



OFFICE OF THE CLERK AND RECORDER

**REQUIRED DOCUMENTS LIST
BED AND BREAKFAST PERMIT APPLICATION**

As of January 2023

A. APPLICATION (State Form DR 8447):

1. State Form DR 8447 which can be found here:
https://sbg.colorado.gov/sites/sbg/files/DR%208447_e_wo.pdf.
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:
 - a. Maximum size of 8½ x 11 inches.
 - b. Dimensions included (does not have to be to scale). Exterior areas should show type of control (fences, walls, entry/exit points, etc.)
 - c. Separate diagram for each floor (if multiple levels).
 - c. Bold/Outlined Licensed Premises.
 - d. Indicate “North” with an arrow.
4. Attach a copy of the Resolution approving a Use Subject to Special Review and/or the Resolution approving a Variance of Use 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.
 - b. Exact name of applicant only (matching question #2 of application).
 - c. Must have termination date (one year needed).
 - c. Legal description for the location of the proposed licensed premises.

C. FINANCIAL DOCUMENTS:

1. Purchase agreement or stock transfer agreement.
2. Notes and/or loans (copies attached).
3. Affidavit on source of all funds invested (if applicable).

D. SOLE PROPRIETOR/HUSBAND AND WIFE PARTNERSHIP (if applicable):

1. State Form DR 4679 which can be found here:
https://sbg.colorado.gov/sites/sbg/files/DR%204679_e_wo.pdf
2. Copy of State issued Driver’s License or Colorado Identification Card for each applicant.

E. PARTNERSHIP (if applicable):

1. Partnership Agreement
2. Certificate of Good Standing from the Colorado Secretary of State’s Office: (303) 894-2200) or <https://www.coloradosos.gov/>

F. CORPORATE DOCUMENTS (if applicable):

1. Complete appropriate sections of State Form DR 8177 (Limited Liability Company and Corporate Report of Changes – to show ownership) which can be found here: https://sbg.colorado.gov/sites/sbg/files/DR%208177_e_wo_0.pdf.
2. Certificate of Incorporation from the Colorado Secretary of State's Office: (303) 894-2200 or <https://www.coloradosos.gov/>
3. Certificate of Good Standing from the Colorado Secretary of State's Office: (303) 894-2200) or <https://www.coloradosos.gov/>
4. Certificate of Authorization if foreign corporation (out of state applicants only).

G. LIMITED LIABILITY COMPANY DOCUMENTS (if applicable):

1. Complete appropriate sections of State Form DR 8177 (Limited Liability Company and Corporate Report of Changes – to show ownership) which can be found here: https://sbg.colorado.gov/sites/sbg/files/DR%208177_e_wo_0.pdf.
2. Articles of Organization from the Colorado Secretary of State's Office: (303) 894-2200) or <https://www.coloradosos.gov/>
3. Certificate of Good Standing from the Colorado Secretary of State's Office: (303) 894-2200) or <https://www.coloradosos.gov/>
4. Operating Agreement.
5. Certificate of Authority if a foreign company (out of state applicants only).

H. BACKGROUND INFORMATION:

(Required for individuals with more than 10% ownership: officers, directors, partners, members)

1. Individual History Record (State Form DR 8404-I) which can be found here: https://sbg.colorado.gov/sites/sbg/files/documents/DR_8404I.pdf.
2. Fingerprint receipt (see Section J.3.).

I. MANAGER INFORMATION:

1. Applicant as Manager:
 - a. Color photograph (front facial). Include name, position, and month/year when photo was taken.
 - 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) which can be found here: https://sbg.colorado.gov/sites/sbg/files/documents/DR_8404I.pdf.
 - b. Color photograph (front facial). Include name, position, and month/year when photo was taken.
 - c. Licensee's Statement Regarding Knowledge of Colorado Liquor/Beer Laws.
 - d. Fingerprint receipt (see Section J.3.).

J. ADDITIONAL INFORMATION:

1. APPLICATION SUBMITTAL:
Submit original documentation and fee(s) to the Clerk to the Board Department, Citizens Service Center, 1675 W. Garden of the Gods Rd, Suite 2201, Colorado Springs, CO 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:**
Vendor & Appointment Scheduling Websites:
IdentoGO: (855) 539-5539
<https://uenroll.identogo.com/workflows/25YQHT>
Use code **25YQHT**

Colorado Fingerprinting: (720) 292-2722 Toll Free (833) 224-2227
<https://www.coloradofingerprinting.com/cabs/>
Use Code **C030LIQI.**

4. **COLORADO LIQUOR AND BEER CODE:**
WEB SITE: <https://sbg.colorado.gov/liquor-enforcement-laws-rules-regulations>

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