

**City of Boulder**  
**Rental License**  
**Handbook**

Draft: Dec. 15, 2010

## Table of Contents

# **NEW RENTAL LI CENSES**

## How to Apply for a New Rental License

A new rental license is required for the following:

- A rental property that has never been licensed before
- A rental property whose previous license has expired
- A transfer of ownership (see exception noted below)

### Steps to Obtain a New Rental License

- 1. **Obtain** a rental license **application packet** by printing all relevant forms off [www.boulderplandevlop.net](http://www.boulderplandevlop.net), by calling 303-441-3152 or by coming into the Planning and Development Services Center at 1739 Broadway (third floor).
- 2. Complete the application form.  
Property owners who do not reside in Boulder county must appoint a local agent (information about local agents is available online). Complete one application per single dwelling unit OR one application per each multi-unit building.
- 3. **Schedule** appointment for **inspection** with a private inspection contractor.
- 4. **Make copies** of all forms for your records.
- 5. After the inspections are complete, submit a complete application, including:
  - License Fee Payable to City of Boulder  
License fee is \$70 per single dwelling unit OR \$70 per building for multi-unit buildings.
  - Completed Rental Housing License Application
  - Completed Baseline Inspection Compliance Verification Forms  
The form must be completed and signed by a licensed rental housing inspector and the owner or agent.
  - Affidavit of Legal Residency  
State law requires the City of Boulder to verify that applicants obtaining certain public benefits are lawfully present in the United States. The verification process has three stages: (1) the applicant shows a form of identification as detailed on the affidavit form; (2) the applicant executes an affidavit; and (3) for non-citizens, the city verifies that the applicant is lawfully present through the SAVE program. See attached Affidavit of Legal Residency form.
- 6. **Submit** all forms together as a complete package. Incomplete packets will be returned to the applicant. Mail or drop off **all required items** (application, fee, and signed inspection compliance verification forms) to:

**Planning and Development Services**  
**c/ o Rental Licensing Program**  
**P. O. Box 791**  
**1739 Broadway, third floor**  
**Boulder, Colorado 80306**
- 7. A copy of the **rental license certificate** will be mailed to you and are valid for four years.

**Note: Transfer of ownership does not include situations in which a rental property is transferred from ownership by one or more individuals into a limited liability company form of ownership if: 1. At least one transferring owner is a member of the LLC; 2. No exchange in consideration takes place as a condition of the transfer; 3. Transferring owners certify that there is no significant change in the persons who are responsible for managing the property.**



## **Required Inspections for a New License**

Effective Jan. 3, 2011, for a new license, ONLY a Baseline Inspection is required.

All parts of the Baseline Inspection Checklist must be completed by rental inspectors licensed through the City of Boulder. Companies may be licensed to perform one or all parts of this inspection.

**Note: Due to the large number of licensed contractors, we are unable to provide a current list of them here. Please see our web site ([www.boulderplandevlop.net](http://www.boulderplandevlop.net)) for an updated list including companies that are licensed to perform both the Baseline and Renewal Inspections.**

### **Baseline Inspection**

**The Baseline inspection consists of four parts, as noted below :**

#### **A. General Requirements – Includes:**

- I. Exterior Structure
- II. Interior Structure
- III. Light
- IV. Ventilation
- V. Occupancy Limitations

#### **Part A of the Baseline Inspection must be performed by:**

- City of Boulder Licensed D-9 contractor OR;
- City of Boulder Licensed General A, B or C contractor OR;
- Colorado Licensed Design Professional OR be an;
- ICC Certified Combination Inspector

#### **B. Plumbing Facilities and Fixture Requirements – Includes:**

- I. Toilet Rooms
- II. Plumbing Systems and Fixtures
- III. Water System

#### **Part B of the Baseline Inspection must be performed by:**

- City of Boulder Licensed D-9 contractor OR;
- City of Boulder Licensed General A, B or C contractor OR;
- City of Boulder Licensed Plumber OR;
- Colorado Licensed Design Professional OR be an;
- ICC Certified Combination Inspector

#### **C. Mechanical and Electrical Requirements – Includes:**

- I. General Mechanical
- II. Boilers
- III. Water Heaters
- IV. General Electrical

**Part C Sections I-III of the Baseline Inspection must be completed by a qualified heating maintenance person with the following credentials:**

- City of Boulder Class A, B or C mechanical license\* OR be a;
- Colorado Licensed Design Professional OR be an;
- ICC Certified Combination Inspector OR;
- Qualified Xcel service personnel.

**Part C Section IV of the Baseline Inspection must be completed by a qualified electrical maintenance person with the following credentials:**

- COB Licensed Electrician
- Colorado Licensed Design Professional (Architect or Engineer)
- ICC Certified Electrical or Combination Inspector
- ASHI or NAHI Certified Inspector

**D. Fire Safety Requirements – Includes:**

- I. General
- II. Smoke Alarms
- III. Carbon Monoxide Alarms

**Part D of the Baseline Inspection must be performed by:**

- City of Boulder Licensed D-9 contractor OR;
- City of Boulder Licensed General A, B or C contractor OR;
- Colorado Licensed Design Professional OR be an;
- ICC Certified Combination Inspector

An inspector can ONLY perform “Part C-IV, General Electrical” of the Baseline Inspection if they have a City of Boulder Electrician’s License, or if they are a Colorado Licensed Design Professional or an ICC Certified Electrical or Combination Inspector.

**Tips for Completing the Baseline Inspection**

- Before hiring any company to perform the rental licensing inspections, including those listed on this form and on our web site, please ask the company to ensure that their licenses are current with the city, as our lists are not verified on a daily basis.
- Prices vary. We encourage you to compare prices between companies.
- 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 enclosed 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.
- The tenant and the City of Boulder may now request that you provide them with a copy of the completed baseline or renewal inspection checklist.

**Note: Property owners or agents are now required to provide a copy of their current rental license certificate to all tenants they are renting property to (B.R.C. 1981, 10-3-13).**

## BASELINE INSPECTION CHECKLIST

Includes All Residential and Multiple Unit Complex Rental Properties (Effective January 2011)

Building Address \_\_\_\_\_ Unit # \_\_\_\_\_

This Baseline Inspection Checklist is required to be completed and signed by the appropriate inspector(s) licensed with the City of Boulder and the owner/operator and returned to the Rental Housing Inspection and Licensing Program, P.O. Box 791, Boulder CO 80306-0791.

During all inspections, a property owner, tenant or agent must be present. The inspector(s) will do a visual inspection for compliance with this checklist based on the Boulder Property Maintenance Code [Boulder Revised Code 1981, Chapter 10-2]. Each inspection is only a visual examination of those elements and areas that are safely and readily accessible at the time of the inspection.

The licensed inspector(s) is/are not responsible for compliance with the city's property maintenance code either at the time of inspection or anytime thereafter. Compliance with the city property maintenance code is the responsibility of the owner/operator.

The owner/operator must also verify that the smoke and carbon monoxide alarms are functioning properly and that a contract is signed for trash removal from the site and certify these actions by signing the attached Compliance Verification Form.

**Existing structures and premises that comply with all applicable codes in force at the time of construction will be deemed to comply with this code except where the code official determines that the deviations from this code pose a danger to health, safety or welfare of the public or occupants, and issues an order for the owner to correct those specific conditions or alterations (B.R.C. 1981, 10-2 Section 102.2, "Maintenance").**

**Please note the following:**

- Common areas of condominium complexes providing access to individual units subject to homeowner association control may require life safety issues to be addressed for individual units to obtain a rental license.
- All items below must be inspected. Inspector must inspect for each item below or indicate not applicable (N/A) where such requirement does not apply. All outstanding safety issues must be corrected or correction verified by the inspector.
- Upon request of the City of Boulder staff or a tenant of the rental property the owner or agent shall provide a copy of the Renewal Checklist within 14 days of a request [B.R.C. 1981, 10-3-6 (c)].



## **A. GENERAL REQUIREMENTS, LIGHT, VENTILATION AND OCCUPANCY LIMITATIONS**

**Section I – V License Qualifications: City of Boulder licensed D-9 or General A, B or C contractor; Colorado Licensed Design Professional; ICC Certified Combination Inspector.**

### **I. EXTERIOR STRUCTURE**

- 1. **General.** The exterior of a structure shall be maintained so as not to pose a threat to public health, safety or welfare. (IPMC 304.1.1, 1-13)
  - 2. **Floodplain safety signage .** Structures located in a floodplain shall be posted with a warning sign that states: “This property is located in an area that is subject to sudden and severe flooding. In case of flood emergency be prepared to seek high ground immediately. For information see [www.boulderfloodinfo.net](http://www.boulderfloodinfo.net).” The sign shall be a metal plaque with minimum ¼ inch letters in a contrasting color attached to the structure with non-removable fasteners posted on the exterior of the building at the entrance. (IPMC 310; 9-3-3 (a) (10), B.R.C. 1981)
- Note:** The rental license inspector is responsible for informing the owner or operator if their unit is located in a designated floodplain requiring the safety signage.
- 3. **Address numbers.** Numbers are plainly visible from the street. (IPMC 304.3)
  - 4. **Structural members.** All visible structural members appear to be properly installed and functioning as intended. (IPMC 304.4)
  - 5. **Foundation walls.** All foundation walls shall be free from open cracks and breaks which compromise wall integrity and shall be maintained so as to prevent the entry of rodents and other pests. (IPMC 304.5)
  - 6. **Roofs.** The roof shall be sound, tight and not have defects that admit rain in order to prevent dampness or deterioration in the walls or interior portion of the structure. (IPMC 304.7)
  - 7. **Window, skylight and door frames.** Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight. All glazing shall be maintained free from loose and broken glass. (IPMC 304.13, 30413.1)
  - 8. **Exterior handrails and guards:** safely maintained. (IPMC 304.12)
  - 9. **Stairs, decks, porches and balconies:** safely maintained. (IPMC 304.10)

### **II. INTERIOR STRUCTURE**

- 1. **General.** The interior and equipment therein shall be maintained in good repair, and in sanitary condition. (IPMC 305.1)
- 2. **Maintenance:** Equipment, systems, devices and safeguards required by the code in effect when the structure or premises was constructed, altered or repaired shall be maintained in good working order. (IPMC 101.3)

3. **Structural members.** All visible interior structural members appear to be properly installed and functioning as intended. (IPMC 305.2)

4. **Interior handrails and guards:** safely maintained. (IPMC 305.5)

5. **Interior stairs, decks, porches and balconies:** safely maintained. (IPMC 305.4)

### III. LIGHT

1. **Habitable spaces.** Every habitable space shall have at least one window of approved size (as required by the code in effect when the structure was built) facing directly to the outdoors or to a court, or shall be provided with artificial light in accordance with IBC 1205.3. (IPMC 402.1)

2. **Common halls and stairways.** Every common hall and stairway in residential occupancies, other than one-and two-family dwellings, shall be illuminated at all times with at least 765 lumens (60 watt incandescent or 14 watt cfl) for each 200 square feet of floor area, provided spacing between lights does not exceed 30 feet. (IPMC 402.2).

### IV. VENTILATION

1. **Habitable spaces.** Every habitable space shall have at least one openable window or mechanical ventilation. (IPMC 403.1)

2. **Bathrooms and toilet rooms.** An openable window or mechanical ventilation must be provided. (IPMC 403.2)

### V. OCCUPANCY LIMITATIONS

1. **Water closet accessibility.** Every bedroom shall have access to at least one water closet and one lavatory without passing through another bedroom. Every bedroom in a dwelling unit shall have access to at least one water closet and lavatory located in the same story as the bedroom or an adjacent story. (IPMC 404.4.3)

2. **Prohibited occupancy.** Kitchens and non-habitable spaces shall not be used for sleeping rooms. (IPMC 404.4.4)

3. **Food preparation.** All spaces to be occupied for food preparation purposes shall contain suitable space and equipment to store, prepare and serve foods in a sanitary manner. There shall be adequate facilities and services for the sanitary disposal of food wastes and refuse, including facilities for temporary storage. (IPMC 404.7)

4. **Dwelling units.** Every dwelling unit shall contain its own bathtub or shower, lavatory, water closet and kitchen sink which shall be maintained in a sanitary, safe working condition. The lavatory shall be placed in the same room as the water closet or located in close proximity to the door leading directly into the room in which such water closet is located. A kitchen sink shall not be used as a substitute for the required lavatory (502.1)

5. **Rooming houses.** At least one water closet, lavatory and bathtub or shower shall be supplied for each four rooming units (502.2)

## B. PLUMBING FACILITIES AND FIXTURE REQUIREMENTS

**Section I–III License Qualifications: City of Boulder licensed D-9 or General A, B or C contractor; Colorado Licensed Design Professional; ICC Certified Combination Inspector.**

### **I. TOILET ROOMS**

1. **Privacy.** Toilet rooms and bathrooms shall provide privacy and shall not constitute the only passageway to a hall or other space, or to the exterior. A door and interior locking device shall be provided for all common or shared bathrooms and toilet rooms in a multiple dwelling (503.1)

2. **Location.** Toilet rooms and bathrooms serving rooming units or housekeeping units, shall have access from a common hall or passageway (503.2)

### **II. PLUMBING SYSTEMS AND FIXTURES**

1. **General.** All plumbing fixtures shall be properly installed and maintained in working order, and shall be kept free from obstructions, leaks and defects and be capable of performing the function for which such plumbing fixtures are designed. All plumbing fixtures shall be maintained in a safe, sanitary and functional condition. (IPMC 504.1)

2. **Fixture clearance.** Plumbing fixtures shall have adequate clearances for usage and cleaning. (IPMC 504.2)

### **III. WATER SYSTEM**

1. **General.** All kitchen sinks, lavatories, laundry facilities, bathtubs and showers shall be supplied with hot or tempered and cold running water in accordance with the International Plumbing Code. (IPMC 505.1)

## **C. MECHANICAL AND ELECTRICAL REQUIREMENTS**

**Sections I – III License Qualifications: City of Boulder licensed Mechanical A, B or C contractor; Colorado Licensed Design Professional; ICC Certified Combination Inspector or Qualified Xcel service personnel.**

**Section IV License Qualifications: City of Boulder Electrician’s license; Colorado Licensed Design Professional; ICC Certified Electrical or Combination Inspector.**

### **I. GENERAL MECHANICAL REQUIREMENTS**

**Note:** Electric baseboard heating systems are exempt from heating system tune-up requirements. If applicable, submit this form, clearly stating “All Electric Heating”.

1. **Mechanical appliances.** All mechanical appliances, fireplaces, solid fuel-burning appliances, cooking appliances and water heaters shall be properly installed and maintained in a safe working condition, and shall be capable of performing the intended function. (IPMC 603.1)

2. **Fireplaces and kitchen appliances:** checked for safe installation. (IFGC 503, 504, 602.2, 604, 605, 623; IMC Chapter 8, 902-905, 917)

3. **Clothes dryer exhaust systems:** shall be independent of all other systems and shall be exhausted outside the structure in accordance with the manufacturer's instructions. (IPMC 403.5)

**Exception 1.** Approved condensing (ductless) clothes dryers.

**Exception 2.** For electric clothes dryers, an approved commercially manufactured lint containment system within the appliance space and accessible for maintenance.

4. **Heating Facilities:** Every dwelling unit must be equipped with heating facilities capable of safely and adequately heating all habitable rooms and bathrooms to 68 degrees (measured at a location two feet away from walls and three feet above the floor). (IMC 309)

5. **Gas Piping Materials:** Verify use of approved materials for gas piping. Non-complying gas pipe must be replaced with approved materials. (IFGC 403 & 406.1) **Correct as necessary.**

**Gas Leaks - Where any gas leak is detected the inspector may shut off the gas at the appropriate location. The owner or operator of the facility must be contacted immediately. (IFGC 108.7)**

6. **Shutoff valves:** The appliance gas shutoff valve must be accessible, in the same room and not further than six feet from the appliance. (IFGC 409.5)

7. **Furnace Location:** Gas fired furnaces accessed through bedrooms and bathrooms and not otherwise approved for those locations shall be provided with a solid weather-stripped door equipped with a self-closing device. All combustion air shall be taken from outside the building, and ducted to the room containing the furnace. (IFGC 303.3 & 304.6)

8. **Venting:** Appliance vents, connectors and draft diverters must be in sound condition, be of approved material, securely in place and free of obstructions and combustible deposits. The appliance venting system shall meet the draft requirements for the appliance in accordance with the manufacturer's instructions. (IFGC 501.15.2, 503.3.1, 503.12 & 801.2) **Secure and replace as necessary.**

9. **Combustion Air:** Verify adequate combustion air is provided for fuel burning appliances in mechanical rooms and enclosures. (IFGC 304.5-304.9) **Correct combustion air supply as necessary.**

10. **Clearances:** All single wall vent connectors for appliances shall maintain a minimum of six inches of clearance from combustibles. All B-vents serving appliances shall maintain a minimum of one inch of clearance from combustibles. Sufficient clearance must be maintained for cleaning and replacement of appliances (IFGC 306, 503.10.1-503.10.16) **Correct clearance deficiencies.**

11. **Piping identification:** Gas piping from multiple gas meter installations shall be marked with permanent identification so that the piping system supplied by each meter is readily identifiable. Each meter shall have a separate shutoff valve. (IFGC 401.7)

12. **Service requirement.** Conduct or verify service of all fuel burning appliances at time of inspection to include:

- Clean combustible materials, dust and dirt within and around appliance, blower, motor, burners and controls.
- Lubricate and adjustment of all moving parts as needed.
- Cleaning or replacement of all filters (cleaning/replacement must occur as required by the appliance manufacturer).
- Check all limit switches and replace if necessary.

- Perform carbon monoxide testing of fuel-burning appliances with commercial testing instrument in accordance with testing instrument manufacturer's operating instructions and correct safety issues revealed by testing.
- Check to assure heat exchangers are sound.

## II. BOILERS

### **BOILERS SERVING SIX OR MORE DWELLING UNITS MUST MAINTAIN A VALID CERTIFICATE OF INSPECTION FROM THE STATE OF COLORADO.**

**Exception:** Hot water supply storage tanks including those designed for space heating, domestic or sanitary purposes that are not recirculating and not exceeding a heat input of 200,000 Btu/hour, a water temperature of 210 F and a capacity of 120 gallons or less.

**Note:** the certification may be an annual or biennial certificate depending on the type of boiler (CRS 9-4-101-18 and ANSI/NB-23)

## III. WATER HEATERS

- 1. Access through bathrooms and bedrooms:** Water heaters accessed through bathrooms and bedrooms and not otherwise approved for those locations shall be provided with a solid weather-stripped door equipped with a self-closing device. All combustion air shall be taken from outside the building, and ducted to the room. (IFGC 303.3)
- 2. Required features:** Water heaters must have a temperature and pressure relief valve, discharge piping a maximum of six inches above floor or waste receptor, an accessible shut-off valve and safety pilot assembly. (IPC 504)

## IV. GENERAL ELECTRICAL EQUIPMENT

- 1. Installation.** All electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner. (IPMC 605.1)
- 2. Electrical faceplates:** sound and maintained in place. (IPMC 604.3)
- 3. Extension cords:** not to be used for permanent wiring where run through holes in walls, structural ceilings, suspended ceilings, dropped ceilings, floors, through doorways, windows, or similar openings. (IPMC 605.5)
- 4. Electrical circuits:** Each occupant shall have ready access to all circuit breakers protecting the conductors supplying that occupancy. [NEC sec.240.24 (B)] **Exception:** Rental housing units constructed or converted to rental housing units and licensed prior to Dec. 7, 1971.
- 5. Electrical panelboards.** Panelboard covers shall be removed and panelboards inspected to verify safety of all wiring, grounding, breakers and fuses as detailed in the National Electrical Code. (NEC chapters 1-4)
- 6. Receptacles.** Every habitable space in a dwelling shall contain at least two separate and remote receptacle outlets. Every laundry area shall contain at least one grounded-type receptacle or a receptacle with a ground fault circuit interrupter. Any new bathroom receptacle outlet shall have ground fault circuit interrupter protection. (IPMC 605.2)

7. **605.2.1 Non-grounding-type electrical receptacles (two-prong receptacles).** Where attachment to an equipment grounding conductor (two-wire circuits) does not exist in the receptacle enclosure, the installation shall comply with a, b or c below.

- Two-prong receptacle shall be permitted to be replaced with another two-prong receptacle.
- A two-prong receptacle shall be permitted to be replaced with a ground-fault circuit interrupter type (GFCI) three-prong receptacle. These receptacles shall be marked “No Equipment Ground”. An equipment grounding conductor shall not be connected from the GFCI-type receptacle to any outlet supplied from the GFCI-type receptacle.
- A two-prong receptacle shall be permitted to be replaced with a three-prong, grounding-type receptacle where supplied through a GFCI device. Three-prong, grounding-type receptacles, supplied through the GFCI shall be marked “GFCI Protected” and “No Equipment Ground.” An equipment grounding conductor shall not be connected between the grounding-type receptacles.

8. **Luminaires.** Every public hall, interior stairway, toilet room, kitchen, bathroom, laundry room, boiler room and furnace room shall contain at least one electric luminaire (light fixtures). (IPMC 605.3)

## D. FIRE SAFETY REQUIREMENTS

**Section I – III License Qualifications: City of Boulder licensed D-9 or General A, B or C contractor; Colorado Licensed Design Professional; ICC Certified Combination Inspector.**

### I. GENERAL

1. **General.** A safe continuous and unobstructed path of travel shall be provided from any point in a building or structure to the public way. Means of egress shall comply with the International Fire Code. (IPMC 702.1)

2. **Locked doors.** All means of egress doors shall be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort, except where the door hardware conforms to that permitted by the International Building Code. (IPMC 702.3)

3. **Emergency escape openings.** Required emergency escape openings shall be maintained in accordance with the code in effect at the time of construction, and the following. Required emergency escape and rescue openings shall be operational from inside of the room without the use of keys or tools. Bars, grilles, grates or similar devices are permitted to be placed over emergency escape and rescue openings provided the minimum net clear opening size complies with the code that was in effect at the time of construction and such devices shall be removable from the inside without the use of a key, tool or force greater than that which is required for normal operation of the escape and rescue opening. (IPMC 702.4)

5. **Fire Resistance-rated assemblies.** The required fire-resistance rating of fire-resistance rated walls, fire stops, shaft enclosures, partitions and floors shall be maintained. (IPMC 703.1)

6. **Barbeque safety:** Charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet of combustible construction. (IFC 308)

**Exception 1.** One-and two-family dwellings.

**Exception 2.** Where buildings, balconies and decks are protected by an automatic sprinkler system.

**Exception 3.** LP-gas cooking devices having an LP-gas container with a water capacity not greater than 2½ pounds (nominal 1 pound LP-gas capacity).

□ 7. **Portable fire extinguishers.** Portable fire extinguishers shall be installed in structures containing three or more rental units with interior corridors and/or common areas as detailed below. (IFC 906)

- Install fire extinguisher where access is not obstructed or obscured from view.
- Install fire extinguisher with mounting bracket provided by manufacturer.
- Fire extinguisher installed in a cabinet shall not be locked unless subject to malicious use or damage.
- Provide means for ready access for fire extinguisher locked in a cabinet.
- The minimum rating for a fire extinguisher is 2-A.
- A fire extinguisher is required on each floor level.
- The maximum travel distance to a fire extinguisher is 75 feet.
- The maximum height of a fire extinguisher is 5 feet above the floor.

## II. SMOKE ALARMS

□ 1. **Smoke alarm inspections.** Smoke alarm inspections are required to be conducted by the property owner as detailed below.

- **Smoke alarms.** Smoke alarms which receive their primary power from the building wiring shall be checked for good operating condition once each year and if supplied with battery backup, the battery shall be replaced as necessary for proper function of the smoke alarm.
- **Battery-powered smoke alarms.** Battery-powered smoke alarms shall be tested for proper function on an annual basis. Batteries shall be replaced as necessary for proper function of the smoke alarm.
- **Single- or multiple-station smoke alarms:** shall be installed and maintained in Groups R-2, R-3, R-4 and in dwellings regulated in Group R occupancies, regardless of occupant load at all of the following locations. (IPMC 704.2):
  - On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms.
  - In each room used for sleeping purposes.
  - In each story within a dwelling unit, including basements and cellars but not including crawl spaces and uninhabitable attics. In dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.
  - Listed and labeled combination smoke and carbon monoxide alarms are approved for use when installed in accordance with the manufacture's installation instructions.

## III. CARBON MONOXIDE ALARMS

□ 1. **Carbon monoxide alarms.** Carbon monoxide alarm inspections are required to be conducted by the property owner as detailed below. Carbon monoxide alarms are to be installed in existing residential structures in accordance with Colorado state law effective on July 1, 2009. (IPMC 608.1)

- Carbon monoxide alarms are required to be installed in existing dwellings and rented single and multi-family dwellings that have fuel fired heaters, appliances or fireplaces or attached garages based on the following guidelines:
- Carbon monoxide alarm inspections. Carbon monoxide alarm inspections are required to be conducted by the property owner or agent rental license inspector as detailed below.
- Carbon monoxide alarms. Carbon monoxide alarms which receive their primary power from the building wiring shall be checked for good operating condition once each year and supplied with battery back-up, the battery shall be replaced as necessary for proper function of the carbon monoxide alarm.
- Battery-powered carbon monoxide alarms. Battery-powered carbon monoxide alarms shall be tested for proper function on an annual basis. Batteries shall be replaced as necessary for proper function of the carbon monoxide alarm.

- Listed and labeled combination smoke and carbon monoxide alarms are approved for use when installed in accordance with the manufacture’s installation instructions.

**ADDITIONAL CODE RELATED LIFE AND SAFETY ITEMS**

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**The inspector will not certify a completed baseline inspection until all outstanding issues have been addressed and all items completed at re-inspection. Scheduling a re-inspection is the responsibility of the owner/agent and is performed by a licensed rental-housing inspector.**





**CITY OF BOULDER**  
**Planning and Development Services**

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1739 Broadway, Third Floor • P.O. Box 791, Boulder, Colorado 80306-0791  
phone 303-441-3152 • fax 303-441-3241 • e-mail [plandevlop@bouldercolorado.gov](mailto:plandevlop@bouldercolorado.gov)  
Web [www.boulderplandevlop.net](http://www.boulderplandevlop.net)

**BASELINE INSPECTION COMPLIANCE VERIFICATION FORM**

**Please return only this portion of the Baseline Inspection checklist**

**Note:** By signing this form, the licensed inspector certifies that he/she performed the housing inspection for the rental property indicated below and found it complied with the requirements included in the checklist at the time of inspection. The inspector also certifies that he/she has no financial interest in the property and is not related in any way to the owner/agent or tenant. By submitting this form to the city, the owner certifies that all required portions of the inspection were performed by the below listed individuals.

**Building Address** \_\_\_\_\_ **Unit #** \_\_\_\_\_

**Owner/Agent Name** \_\_\_\_\_

**Housing Inspector's name** \_\_\_\_\_

**Signature**

**Print name**

**Final date of inspection compliance** \_\_\_\_\_  
(Must be completed within the previous 12 months)

**Company name** \_\_\_\_\_ **Contractor license #** \_\_\_\_\_

**Type of license** \_\_\_\_\_ **Telephone # ( )** \_\_\_\_\_

**Mechanical Inspector's name** \_\_\_\_\_

**If different from above**

**Signature**

**Print name**

**Date of mechanical inspection** \_\_\_\_\_  
(Must be completed within the previous 12 months)

**Company name** \_\_\_\_\_ **Contractor license #** \_\_\_\_\_

**Type of license** \_\_\_\_\_ **Telephone # ( )** \_\_\_\_\_

**Electrical Inspector's name** \_\_\_\_\_

**If different from above**

**Signature**

**Print name**

**Date of mechanical inspection** \_\_\_\_\_  
(Must be completed within the previous 12 months)

**Company name** \_\_\_\_\_ **Contractor license #** \_\_\_\_\_

**Type of license** \_\_\_\_\_ **Telephone # ( )** \_\_\_\_\_

## Baseline Inspection Compliance Verification Form (Cont.)

1. Smoke and Carbon Monoxide Alarm Verification
2. Trash Removal Verification

PROPERTY ADDRESS: \_\_\_\_\_

The owner/agent must perform the following tests and certify compliance by signing below in order to complete the Baseline Inspection (B.R.C. 1981, 10-2, Section 608, "Carbon Monoxide Alarms" and Section 704, "Fire Protection Systems").

1. Every smoke and carbon monoxide alarm functions properly with the alarm sounding after pushing the test button.

Number and location of alarms \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Owner/Agent name \_\_\_\_\_ Date \_\_\_\_\_  
Signature Print name

2. The City of Boulder requires all rental property owners to have a current and valid contract with a commercial trash removal contractor for removal of accumulated trash from the rental property. By signing below the owner/agent is certifying compliance to this requirement (B.R.C. 1981, 10-2, Section 308, Rubbish and Garbage" and 6-3, "Trash, Recyclables and Compostables").

Commercial contractor: \_\_\_\_\_

Owner/Agent name \_\_\_\_\_ Date \_\_\_\_\_  
Signature Print name

# CITY OF BOULDER

## LAWFUL PRESENCE AFFIDAVIT

### SECTION 1: IDENTIFICATION DOCUMENTS

I, \_\_\_\_\_, currently lawfully possess and am able to produce upon request the following identification document as evidence of my lawful presence in the United States (check one):

- \_\_\_\_\_ Valid Colorado driver's license or a Colorado identification card issued by the Department of Revenue
- \_\_\_\_\_ United States military card or a military dependent's identification card
- \_\_\_\_\_ United States Coast Guard Merchant Mariner card
- \_\_\_\_\_ Native American tribal document
- \_\_\_\_\_ Other document allowed by the Colorado Department of Revenue Rules for Lawful Presence. (1 CCR 201-17)

(available at [http://www.revenue.state.co.us/EDO\\_dir/wrap.asp?incl=LawfulPresenceRules](http://www.revenue.state.co.us/EDO_dir/wrap.asp?incl=LawfulPresenceRules))

List the identification number from the document you are relying upon to show your lawful presence in the United States (for example, your driver's license number):

\_\_\_\_\_

### SECTION 2: CITIZENSHIP AFFIDAVIT

I, \_\_\_\_\_ swear or affirm under penalty of perjury under the laws of the State of Colorado that (check one):

- \_\_\_\_\_ I am a United States citizen, or
- \_\_\_\_\_ I am a Permanent Resident of the United States, or
- \_\_\_\_\_ I am lawfully present in the United States pursuant to Federal law.

I understand that this sworn statement is required by law because I have applied for a public benefit. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit. I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under Colorado Revised Statute 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# **RENEWAL RENTAL LICENSES**

## How to Apply for a Renewal Rental License

A renewal rental license is required for the following:

- A current rental license is going to expire

### Steps to Obtain a Renewal Rental License

- 1. **Obtain** a rental license **application packet** by printing all relevant forms off [www.boulderplandevlop.net](http://www.boulderplandevlop.net), by calling 303-441-3152 or by coming into the Planning and Development Services Center at 1739 Broadway (third floor).
- 2. Complete the application form.  
Property owners who do not reside in Boulder county must appoint a local agent (information about local agents is available online). Complete one application per single dwelling unit OR one application per each multi-unit building.
- 3. **Schedule** appointment for **inspection** with a private inspection contractor.
- 4. **Make copies** of all forms for your records.
- 5. After the inspections are complete, submit a complete application, including:
  - License Fee Payable to City of Boulder  
License fee is \$70 per single dwelling unit OR \$70 per building for multi-unit buildings.
  - Completed Rental Housing License Application
  - Completed Renewal Inspection Compliance Verification Forms  
The form must be completed and signed by a licensed rental housing inspector and the owner or agent.
  - Affidavit of Legal Residency  
State law requires the City of Boulder to verify that applicants obtaining certain public benefits are lawfully present in the United States. The verification process has three stages: (1) the applicant shows a form of identification as detailed on the affidavit form; (2) the applicant executes an affidavit; and (3) for non-citizens, the city verifies that the applicant is lawfully present through the SAVE program. See attached Affidavit of Legal Residency form.
- 6. **Submit** all forms together as a complete package. Incomplete packets will be returned to the applicant. Mail or drop off **all required items** (application, fee, and signed inspection compliance verification forms) to:

**Planning and Development Services**  
**c/ o Rental Licensing Program**  
**P. O. Box 791**  
**1739 Broadway, third floor**  
**Boulder, Colorado 80306**
- 7. A copy of the **rental license certificate** will be mailed to you and are valid for four years.

**Note: Transfer of ownership does not include situations in which a rental property is transferred from ownership by one or more individuals into a limited liability company form of ownership if: 1. At least one transferring owner is a member of the LLC; 2. No exchange in consideration takes place as a condition of the transfer; 3. Transferring owners certify that there is no significant change in the persons who are responsible for managing the property.**



## **Required Inspections for a Renewal License**

Effective Jan. 3, 2011, for a renewal license, ONLY a Renewal Inspection is required. All parts of the Renewal Inspection Checklist must be completed by rental inspectors licensed through the City of Boulder. Companies may be licensed to perform one or all parts of this inspection.

**Note: Due to the large number of licensed contractors, we are unable to provide a current list of them here. Please see our web site ([www.boulderplandevlop.net](http://www.boulderplandevlop.net)) for an updated list including companies that are licensed to perform both the Baseline and Renewal Inspections.**

### **Renewal Inspection**

The Renewal Inspection consists of four parts, as noted below :

#### **A. General Life Safety Requirements**

**Part A of the Renewal Inspection must be performed by:**

- City of Boulder Licensed D-9 contractor OR;
- City of Boulder Licensed General A, B or C contractor.

**Note: Part A-11, 12 and 13 of the Renewal Inspection can be completed by the property owner or their agent.**

#### **B. IPMC Appendix C Energy Efficiency Requirements (prescriptive)**

**Part B of the Renewal Inspection must be performed by:**

- COB licensed D-9 contractor\* OR;
- COB licensed G contractor\* OR;
- COB licensed General A, B or C contractor (ICC Certified)\*

\* In addition to the detailed license requirements, must also be certified through a COB sponsored training program to inspect prescriptive energy efficiency measures.

#### **C. Mechanical Requirements – Includes:**

- I. General Mechanical Requirements
- II. Boilers
- III. Water Heaters

**Part C of the Renewal Inspection must be completed by a qualified heating maintenance person with the following credentials:**

- City of Boulder Class A, B or C mechanical license\* OR be a;
- Colorado Licensed Design Professional OR be an;
- ICC Certified Combination Inspector OR;
- Qualified Xcel service personnel.

#### **D. Electrical Requirements**

**Part D of the renewal inspection must be performed by:**

- City of Boulder Licensed Electrician OR;
- Colorado Licensed Design professional OR;
- ICC Certified Electrical or Combination Inspector OR;
- ASHI or NAHI certified inspector

## **Tips for Completing the Renewal Inspection**

- Before hiring any company to perform the rental licensing inspections, including those listed on this form and on our web site, please ask the company to ensure that their licenses are current with the city, as our lists are not verified on a daily basis.
- Prices vary. We encourage you to compare prices between companies.
- 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 enclosed 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.
- The tenant and the City of Boulder may now request that you provide them with a copy of the completed baseline or renewal inspection checklist.

**Note: Property owners or agents are now required to provide a copy of their current rental license certificate to all tenants they are renting property to (B.R.C. 1981, 10-3-13).**



## RENEWAL INSPECTION CHECKLIST

Includes All Residential and Multiple Unit Complex Rental Properties (Effective January 2011)

Building Address \_\_\_\_\_ Unit #\_

This Renewal Inspection Checklist is required to be completed and signed by the appropriate inspector(s) licensed with the City of Boulder and the owner/operator and returned to the Rental Housing Inspection and Licensing Program, P.O. Box 791, Boulder CO 80306-0791.

During all inspections, a property owner, tenant or agent must be present. The inspector(s) will do a visual inspection for compliance with this checklist based on the Boulder Property Maintenance Code [Boulder Revised Code 1981, Chapter 10-2]. Each inspection is only a visual examination of those elements and areas that are safely and readily accessible at the time of the inspection.

The licensed inspector(s) is/are not responsible for compliance with the city's property maintenance code either at the time of inspection or anytime thereafter. Compliance with the city property maintenance code is the responsibility of the owner/operator.

The owner/operator must also verify that the smoke and carbon monoxide alarms are functioning properly and that a contract is signed for trash removal from the site and certify these actions by signing the attached Compliance Verification Form.

**Existing structures and premises that comply with all applicable codes in force at the time of construction will be deemed to comply with this code except where the code official determines that the deviations from this code pose a danger to health, safety or welfare of the public or occupants, and issues an order for the owner to correct those specific conditions or alterations (B.R.C. 1981, 10-2 Section 102.2, "Maintenance").**

### **Please note the following:**

- Common areas of condominium complexes providing access to individual units subject to homeowner association control may require life safety issues to be addressed for individual units to obtain a rental license.
- All items below must be inspected. Inspector must inspect for each item below or indicate not applicable (N/A) where such requirement does not apply. All outstanding safety issues must be corrected or correction verified by the inspector.
- Performance or prescriptive energy efficiency requirements are to be met and verified with documentation provided for issuance of a new rental license as detailed in Property Maintenance Code, Appendix C.
- Upon request of the City of Boulder staff or a tenant of the rental property the owner or agent shall provide a copy of the Renewal Checklist within 14 days of a request [B.R.C. 1981, 10-3-6 (c)].

## A. GENERAL LIFE SAFETY REQUIREMENTS

**License Qualifications: City of Boulder licensed D-9 or General A, B or C contractor; Colorado Licensed Design Professional; ICC Certified Combination Inspector.**

1. **Maintenance:** Equipment, systems, devices and safeguards required by the code in effect when the structure or premises was constructed, altered or repaired shall be maintained in good working order. (IPMC 101.3)

2. **Floodplain safety signage .** Structures located in a floodplain shall be posted with a warning sign that states: "This property is located in an area that is subject to sudden and severe flooding. In case of flood emergency be prepared to seek high ground immediately. For information see [www.boulderfloodinfo.net](http://www.boulderfloodinfo.net)." The sign shall be a metal plaque with minimum ¼ inch letters in a contrasting color attached to the structure with non-removable fasteners posted on the exterior of the building at the entrance. [IPMC 310; 9-3-3 (a) (10)]

**Note: The rental license inspector is responsible for informing the owner or operator if their unit is located in a designated floodplain requiring the safety signage.**

3. **Address numbers.** Numbers are plainly visible from the street. (IPMC 304.3)

4. **Window, skylight and door frames.** Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight. All glazing shall be maintained free from loose and broken glass. (IPMC 304.13, 304.13.1)

5. **Fireplaces and kitchen appliances.** Appliances are checked for safe installation. (IFGC 503, 504, 602.2, 604, 605, 623; IMC Chapter 8, 902-905, 917)

6. **Common area:** corridor walls, door ratings and clear egress path is maintained to exterior exits. (IPMC 702)

7. **Interior and exterior handrails and guards:** safely maintained. (IPMC 304.12, 305.5)

8. **Interior and exterior stairs, decks, porches and balconies:** safely maintained. (IPMC 304.10, 305.4)

9. **Barbeque safety:** Charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet of combustible construction. (IFC 308)

**Exception 1.** One-and two-family dwellings.

**Exception 2.** Where buildings, balconies and decks are protected by an automatic sprinkler system.

**Exception 3.** LP-gas cooking devices having an LP-gas container with a water capacity not greater than 2½ pounds (nominal 1 pound LP-gas capacity).

10. **Portable fire extinguishers.** Portable fire extinguishers shall be installed in structures containing three or more rental units with interior corridors and/or common areas as detailed below. (IFC 906)

- Install fire extinguisher where access is not obstructed or obscured from view.
- Install fire extinguisher with mounting bracket provided by manufacturer.

- Fire extinguisher installed in a cabinet shall not be locked unless subject to malicious use or damage.
- Provide means for ready access for fire extinguisher locked in a cabinet.
- The minimum rating for a fire extinguisher is 2-A.
- A fire extinguisher is required on each floor level.
- The maximum travel distance to a fire extinguisher is 75 feet.
- The maximum height of a fire extinguisher is 5 feet above the floor.

□ 11. **Smoke alarm inspections. Smoke alarm inspections are required to be conducted by the property owner as detailed below.**

- **Smoke alarms.** Smoke alarms which receive their primary power from the building wiring shall be checked for good operating condition once each year and if supplied with battery backup, the battery shall be replaced as necessary for proper function of the smoke alarm.
- **Battery-powered smoke alarms.** Battery-powered smoke alarms shall be tested for proper function on an annual basis. Batteries shall be replaced as necessary for proper function of the smoke alarm.
- **Single- or multiple-station smoke alarms:** shall be installed and maintained in Groups R-2, R-3, R-4 and in dwellings regulated in Group R occupancies, regardless of occupant load at all of the following locations. (IPMC 704.2):
- On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms.
- In each room used for sleeping purposes.
- In each story within a dwelling unit, including basements and cellars but not including crawl spaces and uninhabitable attics. In dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.
- Listed and labeled combination smoke and carbon monoxide alarms are approved for use when installed in accordance with the manufacture's installation instructions.

□ 12. **Carbon monoxide alarms. Carbon monoxide alarm inspections are required to be conducted by the property owner as detailed below.** Carbon monoxide alarms are to be installed in existing residential structures in accordance with Colorado state law effective on July 1, 2009. Carbon monoxide alarms are required to be installed in existing dwellings and rented single and multi-family dwellings that have fuel fired heaters, appliances or fireplaces or attached garages based on the following guidelines (IPMC 608.1):

- Carbon monoxide alarm inspections. Carbon monoxide alarm inspections are required to be conducted by the property owner or agent rental license inspector as detailed below.
- Carbon monoxide alarms. Carbon monoxide alarms which receive their primary power from the building wiring shall be checked for good operating condition once each year and supplied with battery back-up, the battery shall be replaced as necessary for proper function of the carbon monoxide alarm.
- Battery-powered carbon monoxide alarms. Battery-powered carbon monoxide alarms shall be tested for proper function on an annual basis. Batteries shall be replaced as necessary for proper function of the carbon monoxide alarm.
- Listed and labeled combination smoke and carbon monoxide alarms are approved for use when installed in accordance with the manufacture's installation instructions.

## **B. IPMC APPENDIX C ENERGY EFFICIENCY REQUIREMENTS (Future)**

**License Qualifications:** City of Boulder licensed D-9 or General A, B or C contractor; Colorado Licensed Design Professional; ICC Certified Combination Inspector; ICC Certified Commercial or Residential Energy Inspector. In addition to the base detailed professional certification inspectors must be certified through a City of Boulder sponsored training program to inspect prescriptive energy efficiency measures.

### **C. MECHANICAL REQUIREMENTS**

**License Qualifications:** City of Boulder licensed Mechanical A, B or C contractor; Colorado Licensed Design Professional; ICC Certified Combination Inspector or Qualified Xcel service personnel.

**Note:** Electric baseboard heating systems are exempt from heating system tune-up requirements. If applicable, submit this form, clearly stating "All Electric Heating".

#### **I. GENERAL MECHANICAL REQUIREMENTS**

1. **Clothes dryer exhaust systems:** shall be independent of all other systems and shall be exhausted outside the structure in accordance with the manufacturer's instructions. (IPMC 403.5)

**Exception 1.** Approved condensing (ductless) clothes dryers.

**Exception 2.** For electric clothes dryers, an approved commercially manufactured lint containment system within the appliance space and accessible for maintenance.

2. **Heating Facilities:** Every dwelling unit must be equipped with heating facilities capable of safely and adequately heating all habitable rooms and bathrooms to 68 degrees (measured at a location two feet away from walls and three feet above the floor). (IMC 309)

3. **Gas Piping Materials:** Verify use of approved materials for gas piping. Non-complying gas pipe must be replaced with approved materials. (IFGC 403 & 406.1) **Correct as necessary.**

**Gas Leaks - Where any gas leak is detected the inspector may shut off the gas at the appropriate location. The owner or operator of the facility must be contacted immediately. (IFGC 108.7)**

4. **Shutoff valves:** The appliance gas shutoff valve must be accessible, in the same room and not further than six feet from the appliance. (IFGC 409.5)

5. **Furnace Location:** Gas fired furnaces accessed through bedrooms and bathrooms and not otherwise approved for those locations shall be provided with a solid weather-stripped door equipped with a self-closing device. All combustion air shall be taken from outside the building, and ducted to the room containing the furnace. (IFGC 303.3)

6. **Venting:** Appliance vents, connectors and draft diverters must be in sound condition, be of approved material, securely in place and free of obstructions and combustible deposits. The appliance venting system shall meet the draft requirements for the appliance in accordance with the manufacturer's instructions. (IFGC 501.15.2, 503.3.1, 503.12 & 801.2) **Replace and/or secure as necessary.**

- 7. **Combustion Air:** Verify adequate combustion air is provided for fuel burning appliances in mechanical rooms and enclosures. (IFGC 304.5-304.9) **Correct combustion air supply as necessary.**
  
- 8. **Clearances:** All single wall vent connectors for appliances shall maintain a minimum of six inches of clearance from combustibles. All B-vents serving appliances shall maintain a minimum of one inch of clearance from combustibles. Sufficient clearance must be maintained for cleaning and replacement of appliances (IFGC 306, 503.10.1-503.10.16) **Correct clearance deficiencies.**
  
- 9. **Piping identification:** Gas piping from multiple gas meter installations shall be marked with permanent identification so that the piping system supplied by each meter is readily identifiable. Each meter shall have a separate shutoff valve. (IFGC 401.7)
  
- 10. **Service requirement.** Conduct or verify service of all fuel burning appliances at time of inspection to include:
  - Clean combustible materials, dust and dirt within and around appliance, blower, motor, burners and controls.
  - Lubricate and adjustment of all moving parts as needed.
  - Cleaning or replacement of all filters (cleaning/replacement must occur as required by the appliance manufacturer).
  - Check all limit switches and replace if necessary.
  - Perform carbon monoxide testing of fuel-burning appliances with commercial testing instrument in accordance with testing instrument manufacturer's operating instructions and correct safety issues revealed by testing.
  - Check to assure heat exchangers are sound.

## **II. BOILERS**

**BOILERS SERVING SIX OR MORE DWELLING UNITS MUST MAINTAIN A VALID CERTIFICATE OF INSPECTION FROM THE STATE OF COLORADO.**

**Exception:** Hot water supply storage tanks including those designed for space heating, domestic or sanitary purposes that are not recirculating and not exceeding a heat input of 200,000 Btu/hour, a water temperature of 210 F and a capacity of 120 gallons or less.

**Note:** the certification may be an annual or biennial certificate depending on the type of boiler (CRS 9-4-101-18 and ANSI/NB-23)

## **III. WATER HEATERS**

- 1. **Access through bathrooms and bedrooms:** Water heaters accessed through bathrooms and bedrooms and not otherwise approved for those locations shall be provided with a solid weather-stripped door equipped with a self-closing device. All combustion air shall be taken from outside the building, and ducted to the room.
  
- 2. **Required features:** Water heaters must have a temperature and pressure relief valve, discharge piping a maximum of six inches above floor or waste receptor, an accessible shut-off valve and safety pilot assembly. (IPC 504)

## **D. ELECTRICAL REQUIREMENTS**

**License Qualifications: City of Boulder Electrician’s license; Colorado Licensed Design Professional; ICC Certified Electrical or Combination Inspector; ASHI or NAHI certified inspector**

- 1. **Electrical faceplates:** sound and maintained in place. (IPMC 604.3)
  
- 2. **Extension cords:** not to be used for permanent wiring where run through holes in walls, structural ceilings, suspended ceilings, dropped ceilings, floors, through doorways, windows, or similar openings. (IPMC 605.5)
  
- 4. **Electrical panelboards.** Panelboard covers shall be removed and panelboards inspected to verify safety of all wiring, grounding, breakers and fuses. (NEC chapters 1-4)

**Compliance.** Effective January 2, 2019, the energy efficiency of existing residential rental dwelling units must comply with Section C101.2.1 for performance-based energy efficiency requirements or Section C101.2.2 for prescriptive-based energy efficiency requirements.

**ADDITIONAL CODE RELATED LIFE AND SAFETY ITEMS**

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**The inspector will not certify a completed renewal inspection until all outstanding issues have been addressed and all items completed at re-inspection. Scheduling a re-inspection is the responsibility of the owner/agent and is performed by a licensed rental-housing inspector.**

# RENEWAL INSPECTION COMPLIANCE VERIFICATION FORM

**Please return only this portion of the Renewal Inspection checklist**

**Note:** By signing this form, the licensed inspector certifies that he/she performed the housing inspection for the rental property indicated below and found it complied with the requirements included in the checklist at the time of inspection. The inspector also certifies that he/she has no financial interest in the property and is not related in any way to the owner/agent or tenant. By submitting this form to the city, the owner certifies that all required portions of the inspection were performed by the below listed individuals.

**Building Address** \_\_\_\_\_ **Unit #** \_\_\_\_\_

**Owner/Agent Name** \_\_\_\_\_

**Housing Inspector's name** \_\_\_\_\_  
**Signature** \_\_\_\_\_ **Print name** \_\_\_\_\_

**Final date of inspection compliance** \_\_\_\_\_  
(Must be completed within the previous 12 months)

**Company name** \_\_\_\_\_ **Contractor license #** \_\_\_\_\_

**Type of license** \_\_\_\_\_ **Telephone # ( )** \_\_\_\_\_

**Mechanical Inspector's name** \_\_\_\_\_  
**If different from above** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Print name** \_\_\_\_\_

**Date of mechanical inspection** \_\_\_\_\_  
(Must be completed within the previous 12 months)

**Company name** \_\_\_\_\_ **Contractor license #** \_\_\_\_\_

**Type of license** \_\_\_\_\_ **Telephone # ( )** \_\_\_\_\_

**Electrical Inspector's name** \_\_\_\_\_  
**If different from above** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Print name** \_\_\_\_\_

**Date of electrical inspection** \_\_\_\_\_  
(Must be completed within the previous 12 months)

**Company name** \_\_\_\_\_ **Contractor license #** \_\_\_\_\_

**Type of license** \_\_\_\_\_ **Telephone # ( )** \_\_\_\_\_

## Renewal Inspection Compliance Verification Form (Cont.)

1. Smoke and Carbon Monoxide Alarm Verification
2. Trash Removal Verification

PROPERTY ADDRESS: \_\_\_\_\_

The owner/agent must perform the following tests and certify compliance by signing below in order to complete the Baseline Inspection (B.R.C. 1981, 10-2, Section 608, "Carbon Monoxide Alarms" and Section 704, "Fire Protection Systems").

1. Every smoke and carbon monoxide alarm functions properly with the alarm sounding after pushing the test button.

Number and location of alarms \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Owner/Agent name \_\_\_\_\_ Date \_\_\_\_\_  
Signature Print name

2. The City of Boulder requires all rental property owners to have a current and valid contract with a commercial trash removal contractor for removal of accumulated trash from the rental property. By signing below the owner/agent is certifying compliance to this requirement (B.R.C. 1981, 10-2, Section 308, Rubbish and Garbage" and 6-3, "Trash, Recyclables and Compostables").

Commercial contractor: \_\_\_\_\_

Owner/Agent name \_\_\_\_\_ Date \_\_\_\_\_  
Signature Print name



# CITY OF BOULDER

## LAWFUL PRESENCE AFFIDAVIT

### SECTION 1: IDENTIFICATION DOCUMENTS

I, \_\_\_\_\_, currently lawfully possess and am able to produce upon request the following identification document as evidence of my lawful presence in the United States (check one):

- \_\_\_\_\_ Valid Colorado driver's license or a Colorado identification card issued by the Department of Revenue
- \_\_\_\_\_ United States military card or a military dependent's identification card
- \_\_\_\_\_ United States Coast Guard Merchant Mariner card
- \_\_\_\_\_ Native American tribal document
- \_\_\_\_\_ Other document allowed by the Colorado Department of Revenue Rules for Lawful Presence. (1 CCR 201-17)

(available at [http://www.revenue.state.co.us/EDO\\_dir/wrap.asp?incl=LawfulPresenceRules](http://www.revenue.state.co.us/EDO_dir/wrap.asp?incl=LawfulPresenceRules))

List the identification number from the document you are relying upon to show your lawful presence in the United States (for example, your driver's license number):

\_\_\_\_\_

### SECTION 2: CITIZENSHIP AFFIDAVIT

I, \_\_\_\_\_ swear or affirm under penalty of perjury under the laws of the State of Colorado that (check one):

- \_\_\_\_\_ I am a United States citizen, or
- \_\_\_\_\_ I am a Permanent Resident of the United States, or
- \_\_\_\_\_ I am lawfully present in the United States pursuant to Federal law.

I understand that this sworn statement is required by law because I have applied for a public benefit. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit. I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under Colorado Revised Statute 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**INTERNATIONAL PROPERTY  
MAINTENANCE CODE**

# **Property Maintenance Code Overview For Residential Building Owners and Tenants**

## **Scope and Administration**

**Scope.** The Property Maintenance Code applies to all existing residential structures and all existing residential premises and constitutes the minimum requirements and standards for premises, structures, equipment and facilities for light, ventilation, space, heating, sanitation, energy conservation, protection from the elements, life safety, safety from fire and other hazards, and for safe and sanitary maintenance; this code also specifies the responsibility of the owners, operators and occupants related to code compliance; the occupancy of existing structures and premises, and provides for administration, licensing, enforcement and penalties. (IPMC 101.2)

**Intent.** The Property Maintenance Code's expressed intent is to ensure public health, safety and welfare insofar as they are affected by the continued occupancy and maintenance of structures and premises. Except as provided below, existing structures and premises that do not comply with these provisions shall be altered or repaired to provide a minimum level of health and safety as required herein. Existing structures and premises that comply with all applicable codes in force at the time of construction will be deemed to comply with this code, except where the code official determines that deviations from the code pose a danger to health, safety or welfare of the public or occupants, and issues an order for the owner to correct those specific conditions or alterations. (IPMC 101.3)

**Maintenance.** Equipment, systems, devices and safeguards required by this code shall be maintained in accordance with the code in effect when the structure or premises was legally constructed, altered or repaired and shall be maintained in good working order. (IPMC 102.2)

**Violation penalties.** Any person that shall violates a provision of this code, or fail to comply herewith, or with any of the requirements thereof, shall be prosecuted within the limits provided by state and local laws. Each day that a violation continues after a due notice has been served shall be deemed a separate offense. Violations of this code are punishable as provided in sections 9-15-3 through 9-15-5, of chapter 9-15, "Enforcement," B.R.C. 1981. (IPMC 106.4)

**Notice to responsible person.** Whenever the code official determines that there has been a violation of this code or has grounds to believe that a violation has occurred, notice shall be given in the manner prescribed in Sections 107.2 and 107.3 to the person responsible for the violations as specified in this code. (IPMC 107.1)

**Violation forms.** Except in those instances where section 308, "RUBBISH AND GARBAGE," or section 309, "PEST ELIMINATION," applies or if a violation of chapter 10-3, "Rental Licenses," B.R.C. 1981, is alleged, whenever the code official determines that there is or has been a violation of any provision of this code, notice shall be given of such determination to the person responsible to correct the violation. (IPMC 107.2) The notice shall:

1. Be in writing
2. Include a description of the real estate sufficient for identification.
3. Include a statement of the violation or violations and why the notice is being issued.

4. Include a correction order allowing a reasonable time to make the repairs and improvements required to bring the dwelling unit or structure into compliance with the provisions of this code.
5. Inform the property owner of the right to appeal.
6. Include a statement of the right to file a lien in accordance with section 106.3.

**Method of violation service.** Such notice shall be deemed to be properly served (IPMC 107.3) if a copy thereof is:

1. Delivered personally;
2. Sent by certified or registered mail addressed to the owner at the last known address with return receipt requested; or
3. Delivered in any other manner as prescribed by law. If the notice is returned showing that the letter was not delivered, a copy thereof shall be posted in a conspicuous place in or about the structure affected by such notice. Service of such notice in the foregoing manner upon the owner's agent or upon the person responsible for the structure shall constitute service of notice upon the owner.

**Application for appeal of violation.** Any person directly affected by a decision of the code official or a notice and order issued under this code shall have the right to appeal to the board of appeals, provided under the procedures prescribed by chapter 1-3, "Quasi-Judicial Hearings," B.R.C. 1981, if a written application for appeal is filed with the code official within 10 days after the day the decision, notice or order was served. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or the requirements of this code are adequately satisfied by other means. (IPMC 111.1)

**Membership of appeals board.** The board of appeals shall consist of the Board of Building Appeals, established under section 2-3-4, "Board of Building Appeals," B.R.C. 1981, unless the city manager determines, due to the nature of the issues in a particular appeal, to appoint a hearing officer under section 1-3-5, "Hearings and Determinations," B.R.C. 1981. (IPMC 111.2)

**Failure to comply with stop work notice.** Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to the "Violation Penalties" as detailed in section 106.4. (IPMC 112.4)

## **General Requirements**

**Weed control.** Weed control is regulated and enforced under chapter 6-2, "Weed Control," B.R.C. 1981. (IPMC 302.4)

**Motor vehicle parking and storage violations.** Motor vehicle parking and storage are regulated and enforced by Title 7, "Regulation of Vehicle, Pedestrian and Parking," B.R.C. 1981. (IPMC 302.8)

**Defacement of property.** Graffiti control is regulated and enforced under chapter 5-4-14, "Graffiti Prohibited," B.R.C. 1981. (IPMC 302.9)

**Premises identification.** Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. (IPMC 304.3)

**Roofs and drainage.** The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof water shall not be discharged in a manner that creates a public nuisance. (IPMC 304.7)

**Stairways, decks, porches and balconies.** Every stairway (interior and exterior), deck, porch and balcony and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and in safe condition. (IPMC 304.10 & 305.4)

**Handrails and guards.** Every interior and exterior handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition. (IPMC 304.12 & 305.5)

**Window, skylight and door frames.** Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight. (IPMC 304.13)

**Building security.** Doors, windows or hatchways for dwelling units, rooming units or housekeeping units shall be provided with devices designed to provide security for the occupants and property within. (IPMC 304.18)

**Accumulation of rubbish and garbage.** All exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish and garbage as required by chapter 6-3, "Trash, Recyclables and Compostables," B.R.C. 1981. (IPMC 308.1)

**Disposal of rubbish and garbage.** Every occupant of a structure shall dispose of all rubbish and garbage in a clean and sanitary manner by placing such rubbish and garbage in approved containers as required by chapter 6-3, "Trash, Recyclables and Compostables," B.R.C. 1981. (IPMC 308.2 & 308.3)

## **Pest Eradication**

**Rodent harborage.** Rodent control is regulated and enforced under chapter 6-5, "Rodent Control," B.R.C. 1981. (IPMC 302.4)

**Infestation.** All structures shall be kept free from insect and rodent infestation. All structures in which insects or rodents are found shall promptly have the infestation eradicated by approved processes that will not be injurious to human health. After eradication, proper precautions shall be taken to prevent reinfestation. Rodent control is regulated and enforced under chapter 6-5, "Rodent Control", B.R.C. 1981. (IPMC 309.1)

**Owner responsibility.** The owner of any structure shall be responsible for eradication within the structure prior to renting or leasing the structure. (IPMC 309.2)

**Single occupant responsibility.** The occupant of a one-family dwelling or a single-tenant structure shall be responsible for eradication on the premises. (IPMC 309.3)

**Multiple occupancy responsibility.** The owner of a structure containing two or more dwelling units, a multiple occupancy or a rooming house shall be responsible for eradication in the public or shared areas of the structure and exterior property. If infestation is caused by failure of an occupant to prevent such infestation in the area occupied, the occupant shall be responsible for eradication. (IPMC 309.4)

**Occupant responsibility.** The occupant of any structure shall be responsible for the continued rodent and pest-free condition of the structure. **Exception:** Where the infestations are caused by defects in the structure, the owner shall be responsible for the eradication. (IPMC 309.5)

**Pre-application pesticide notification.** No operator or occupant shall fail to comply with the pre-application pesticide notification provisions of section 6-10-7, "Notification to Tenants and Employees of Indoor Application," B.R.C. 1981. (IPMC 309.6)

## **Flood Warning Signs**

**Flood warning signs.** The owner and operator of every property located in the floodplain as detailed in chapter 9-3-3 (a) (10), B.R.C. 1981, and subject to a city rental license under chapter 10-3 "Rental Licenses," B.R.C. 1981, shall post and maintain on the exterior of the building at the entrance a sign approved by the code official stating that the property is subject to flood hazard (IPMC 310.1) in accordance with the following:

1. The sign shall state: "This property is located in an area subject to sudden and severe flooding. In case of flood emergency be prepared to seek high ground immediately. For information go to [www.boulderfloodinfo.net](http://www.boulderfloodinfo.net)" or similar language.
2. The sign shall be a metal plaque with minimum ¼ inch letters in a contrasting color attached with non-removable fasteners on the exterior of the structure at the entrance.

## **Light, Ventilation and Occupancy Limitations**

**Habitable spaces light and ventilation.** Every habitable space shall have at least one openable window. The total openable area of the window in every room shall be equal to at least 45 percent of the minimum glazed area required in Section 402.1. (IPMC 403.1)

**Clothes dryer exhaust vent.** Clothes dryer exhaust systems shall be independent of all other systems and shall be exhausted outside the structure in accordance with the manufacture's instructions.

**Exception:** Listed and labeled condensing (ductless) clothes dryers. (IPMC 403.5)

**Prohibited occupancy.** Kitchens and non-habitable spaces shall not be used for sleeping purposes. (IPMC 404.4.4)

## **Plumbing Facilities and Fixture Requirements**

**Dwelling unit plumbing.** Every dwelling unit shall contain its own bathtub or shower, lavatory, water closet and kitchen sink which shall be maintained in a sanitary, safe working condition. (IPMC 502.1)

**Toilet room privacy.** Toilet rooms and bathrooms shall provide privacy and shall not constitute the only passageway to a hall or other space, or to the exterior. (IPMC 503.1)

**Plumbing fixtures.** All plumbing fixtures shall be properly installed and maintained in working order, and shall be kept free from obstructions, leaks and defects and be capable of performing the function for which such plumbing fixtures are designed. (IPMC 504.1)

**Plumbing fixture clearances.** Plumbing fixtures shall have adequate clearances for usage and cleaning. (IPMC 504.2)

**Hot water to plumbing fixtures.** All kitchen sinks, lavatories, laundry facilities, bath tubs and showers shall be supplied with hot or tempered and cold running water in accordance with the International Plumbing Code. (IPMC 505.1)

**Water supply contamination.** The water supply shall be maintained free of contamination, and all water inlets for plumbing fixtures shall be located above the flood-level rim of the fixture. Shampoo basin faucets, janitor sink faucets and other hose bibs or faucets to which hoses are attached and left in place, shall be protected by an approved atmospheric-type vacuum breaker or an approved permanently attached hose connection vacuum breaker. (IPMC 505.2)

**Plumbing maintenance.** Every plumbing stack, vent, waste, and sewer line shall function properly and be kept free from obstructions, leaks and defects. (IPMC 506.2)

## **Mechanical and Electrical Requirements**

**Heat supply temperature.** Interior space intended for human occupancy shall have active or passive space-heating systems capable of maintaining a minimum indoor temperature of 68°F (20°C). No portable space heaters shall be used to achieve compliance with this section. (IPMC 602.3)

**Room temperature measurement point.** The required room temperatures shall be measured 3 feet above the floor near the center of the room and 2 feet inward from the center of each exterior wall. (IPMC 602.5)

**Mechanical appliances.** All mechanical appliances, fireplaces, fuel-burning appliances and water heating appliances shall be properly installed and maintained in a safe working condition, and shall be capable of performing the intended function. (IPMC 603.1)

**Removal of combustion products.** All fuel-burning equipment and appliances shall be connected to an approved chimney or vent. **Exception:** Fuel-burning equipment and appliances which are labeled for unvented operation. (IPMC 603.2)

**Appliance clearances.** All required clearances to combustible material shall be maintained. (IPMC 603.3)

**Combustion air.** A supply of air for complete combustion of the fuel and for ventilation of the space containing the fuel-burning equipment shall be provided for the fuel-burning equipment. (IPMC 603.5)

**Duct systems.** Duct systems shall be maintained free of obstruction and shall be capable of performing the required function. (IPMC 607.1)

**Electrical system hazards.** Where it is found the electrical system in the structure constitutes a hazard to the occupant or the structure by reason of inadequate service, improper fusing, insufficient receptacle and lighting outlets, improper wiring or installation, deterioration or damage, or for similar reasons, the code official shall require the defects to be corrected or eliminate the hazard. (IPMC 604.3)

**Receptacle placement.** Every habitable space in a dwelling shall contain at least two separate and remote receptacle outlets. Every laundry area shall contain at least one grounded-type receptacle or a receptacle with a ground fault circuit interrupter. Every bathroom shall contain at least one receptacle. Any new bathroom receptacle shall have ground fault circuit interrupter protection. (IPMC 605.2)

**Light fixtures.** Every public hall, interior stairway, toilet room, kitchen, bathroom, laundry room, boiler room and furnace room shall contain at least one electric light fixture (luminaries). (IPMC 605.3)

**Branch circuits in buildings with multiple residential occupancies.** Each occupant shall have ready access to all circuit breakers protecting the conductors supplying that occupancy. (IPMC 605.4)

**Extension cord uses not permitted.** Flexible cords (extension cords) and cables (IPMC 605.5) shall not be used:

1. As a substitute for the fixed wiring of the structure.
2. Where run through holes in walls, structural ceilings, suspended ceilings, dropped ceilings or floors.
3. Where run through doorways, windows, or similar openings.

## **Fire Safety Requirements**

**Safe means of egress.** A safe, continuous and unobstructed path of travel shall be provided from any point in the building or structure to the public way. (IPMC 702.1)

**Fire safety systems.** All systems, devices and equipment to detect a fire, actuate an alarm, or suppress or control a fire are any combination thereof shall be maintained in an operable condition at all times in accordance with the International fire code. (IPMC 704.1)

**Emergency escape openings.** Required emergency escape openings shall be maintained in accordance with the code in effect at the time of construction, and the following. Required emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools. Bars, grills, grates or similar devices are permitted to be placed over emergency escape and rescue openings provided the minimum net clear opening size complies with the code that was in effect at the time of construction and such devices shall be releasable or removable from the inside without the use of a key, tool or force greater than that which is required for normal operation of the escape and rescue opening. (IPMC 702.4)

**Portable fire extinguishers.** In new and existing R-1, R-2 and R-4 occupancies, portable fire extinguishers need only be installed when interior corridors and common areas exist in accordance with section 906.1 and table 906.3 (2) for light (low) hazard occupancies and sections 906.3 through 906.9. (IPMC 705.1.1)

**Barbeque safety.** Charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet of combustible construction. (IFC 308) **Exception 1:** One- and two-family dwellings. **Exception 2:** Where buildings, balconies and decks are protected by an automatic sprinkler system. **Exception 3:** LP-gas cooking devices having an LP-gas container with a water capacity not greater than 2 ½ pounds (nominal 1 pound LP-gas capacity).



# **OWNER AND TENANT RESPONSIBILITIES**

## **Local Agent**

Property owners who do not reside in Boulder County are required to designate a local agent on the application. The agent acts as a local contact for the rental property.

## **Rental Unit Disclosures**

It is the responsibility of property owners or agents to provide a written document to tenants that explains city regulations about such topics such as occupancy limits and parking regulations. Property owners or agents are encouraged to make required disclosures at the time that lease agreements are executed in order to promote discussion of these city regulations. **Property owners or agents 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.

Included with your rental license application is a sample copy of a rental unit disclosures letter. It is not required that you use this letter. Many owners or agents prefer to include this information in their lease. **DO NOT RETURN THE SAMPLE LEASE DISCLOSURE LETTER** to the city. If you use it, keep it with your lease documents.

## RENTAL UNIT SAMPLE LEASE DISCLOSURE LETTER

### **This is an important notice for tenants. Please read it carefully.**

Every person who rents or leases a dwelling unit within the city limits of Boulder, Co. must be provided with information in accordance with the provisions of Boulder Revised Code, Section 12-2-4 (Ordinance 7158). Landlords are encouraged to make required disclosures at the time that lease agreements are executed in order to promote discussion of these city regulations. Landlords can, however, make required written disclosures at any time. It is not required that you use this letter to disclose the required city regulations. Many landlords prefer to include this information in their lease. Where leases are already in force, a letter to tenants explaining the relevant ordinances will fulfill the code requirement.

**Landlords: DO NOT RETURN THE SAMPLE LEASE DISCLOSURE LETTER to the city.** If you use it, keep it with your lease documents.

### OCCUPANCY LIMITS

A. The dwelling unit you will be renting or leasing at the address of:

\_\_\_\_\_ may be occupied by no more than \_\_\_\_\_ unrelated persons. (Occupancy information can be obtained by calling 303-441-1880)

B. Under the current lease or rental agreement, the only people permitted to occupy the dwelling unit are: \_\_\_\_\_.

C. City of Boulder laws permit a renter or lease holder to have a temporary house guest. However, if any guest becomes a resident of the apartment or dwelling unit, and if this produces a violation of the legal occupancy limit, a criminal prosecution can result.

D. Violations of the occupancy laws of the City of Boulder can result in criminal prosecution and fines of up to \$2,000.00 for each day in violation.

### NOISE ORDINANCES:

The City of Boulder has several ordinances that regulate noise. Violations of any of these ordinances can result in criminal prosecutions. The laws include:

1. **Disruption of Quiet Enjoyment of the Home, Section 5-9-5, B.R.C. 1981.** This focuses on individuals who engage in loud behavior that disrupts a neighbor who is in his or her own house.
2. **Unreasonable Noise, Section 5-9-6, B.R.C. 1981.** This is a provision that can be used when officers, standing more than 100 feet away from a noise source, hear amplified music in a residential zone after 11 p.m.

3. **Excessive Sound Levels, Section 5-9-3, B.R.C. 1981.** This is based upon measuring sound levels with meters. Noise must not exceed 50 dBA between 11 p.m. and 7 a.m. in a residential zone. Late at night, the ambient or background noise level in most neighborhoods is approximately 35 dBA. A sound 15 decibels greater than the background noise (50 dBA), such as a loud stereo, will wake the average person from a deep sleep.

A violation of any of these noise ordinances can result in criminal prosecution and a maximum fine of up to \$1,000 and 90 days in jail.

#### **FIREWORKS ORDINANCE:**

**Fireworks, Section 5-6-6, B.R.C. 1981.** Except for police, military and certain other personnel described in Boulder's Code, it is illegal for anyone to possess fireworks in any public or private place or to explode fireworks anywhere with the City of Boulder without first having obtained a permit.

#### **NUISANCE PARTY ORDINANCE:**

A nuisance party is a gathering where one of a number of violations of Boulder's code provisions occurs. These include the unlawful consumption of alcohol, the unlawful provision of alcohol to minors, property damage, obstruction of traffic, public urination or the generation of excessive noise.

A nuisance party is also any party at which an open keg of beer is located in the front yard setback, on the front porch, or in an unscreened side yard, of a property.

Any person convicted of holding a nuisance party can be criminally prosecuted and sentenced to a fine of up to \$1,000 and 90 days in jail.

#### **TRASH, WEED & SNOW REMOVAL ORDINANCES:**

**Trash Contract Required, Section 6-3-3(b), B.R.C. 1981.** Every owner, manager, or operator of rental property is required to maintain a valid contract with a commercial trash hauler for the weekly removal of accumulated trash. You should understand the manner in which trash and recycling are to be dealt with at your rental unit.

**Growth or Accumulation of Weeds Prohibited, Section 6-2-3, B.R.C. 1981.** It is a violation to allow weeds to grow to a height greater than twelve (12) inches.

**Duty to Keep Sidewalks Clear of Snow, Section 8-2-13, B.R.C. 1981.** Occupants of residential units, along with property managers, are responsible to keep public sidewalks and walkways abutting their residential premises clear of snow. Snow must be removed by noon the day following a snow storm. Failure to remove snow may result in a citation and/or city contractor removing snow at the owner/tenants expense.

**PARKING ON (OR BLOCKING) SIDEWALK:**

**Parking on a Sidewalk Prohibited, Section 7-6-13(a)(1), B.R.C. 1981.** No vehicle may be stopped or parked on a sidewalk or within a sidewalk area. This prohibits parking in a driveway in a manner that blocks a sidewalk.

**INTEREST DUE ON SECURITY DEPOSITS:**

**Interest Rates on Security Deposits, Sections BRC 12-2-2 and 12-2-7, B.R.C. 1981.** Interest must be paid to tenants on any security deposit for residential leases.

**I have read and understand these disclosures and potential consequences including that if I violate these city regulations, my tenancy can be terminated and I can be subject to eviction.** This is to be signed by every tenant, other than minor children living with a supervising parent or other custodian.

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Tenant Signature Date

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Tenant Signature Date

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Tenant Signature Date

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Tenant Signature Date

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Tenant Signature Date

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Tenant Signature Date

## **Rental Housing Tenant Complaint Procedure**

The City of Boulder has adopted and enforces building codes to maintain life and safety requirements. In Title 10-2, the “Boulder Property Maintenance Code,” Boulder Revised Code 1981, Section 101.2, the “Scope” states that the code is adopted: “. . . for existing premises and structures for light, ventilation, space, heating, sanitation, protection from the elements, life safety, safety from fire and other hazards, and for safe and sanitary maintenance; the responsibility of owners, operators and occupants; the occupancy of existing structures and premises, and for enforcement and penalties.” This section of the Property Maintenance Code sets parameters for maintaining existing buildings within the city, which include rental properties.

Rental housing tenants experiencing life and safety concerns or living in an unlicensed rental unit are first encouraged to work with their landlords to address these concerns. Tenants may also choose to work with the city’s Mediation Program, which can be reached at 303-441-4364. Should this process fail, the tenant(s) can then contact the Planning and Development Services (P&DS) center to file a complaint. The general number to file a complaint through the P&DS center is 303-441-1880. The following information will need to be provided to the City in order to open a case and process the complaint:

- Complainant’s name and phone number (not divulged to the landlord or owner);
- Address of property and unit number;
- Property landlord or owner’s name and contact information, if known; and
- A brief description of the life and safety or rental license concern.

For life and safety complaints, a city building inspector normally calls the tenant to schedule an inspection to understand the extent of the issue and set up the process to mitigate the complaint.

If the complaint is determined to be a valid life and safety or rental license issue, the building inspector or code enforcement officer will contact the landlord or owner and work toward voluntary compliance of the life and safety or rental license complaint. If the life and safety or rental license compliance is not obtained on a voluntary basis within a given time period, the city will issue a summons bringing the landlord or owner into the City of Boulder Municipal Court system to obtain compliance. A series of fees and penalties are detailed in the Boulder Property Maintenance Code for staff and the courts to follow for obtaining life and safety and rental license compliance.

Important information regarding a property’s rental license status is available to the tenant at the city of Boulder website ([www.boulderplandevlop.net](http://www.boulderplandevlop.net)) or by calling the P&DS center at 303-441-1880. These rental licenses are to be renewed every four years with a renewal inspection performed by a city-licensed private inspector. A copy of the inspection report, which provides an overview of the building’s condition, is to be provided to building tenants by the landlord or owner, upon request of the tenant. Discrepancies in these reports can also be brought to the city’s attention by calling the P&DS center.



**CITY OF BOULDER**  
**Planning and Development Services**

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1739 Broadway, Third Floor • P.O. Box 791, Boulder, Colorado 80306-0791  
phone 303-441-1880 • fax 303-441-3241 • email [plandevlop@bouldercolorado.gov](mailto:plandevlop@bouldercolorado.gov)  
[www.boulderplandevlop.net](http://www.boulderplandevlop.net)

**BOULDER PROPERTY MAINTENANCE CODE**  
**SMOKE AND CARBON MONOXIDE ALARM REQUIREMENTS**

**SECTION 608**  
**CARBON MONOXIDE ALARMS**

**608.1 General.** Carbon monoxide alarms are to be installed in existing residential structures in accordance with Colorado state law, including Title 38, Article 45, Carbon Monoxide Alarms, C.R.S.

**608.2 Carbon Monoxide Alarms.** Carbon monoxide alarms shall be installed in existing dwellings and rented single and multi-family dwellings that have fuel fired heaters, appliances or fireplaces or attached garages based on the following:

1. Alarms must be installed within 15' of the entrance to each sleeping area and must be wired to AC power, connected to an electrical panel, plugged into an electrical outlet without a switch, or if battery operated attached to the wall or ceiling per the manufacturer's installation instructions and in accordance with NFPA 70.
2. Alarms must be installed in existing rental dwellings upon change of tenant occupancy after July 1, 2009.
3. Alarms must be installed in all newly constructed or renovated single family and multi-family rental units.
4. Alarms may be installed within 25' of any fuel-fired heater or appliance, fireplace or garage entrance in a multi-family dwelling used for rental purposes ONLY if the multi-family dwelling is equipped with a centralized alarm system or other mechanism that allows a responsible person to hear the alarm at all times (commercially monitored system).
5. Rental owners are responsible for replacing non-functioning carbon monoxide alarms upon written request of the tenant or when the unit is being vacated and re-rented.
6. Carbon monoxide detectors shall not be disarmed, removed or have the batteries removed to make them inoperable.

**608.3 Carbon monoxide alarm inspections.** Carbon monoxide alarm inspections shall be conducted by the property owner or agent as detailed below.

1. Carbon monoxide alarms that receive their primary power from the building wiring shall be checked for good operating condition once each year and supplied with battery backup. The battery shall be replaced as necessary for proper function of the carbon monoxide alarm.
2. Battery-powered carbon monoxide alarms shall be tested for proper function on a semi-annual basis. Batteries shall be replaced as necessary for proper function of the carbon monoxide alarm.

**SECTION 704**  
**FIRE PROTECTION SYSTEMS**

**704.1 General.** All systems, devices and equipment to detect a fire, actuate an alarm, or suppress or control a fire or any combination thereof shall be maintained in an operable condition at all times in accordance with the International Fire Code.

**704.2 Smoke alarms.** Single- or multiple-station smoke alarms shall be installed and maintained in Groups R-2, R-3, R-4 and in all dwellings not regulated in Group R occupancies, regardless of occupant load at all of the following locations:

1. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms.
2. In each room used for sleeping purposes.
3. In each story within a dwelling unit, including basements and cellars but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

Single- or multiple-station smoke alarms shall be installed in other groups in accordance with the international Fire Code.

**704.3 Power Source.** In Group R occupancies and in dwelling units not regulated as Group R occupancies, single-station smoke alarms shall receive their primary power from the building wiring provided that such wiring is served from a commercial source and shall be equipped with battery back-up. Smoke alarms shall emit a signal when the batteries are low. Wiring shall be permanent and without a disconnecting switch other than as required for overcurrent protection.

**Exception:** Smoke alarms are permitted to be solely battery operated in buildings where no construction is taking place, buildings that are not served from a commercial power source and in existing areas undergoing alterations or repairs that do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawlspace or basement available which could provide access for building wiring without the removal of interior finishes.

**704.4. Interconnections.** Where more than one smoke alarm is required to be installed within an individual dwelling unit in Group R-2, R-3, R-4 and in dwellings not regulated as Group R occupancies, the smoke alarms shall be interconnected in such a manner that the activation of one alarm will activate all of the alarms in the individual unit. The alarm shall be clearly audible in all bedrooms over background noise levels with intervening doors.

**Exception 1:** Interconnection is not required in buildings which are not undergoing alteration, repairs or construction of any kind.

**Exception 2:** Smoke alarms in existing areas are not required to be interconnected where alterations or repairs do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space or basement available which could provide access for interconnection without the removal of interior finishes.

**704.5 Residential rental smoke alarms.** In R-occupancies governed by chapter 10-3, "Rental Licenses," B.R.C. 1981, smoke alarms shall be installed and inspected as required in this section.

**704.6 Smoke alarm inspections.** Smoke alarm inspections shall be conducted by the property owner or agent as detailed below.

1. Smoke alarms which receive their primary power from the building wiring shall be checked for good operating condition once each year and if supplied with battery backup, the battery shall be replaced as necessary for proper function of the smoke alarm.
2. Battery-powered smoke alarms shall be tested for proper function on an annual basis. Batteries shall be replaced as necessary for proper function of the smoke alarm.

**704.7 Fire Alarms.** Fire alarms in existing residential structures shall be installed in accordance with chapter 10-8, section 903.7, "Fire Prevention Code," B.R.C. 1981.

## **SECTION 705 PORTABLE FIRE EXTINGUISHERS**



**705.1 Where Required.** Portable fire extinguishers shall be installed as required by the City of Boulder Fire Code Section 906.

**705.1.1.** In new and existing R-1, R-2 and R-4 occupancies, portable fire extinguishers need only be installed when interior corridors and common areas exist in accordance with section 903.1 and table 906.3 (1) for light (low) hazard occupancies and sections 903.6 through 906.9.

Excerpted From Baseline Inspection Checklist (COBFC Sections 906.3 – 906.9)

1. Install fire extinguisher where access is not obstructed or obscured from view.
2. Install fire extinguisher with mounting bracket provided by manufacturer.
3. Fire extinguisher installed in a cabinet shall not be locked unless subject to malicious use or damage.
4. Provide means for ready access for fire extinguisher locked in a cabinet.
5. The minimum rating for a fire extinguisher is 2-A.
6. A fire extinguisher is required on each floor level.
7. The maximum travel distance to a fire extinguisher is 75 feet.
8. The maximum height of a fire extinguisher is 5 feet above the floor.