



**OFFICE OF THE CLERK AND RECORDER**  
**REQUIRED DOCUMENTS LIST**  
**BED AND BREAKFAST PERMIT APPLICATION**  
As of June 2020

**A. APPLICATION (State Form DR 8447):**

1. Complete appropriate sections.
2. Attach fees:
  - a. \$25.00 payable to El Paso County Clerk and Recorder.
  - b. \$71.25 payable to Colorado Department of Revenue.
3. Attach diagram of the premises to be licensed in triplicate:
  - a. Maximum size of 8½ x 11 inches.
  - b. Approximate dimensions and interior description.
  - c. Outline and initial perimeter of the licensed premises in red ink.
  - d. Indicate "North" with an arrow.
4. Attach a copy of the Resolution approving a Use Subject to Special Review allowing the Bed and Breakfast. (if applicable)

**B. PROOF OF POSSESSION OF PROPERTY:**

1. Deed, lease, or assignment of lease:
  - a. Executed and signed by all parties involved.

**C. FINANCIAL DOCUMENTS:**

1. Purchase agreement or stock transfer agreement.
2. Notes and/or loans (assumed, banks, previous owner).
3. Affidavit (on source of all funds invested).

**D. PARTNERSHIP AGREEMENT (not needed if husband and wife) (if applicable).**

**E. CORPORATE DOCUMENTS (if applicable):**

1. Complete appropriate sections of State Form DR 8177 (Limited Liability Company and Corporate Report of Changes).
2. Complete Articles of Incorporation date stamped by the Secretary of State (if incorporated less than two years).
3. Certificate of Good Standing (if the corporation is at least two years old). The Certificate must be dated within the last two years and may be obtained via [www.sos.state.co.us](http://www.sos.state.co.us) or the Secretary of State's Office at (303) 894-2200.
4. Certificate of Authority (if a foreign corporation).
5. Minutes of corporate meeting (reflecting elections, resignations, stock breakdown, etc.).

**F. LIMITED LIABILITY COMPANY DOCUMENTS (if applicable):**

1. Complete appropriate sections of State Form DR 8177 (Limited Liability Company and Corporate Report of Changes).

2. Articles of Organization date stamped by the Secretary of State or Certificate of Good Standing. A Certificate of Good Standing may be obtained via [www.sos.state.co.us](http://www.sos.state.co.us) or the Secretary of State's Office at (303) 894-2200.
3. Operating Agreement.
4. Certificate of Authority (if a foreign company).
5. Minutes of meeting (reflecting elections, resignations, etc.).

G. **BACKGROUND INFORMATION:**

(Required for each individual applicant; each general or limited partner owning at least ten percent interest; each officer, director and stockholder owning at least ten percent of stock for corporations; and limited liability company members with at least a ten percent ownership interest.)

1. Individual History Record (State Form DR 8404-I).
2. Fingerprint receipt (see Section I.3.).

H. **MANAGER INFORMATION:**

1. Applicant as Manager:
  - a. One color photographs (front facial). Write the name, position, and month/year on the back of each photograph.
  - b. Licensee's Statement Regarding Knowledge of Colorado Liquor/Beer Laws.
2. Separate and Distinct Manager:
  - a. Individual History Record (State Form DR 8404-I).
  - b. One color photographs (front facial). Write the name, position, and month/year on the back of each photograph.
  - c. Licensee's Statement Regarding Knowledge of Colorado Liquor/Beer Laws.
  - d. Fingerprint receipt (see Section I.3.).

I. **ADDITIONAL INFORMATION:**

1. **APPLICATION SUBMITTAL:**  
Submit all documentation in **duplicate** (one set of originals and one copy set) and fee(s) to the Clerk to the Board Department, Citizens Service Center, 1675 W. Garden of the Gods Road, Colorado Springs, Colorado between 8:00 a.m. and 5:00 p.m., Monday through Friday.
2. **EMAIL:**  
Please provide an email address for license renewal correspondence.
3. **FINGERPRINTING:**  
(Starting November 1, 2018, all applicants must use the third-party vendor in order to submit fingerprints for a liquor license background check. If you are an out of state applicant or licensee, please submit hard fingerprint cards to Identogo by following their online instructions, website address below.)

**Vendor & Appointment Scheduling Websites:**

IdentoGO - <https://uenroll.identogo.com/workflows/25YQHT>

IdentoGO FAQs: <https://www.colorado.gov/pacific/cbi/identification-faqs>

\* If you don't have access to the Internet, you can schedule an appointment by calling 844.539.5539

4. COLORADO LIQUOR AND BEER CODE:

WEB SITE: <https://www.colorado.gov/pacific/enforcement/liquor-enforcement-laws-rules-regulations>

*IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT  
THE CLERK TO THE BOARD DEPARTMENT AT (719) 520-6430.*