to:

Planning and Development Services  
c/o Rental Housing Inspection & Licensing Program  
P. O. Box 791  
1739 Broadway, third floor  
Boulder, Colorado 80306

**Please do not send partial or incomplete applications.  
Incomplete applications will be returned to the applicant.**

5. A copy of the **rental license certificate** will be mailed to you.  
Rental licenses are valid for four years unless the property is sold in which case the new owner must apply for a new license.

## Inspections

Two inspections are required: a Baseline inspection and a Safety inspection. Both parts of the Baseline inspection and one part of the Safety inspection must be completed by a licensed rental inspector.

### 1. Baseline Inspection

The baseline inspection consists of two parts, a general inspection and an electrical inspection:

- A. General inspection - Includes inspections of the exterior, egress, stairways, fire protection and gas appliances, food preparation and storage, lighting and ventilation, general conditions, and plumbing.
- B. Electrical inspection

### 2. Safety inspection

The safety inspection consists of three parts, an inspection and tune-up for all fuel burning appliances, information about smoke detectors and information about trash pick-up:

- A. Fuel burning appliance inspection and tune-up:
  - If **either** the space heating system or water heater is fuel burning (not electric) you will need to schedule a safety inspection with a licensed mechanical contractor.
  - Condominiums are required to provide verification of inspection of any individual dwelling unit system OR common space heating/water heating appliances. More information is available on the city of Boulder rental housing license website (see above) under "Frequently Asked Questions"
- B. Smoke detectors:
  - Test the smoke alarms. This section can be completed by the owner or property manager for the property.
- C. Trash Service:
  - Every owner, manager or operator of a rental property is required to maintain a valid contract with a commercial trash hauler for the weekly removal of accumulated trash. Indicate the manner in which trash and recycling will be dealt with at your rental property. This section can be completed by the owner or property manager for the property.

## Inspectors

With the exception of smoke detectors and trash all inspections must be performed by private contractors licensed by the city of Boulder.

Both parts A & B of the Baseline inspection must be completed by a Rental Housing Inspector. Companies may be licensed to perform one or both parts of this inspection. A list of Rental Housing Inspectors licensed by the city of Boulder is included in the application packet (also available on the web – see above).

Part A of the safety inspection (if applicable – see above) must be completed by a qualified heating maintenance person:

- city of Boulder A, B, or C mechanical license,
- State of Colorado licensed engineer
- Qualified utility service personnel

Due to the size of the list (there are over a hundred licensed mechanical contractors in and around Boulder) it is not included with the Safety inspection form. The list is available in the reception area of the Planning and Development Services or you may call any mechanical or heating contractor and inquire if they hold a city of Boulder mechanical license A, B, or C or a state engineers license and are qualified to inspect heating systems for the rental housing licensing program.

Prices vary. We encourage you to compare prices between companies.

### **Tips for completing the baseline and safety inspections**

- Walk through your property prior to the inspection and make certain it meets the minimum requirements of the code. A checklist of items the inspector will look at is included with the inspection forms.
- If you have renters, notify them that an inspection is scheduled.
- Meet the inspector at the property on the scheduled date and time with the inspection checklist(s) and all necessary keys.
- At the completion of the inspection have the inspector sign the inspection compliance verification form(s). If the property does not meet the inspection standards the inspector may not be able to sign the form until the property is brought up to code.

### **Rental Unit Disclosures**

Included with your rental license application is a sample copy of the rental unit disclosures letter. It is the responsibility of landlords to provide a written document to tenants that explains city regulations about such topics as occupancy limits, noise, trash and snow removal, and certain parking regulations. Landlords are encouraged to make required disclosures at the time that lease agreements are executed in order to promote discussion of these city regulations. **Property managers can, however, make required written disclosures at any time.** Where leases are already in force, a letter to tenants explaining the relevant ordinances will fulfill the code requirement. Additionally, city ordinances require a copy of the rental license be posted conspicuously upon the rental premises. A sample lease disclosure is available online.

### **Amnesty for Unlicensed Rental Properties**

Enforcement action related to maintaining an unlicensed rental unit will not be taken this year (2003) if owners make application to license their property. However, this amnesty period will end Dec. 31, 2003, and enforcement will be undertaken in 2004.

Please call if you have further questions.

Michelle Allen,  
Rental Housing License Administrator  
(303) 441-3152

## Rental Housing License Checklist

- Use this checklist to insure your application is complete.
- Please insure that all information is filled out and legible. Incomplete applications will not be issued a rental license.
- The most current up-to-date information and all forms are available on the city of Boulder rental housing license website: at: [www.ci.boulder.co.us/pwplan](http://www.ci.boulder.co.us/pwplan)
- Single dwelling units may be single family homes, duplexes, townhomes, or condominiums. The term "Multi-unit building" only applies to buildings with three or more units completely under single ownership.

### \_\_\_\_\_ License fee payable to City of Boulder

License fee is \$45.00 per single dwelling unit OR \$45 per building for multi-unit buildings

### \_\_\_\_\_ Completed Rental Housing License Application

- Property owners who do not reside in Boulder county must appoint a local agent. (Information about local agents is available on-line)
- Complete one application per single dwelling unit OR one form per each multi-unit building

### \_\_\_\_\_ Completed Baseline Inspection compliance verification form

- Completed and signed by a licensed rental housing inspector.
- Single dwelling units (and duplexes) use the "Baseline inspection checklist for single dwelling units and duplexes" form.
- Multi-unit buildings (three or more units under single ownership) use the "Baseline inspection checklist for apartment buildings with 3 or more units" form.

### Completed Safety Inspection compliance verification forms

\_\_\_\_\_ Section A - fuel burning appliance inspection and tune-up completed and signed by a qualified heating maintenance person with a city of Boulder A, B, or C mechanical license, state of Colorado licensed engineer, or qualified utility service personnel.

- Multi-unit buildings with three or more units under single ownership include one form for each building
- Condominiums are required to provide verification of inspection of any individual dwelling unit system OR common space heating/water heating appliances. More information is available on the city of Boulder rental housing license website (see above)

\_\_\_\_\_ Sections B and C - Smoke alarm and trash removal verifications completed and signed by property owner or agent.

