

New HHR Permit Procedure

Step 1 – Intake

When a customer calls, schedules an appointment, or comes in, complete the following before processing the permit:

- Verify the applicant is the property owner or Host and they live in the home full time
- Verify the home is permitted, has no expired permits or code cases, and confirm the bedroom count and square footage match the owner's information.
- Check the Buffer Map (West Slope 500 ft Buffer Applies)
- Review HHR requirements with owner and direct the owner to apply online through HDL if they can (we also take paper copies if needed)

Required Documents

- Grant Deed, Owner/Host Acknowledgment, Notarized Hosted Letter of Authorization (if subleasing), Local Contact Test, Plans- Hand-drawn Floor Plan (must meet HHR requirements), Hand Drawn Site Plan
- Collect all applicable fees. Once paid, move the application to the **2nd Review**. New HHRs do **not** require TOT or Environmental Management approval. They may on renewal the next year. Advise owners must open TOT and Business License accounts after the permit is issued.

Step 2 – Second Review

- Verify all intake requirements and documents again
- Check online rental listings to ensure the property is not being rented before permit issuance
- After all fees are paid, send the review approval to the applicable Fire Department for inspection

Step 3 – Third Review/Permit Issuance

- After Fire Department approval, one more review of all info
- Schedule an appointment for the owner to pick up the permit IN PERSON. The appointment email instructs the owner to bring **two forms of ID (we give list)**. **We DO NOT issue the permit without both forms of identification showing the rental property's address as the primary address. PO Boxes are not accepted.**
- After verifying ID, provide the Hosted Home Rental Packet (metal sign or magnet, Good Guest Guidelines, and Black Bear brochure), review the materials with owner/host and obtain a signed Material Release Form, and remind the owner to immediately open their TOT and Business License accounts.