

Date \_\_\_\_\_  
 \_\_\_ New Application (\$300.00)  
 \_\_\_ Renew (\$300.00)

Hotel License fee payments can be made by cash, check or credit when completed in person at City Hall. Checks can be mailed and should be made out to: City of Wheat Ridge Tax Division, 7500 W. 29<sup>th</sup> Avenue, Wheat Ridge, CO 80033

# HOTEL LICENSE APPLICATION

## BUSINESS INFORMATION (\*Required field)

- 1) Legal/True Name of Business\* \_\_\_\_\_
- 2) Trade Name (DBA) of Business (if any) \* \_\_\_\_\_
- 3) Check Business Type\*
 

<input type="checkbox"/> Individual	<input type="checkbox"/> Corporation
<input type="checkbox"/> Partnership	<input type="checkbox"/> LLC
- 4) City of Wheat Ridge Business License Number\* \_\_\_\_\_
- 5) Full Address of Premise Location\* \_\_\_\_\_
- 6) Business Mailing Address (if different than above) \* \_\_\_\_\_
- 7) Business Phone Number\* \_\_\_\_\_
- 8) Business E-mail Address\* \_\_\_\_\_
- 9) Name of on-site manager(s) for Premise Location\*
 

AM Shift \_\_\_\_\_

PM Shift \_\_\_\_\_
- 10) Emergency Phone Number\* \_\_\_\_\_

## CERTIFY YOUR EXTENDED STAY STATUS BY CHECKING ONE ITEM BELOW\*

- I certify that this hotel is not providing Extended Stay Lodging  
*The Hotel License Addendum on page 3 does not need to be completed.*
- I certify that this hotel is providing Extended Stay Lodging.  
*Please complete the Hotel License Addendum for Extended Stay Operations on page 3*

**PLEASE REVIEW AND ACKNOWLEDGE YOUR HOTEL LICENSE REQUIREMENTS.**  
**Please Read and Initial**

*The 2023 applicant shall have achieved and maintained a call for service (CFS) rate of 1.8 within twelve (12) months of obtaining a hotel license. The City may, in its sole discretion, permit extensions of the twelve (12) month period, not to exceed a total of an additional six (6) months during which time the hotel license shall be deemed extended.*

*Current CFS Rate* \_\_\_\_\_

*The applicant shall demonstrate participation in the City's certified crime free hotel/motel program, as evidenced by the approval of the Wheat Ridge Police Department.*

*Date Attended* \_\_\_\_\_

*The applicant shall have made all necessary corrective actions in response to matters identified through the City's most recent annual hotel/motel inspection program report for the subject location, which program is enforced through the City's police and community development departments, in cooperation with applicable fire protection districts.*

*The applicant shall demonstrate compliance with the City's landscape inspection program, as applicable and as certified by the Community Development Department.*

*The applicant shall demonstrate compliance with the applicable series of adopted international building and property codes applicable to the subject property, including the International Property Maintenance Code, as demonstrated by certification for the City's chief building official.*

*The applicant shall establish and maintain an approved security plan, including crime prevention through environmental design, video surveillance, security guards, fencing and lighting, as approved by the City's police department. **Check option below***

\_\_\_\_ *Current Security Plan is attached*

\_\_\_\_ *Current Security Plan was submitted online. Date submitted:* \_\_\_\_\_

**SIGNATURE OF AND ACKNOWLEDGMENT BY APPLICANT OR AUTHORIZED AGENT**

**Oath of Application\*** I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge and belief. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Wheat Ridge Municipal Code and all Rules and Regulations which govern my Hotel License. I further acknowledge that it is my responsibility to provide the City with amendments to this application if any information provided herein changes after the date of application.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title \_\_\_\_\_



**HOTEL LICENSE ADDENDUM for EXTENDED STAY OPERATIONS**  
*To be completed to allow hotel guest stays for a duration greater than twenty-nine days*

**BUSINESS INFORMATION (\*Required field)**

- 1) Legal/True Name of Business\* \_\_\_\_\_
- 2) Trade Name (DBA) of Business (if any) \* \_\_\_\_\_
- 3) Full Address of Premise Location\* \_\_\_\_\_
- 4) Business License Number\* \_\_\_\_\_
- 5) Number of Extended Stay Rooms\* \_\_\_\_\_
- 6) Percentage of Square Footage devoted to Extended Stay\* \_\_\_\_\_
- 7) Zone District \_\_\_\_\_ To be verified by City of Wheat Ridge

**PLEASE REVIEW AND ACKNOWLEDGE REQUIRMENTS FOR EXTENDED STAY OPERATIONS**

**To qualify for extended stay operations, the hotel must provide the following in-room characteristics**

- Minimum size for entire unit: 300 square feet*
- Minimum size for living room: 120 square feet*
- A defined bedroom must be provided separate and apart from other portions of the unit*
- The following minimum kitchen/cooking facilities are required (not located in the defined bedroom or bathroom): refrigerator, cooktop, dedicated sink, cabinets with cooking/dining supplies*
- The maximum sleeping occupancy per room or unit shall be two persons per dedicated bedroom*
- Personal possessions may not be stored within shared common areas, on exterior balconies, interior corridors or in a manner that prohibits adequate movement and ingress/egress within the unit, with the exception on balconies for items such as bikes, strollers, and coolers.*
- Housekeeping must be available, although an additional charge may be made for the same*

**To qualify for extended stay operations, the hotel must provide the following common characteristics**

- The following common area amenities must be available to the residents of all extended stay lodging facilities:*
  - 24-hour desk staffing*
  - Prohibition of storage of any personal possessions within shared common areas of the building and/or site*
  - Universal wireless internet available included within room charge*
  - In-room or common area laundry facilities adequate for number of guests*
- A **minimum of three** of the following common area amenities shall be provided at the choosing of the extended stay lodging licensee, subject to the City's review and approval:*
  - A business center of a size at least 120 square feet*
  - A fitness center of at least 350 square feet for every 200 rooms*
  - A swimming pool at least 15 x 25 x 4 feet deep*
  - Meeting areas or conference rooms*
  - On-site restaurant or other available food options provided adequate for number of guests*

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title \_\_\_\_\_