

Rental Housing Licensing - Frequently Asked Questions

All criteria for both the Baseline and Renewal inspections is available in the [Rental License Handbook](#). For more information, visit the [Rental Housing Licensing Inspections](#) page.

Where is the Rental Housing Licensing Office?

The office is in the Planning and Development Services Center, 1739 Broadway, third floor. The center's hours are 8 a.m. to 4 p.m., Monday, Wednesday, Thursday and Friday and 10 a.m. to 4 p.m. on Tuesday. The office is closed on holidays.

Are there circumstances when a rental license is not required?

If you think your property meets the below circumstances, please fill out a [Rental Licensing Exemption Affidavit](#).

Rental licenses are not required under any one of the following circumstances:

- 1) a dwelling unit occupied by the owner (or members of the owner's family) who rents to no more than two people unrelated to the owner's family; *OR*
- 2) a commercial hotel and motel that offers lodging accommodations primarily for less than 30 days at a time. Bed and breakfast facilities are not excluded from rental license requirements; *OR*
- 3) common areas and elements of buildings containing attached, but individually owned, dwelling units; *OR*
- 4) a dwelling unit that meets *all* of the following conditions:
 - the dwelling unit is the owner's principal residence;
 - the dwelling unit is temporarily rented for no longer than 12 consecutive months in any 24-month period;
 - the dwelling unit was occupied by the owner immediately prior to its rental;
 - the owner is temporarily living outside of Boulder County; and
 - the owner intends to reoccupy the dwelling unit upon termination of the temporary rental period.

How much is the rental license fee?

The fee is \$105 per property (or per unit in a multi-unit building, if not all are owned by the same owner) to cover the administrative costs of issuing the rental license, regardless of number of units.

What are the occupancy requirements of my rental property?

The city's occupancy regulations permit no more than three unrelated persons to inhabit most residences. In condominiums and apartments, no more than four unrelated persons are permitted in each unit. Permitted occupancy of a property is ultimately determined by zoning and can be verified with the city. The maximum penalty for over-occupancy is \$2,000 per day plus 90 days in jail.

Who do I call to find out if a property has a valid rental license?

Call the Rental Housing Licensing Office at 303-441-3152 or use the [Licensed Rental Property Search](#) to view addresses that have a current rental license.

How long is a rental license valid?

After the baseline inspections are completed and the license is issued, a renewal application, fee, renewal inspection compliance verification form, and an affidavit of legal residency must be submitted every four years to maintain the rental license. A new rental license application and a new baseline inspection are required when ownership of the property changes.

If rented, are accessory dwelling units (ADUs), owner's accessory units (OAUs) and limited accessory units (LAUs) required to be licensed?

An accessory dwelling unit is a separate and complete single housekeeping unit located within an owner's primary dwelling unit. An owner's accessory unit is a separate and complete single housekeeping unit that may be located either within or separate from the owner's primary dwelling unit. A limited accessory unit is an accessory unit created from the conversion of a non-conforming multi-family use through the administrative review process. Rental licenses are required and in addition to inspection for licensing, city staff may inspect the ADU/OAU/LAU for other approval criteria.

Does an owner need a property agent?

Not if the owner resides in Boulder County. Property owners who do not reside in Boulder County are required to have a local agent. The local agent is designated by the owner and provides a contact person for the property.

Can my tenant be the local agent?

Yes, however, please consider that tenants frequently change.

How do I make changes to my address, phone or agent information?

Fill out the [Rental Licensing Change of Information or Agent](#) form and send it in with your changes.

Are there circumstances under which code violations could impact the term of an existing rental license?

Yes. The [Reduced Term Rental License](#) code allows the term of a rental license to be reduced to 12 months when there is a violation of the land use regulations involving either the limitations on the number of occupants or the number of dwelling units. The term of a rental license may be reduced to 24 months for violations of the Housing Code.

How does the SmartRegs ordinance effect the rental housing program?

The [SmartRegs](#) ordinances require all rental housing to meet a basic energy efficiency requirement by 2019.

Rental Housing Inspections

What inspections do I need to get licensed?

A Baseline Inspection is needed for:

- a rental property that has never been licensed before;
- a rental property whose previous license has expired; or
- a transfer of ownership.

When renewing a rental license, renewal inspection compliance verification forms must be completed and signed by a licensed inspector and the owner or agent.

What do the inspections include and who does them?

Inspections are done by private inspection companies. Re-inspections may be required if there are items to be repaired. If the property is in compliance, the inspector will inform you at the inspection site and will provide a signed inspection compliance verification form.

View a list of [Companies Licensed to Perform Both Baseline and Renewal Inspections](#). Before hiring any company to perform the inspections, ask the company to ensure that their licenses are current with the city, as the city's lists are not verified on a daily basis.

Charges for the inspection depend on the policies of the licensed rental housing inspector that you have contracted with. Prices vary - please compare prices between companies.

All information on the necessary inspections can be found in the [Rental License Handbook](#).

Baseline Inspection

The [Baseline Inspection](#) consists of four parts.

1. General Life Safety Requirements
2. Plumbing Facilities and Fixture Requirements
3. Mechanical and Electrical Requirements
4. Fire Safety Requirements

Renewal Inspection

The [Renewal Inspection](#) consists of four parts.

1. General Life Safety Requirements
2. International Property Maintenance Code Appendix C: Energy Efficiency Requirements
3. Mechanical Requirements
4. Electrical Requirements

What if I can't get an inspection completed in time?

If you are unable to have the baseline or safety inspection completed by the date on your rental license new/renewal form, please call the Rental Housing Licensing Office at 303-441-3152 to request a time extension for completion of these items.

My inspections are a few months old - can I still use them?

Yes, inspections are considered current if they were done within the last 12 months.

Who do I talk to when I have a question about a repair requirement?

A contractor licensed in the City of Boulder can assist you with determining the cost and extent of the repair work.

How are fees for the private housing inspection companies determined?

The city is not a party to the contract so is not involved in setting the fee. It is up to the property owner to hire the inspector and negotiate a price for the service.

What are the requirements to become licensed as a City of Boulder rental housing inspector?

Visit the [Contractor Licensing](#) page to learn more.