

Rental Housing License Handbook

Standard/Long-Term License



City of Boulder
Planning and Development Services Center
1739 Broadway, third floor
Mail: PO Box 791 Boulder, CO 80306
Phone: 303-441-3152
Email: rentalhousinglicensing@bouldercolorado.gov
Web: boulderrentalhousinglicensing.com
Revised July 2021

Rental License Handbook

Table of Contents

Standard Long-Term Rental License

- 3. License Requirements Overview
- 4. Rental Inspection Checklist

Owner/Tenant Information

- 10. Tenant Complaint Procedure
- 11. Property Maintenance Code
- 14. Smoke and Carbon Monoxide Alarm Requirements
- 16. Rental Unit Sample Lease Disclosure Letter

Application

Apply online at: [BoulderRentalHousingLicensing.com](https://www.bouldercolorado.gov/rentallicensing)

Rental License Requirements Overview

Rental Safety Inspection

Both new and renewal rental licenses require a Rental Licensing Inspection. The Rental Inspection Checklist must be completed by rental inspectors licensed through the City of Boulder. Please visit the [Rental Housing Licensing webpage](#) for a list of licensed contractors who can perform the rental licensing inspection. Before hiring any company to perform the rental licensing inspections, please ask the company to ensure their licenses are current with the City as our website list is not verified daily.

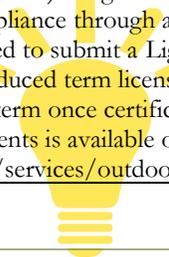
Walk through your property prior to the inspection to make certain it meets the minimum requirements of the code. A checklist of items the inspector will look at is included for reference. If you have tenants, notify them in advance of the inspection. Meet the inspector at the property on the scheduled date and time with all necessary keys. At the completion of the inspection have the inspector sign the inspection compliance verification form. If the property does not meet the inspection standards the inspector cannot sign the form until the property is compliant with the code.

Rental License Required Before Occupancy

No operator shall allow, or offer to allow through advertisement or otherwise, occupancy of any dwelling, dwelling unit or rooming unit unless each room or group of rooms constituting the rental property has been issued a valid rental license by the city manager. For new construction, an operator may advertise for pre-leasing for a rental of thirty days or longer, provided a complete rental licensing application has been submitted. Any advertisement shall include the rental licensing number assigned by the city manager.

Outdoor Lighting

In 2003, the City Council approved an outdoor lighting ordinance requiring non-compliant lighting fixtures to be replaced by Nov. 15, 2018. The objectives of the ordinance are to prevent light trespass, reduce light pollution (also known as “sky glow”), reduce excessive glare, promote energy conservation, and improve safety and security (including addressing the special nighttime lighting needs of an aging population). Single family homes seeking a rental license certify compliance through a rental inspection. Multi-unit dwellings are required to submit a Lighting Certification and will receive a one-year reduced term license, which will be extended to a full four-year term once certification is submitted. Information on the requirements is available on the city website: <https://bouldercolorado.gov/services/outdoor-lighting-ordinance>



Rental Inspection

The Rental Inspection Compliance Verification form consists of four parts. All inspections are required for an inspection. Rental Safety Inspections must be performed by a City of Boulder Licensed General Class D-9 contractor.

Part 1: General Requirements:

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

Part 2: Plumbing Facilities and Fixtures

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

Part 3: Mechanical and Electrical:

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

Part 4: Fire Safety

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



IPMC Appendix C Energy Efficiency Requirements
Section C101.2.1 for performance-based energy efficiency requirements or Section C101.2.2 for prescriptive-based energy efficiency requirements

SmartRegs Inspections must be performed by a City of Boulder Licensed General Class G contractor for Prescriptive Pathway or certified HERS energy rater for Performance Pathway.

Effective January 2, 2019, the energy efficiency of existing residential rental dwelling units must comply with SmartRegs energy efficiency requirements prior to application for a rental license.

The City of Boulder encourages applicants to achieve compliance as early as possible. Your rental license will not be issued without SmartRegs compliance. For information, please visit the [SmartRegs webpage](#).



Maintenance items often overlooked include smoke and carbon monoxide alarms. Per fire code, alarms are required to be **replaced every 10 years** or earlier if end of life signal is alerting. **Inspectors will verify the age and location of smoke and carbon monoxide alarms at time of inspection and are not able to sign your inspection form if not installed properly.**

Smoke alarms are required:

- **Inside** every room used for sleeping
- **Directly outside** every room used for sleeping
- On each level of the residence

Carbon Monoxide alarms are required:

- Outside every room used for sleeping within 15 feet of doorways

Alarms may be either battery operated or hardwired units. Please make sure batteries are installed and functioning or the units are hardwired and functioning.

City of Boulder Occupancy Limits and Posting Requirements

The City of Boulder's Ordinance No. 8072 requires that every operator of a rental property shall post conspicuously on the inside of the main entrance to each dwelling unit the maximum number of unrelated individuals permitted under section 9-8-5 B.R.C. 1981 ("Occupancy of Dwelling Units") in a form specified by the city manager.

Additionally, this ordinance requires that each advertisement for a rental shall include a statement of the maximum occupancy by unrelated individuals permissible pursuant to section 9-8-5, B.R.C. 1981 of the dwelling unit to be rented. This ordinance is effective Jan. 4, 2016.

The posted sign should be protected and must measure at least 8.5 inches x 11 inches in size, with text measuring at least 3/8-inch-tall and read "Maximum Permissible Unrelated Occupancy (##) by Ordinance No. 8072 and the Boulder Revised Code (B.R.C. 1981) 10-3-16. Per city code, this sign must remain visibly posted on the inside of the main entrance."

Property owners and property managers can find their legal allowed occupancy online with the [City of Boulder Rental Licenses Map](#) and searching by the property address. Then click on License Information to find the occupancy details.

If the property address is not listed here, please refer to the [Interactive Map of Zoning Districts](#) to determine the zoning district of the property.

The allowed maximum legal occupancy for unrelated people is as follows: Up to three persons in P, A, RR, RE and RL zones; or up to four persons in MU, RM, RMX, RH, BT, BC, BMS, BR, DT, IS, IG, IM and IMS zones.

You may find a [sample sign](#) on the [City of Boulder Rental Housing License](#) website.

City of Boulder Outdoor Lighting Requirements: How do I upgrade my outdoor lighting to comply?

Single-family Residential (ownership or rental):

Outdoor Lighting compliance with single family homes is relatively straightforward and can be met by doing the following:

- Install only outdoor light fixtures that are 900 Lumens or less (no more than a 60-Watt Incandescent bulb or 15-Watt LED bulb) / No bulbs over 3,000 (K) Kelvin in correlated color temperature (CCT) (Lighting packaging includes this information in "Lighting Facts")
- Outdoor light bulbs must be within a fixture that aims light downward and obscures view of the light bulb from view by a material that blocks or diffuses the light / No light may project upward.
- Outdoor bulbs must not project below the encasing fixture (see 'Fully Shielded Fixtures' below) or be visible through clear glass.
- Spot lights (or flood lights) are permitted as long as they are aimed downward, do not exceed 1200 Lumens (roughly 75-Watts Incandescent or 19-Watts LED) and are on a motion sensor and timer that turns the light off after 5 minutes of activation. See Section 9-9-16(d), B.R.C. 1981 for more information.

Questions?

Questions can be directed to the City of Boulder Planning and Development Services Center at 303- 441-1880 or at plandevlop@bouldercolorado.gov

Multi-family Residential, Commercial, Mixed-Use, Industrial or Public:

Multifamily residential, commercial, mixed-use, industrial or public buildings are required to meet specific regulations on the design and output of each light, as well as limits on the height of lighting poles.

Lights are required to be full cut-off (as discussed above), aim downward and must not exceed specified lighting outputs (measured in Lumens) for each type of fixture, or maximum readings on the ground (measured in Foot-candles) across the entire site. Specific foot-candle maximums apply to different parts of a site or building. For instance, light levels can be higher at building entries and parking areas as compared to other common areas on the site. Lighting levels are required to drop to nearly 0 foot-candles at any property line. No bulbs are permitted to be above 3,000 (K) Kelvin in correlated color temperature. See section 9-9-16, "Outdoor Lighting", B.R.C. 1981 for these specific requirements. To determine compliance with the specifications in Section 9-9-16, B.R.C. 1981, a lighting certification shall be completed by an architect, electrical engineer, electrical contractor, or lighting consultant responsible for the plans or the final installation. If existing lighting is not compliant or changes include upgraded lighting, lighting plans will be required as part of building permit applications to show compliance but may also be necessary as part of any rental license for a multi-family residential project or in response to any lighting related complaint to confirm compliance with the Outdoor Lighting Regulations.

Rental Inspection Checklist

Includes All Single and Multi-Unit Rental Properties
Effective January 2011

License Requirements Qualifications:

Rental Inspections: City of Boulder licensed D-9 General Contractor

SmartRegs Inspections: City of Boulder licensed G General Contractor or HERS score

Multi-family structure Outdoor Lighting Certification: Lighting Consultant, Architect, Electrical Engineer or Electrical Contractor

The Rental Inspection Compliance Verification Form and the Life Safety Compliance Verification Form are required to be completed and signed by the appropriate City of Boulder licensed inspector(s) and the owner/operator.

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. The owner must also verify that the smoke and carbon monoxide alarms are functioning properly throughout the license term and that a contract is signed for trash removal from the site.

Existing structures and premises that comply with all applicable codes in place 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 that provide access to individual units and are subject to homeowner association control may require life-safety issues to be addressed for individual units to obtain a rental license.

All items listed on the following pages must be inspected. An inspector must inspect each item or indicate not applicable (N/A) where such requirement does not apply. **All outstanding safety issues must be corrected and verified by the inspector.**

In 2003, the City Council approved an outdoor lighting ordinance requiring non-compliant lighting fixtures to be replaced by Nov. 15, 2018. The objectives of the ordinance are to prevent light trespass, reduce light pollution (also known as "sky glow"), reduce excessive glare, promote energy conservation, and improve safety and security (including addressing the special nighttime lighting needs of an aging population). Single family homes seeking a rental license certify compliance through a rental inspection. Multi-unit dwellings are required to submit a Lighting Certification and will receive a one-year reduced term license, which will be extended to a full four-year term once certification is submitted. Information on the requirements is available on the city website: <https://bouldercolorado.gov/services/outdoor-lighting-ordinance>



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

1. General Requirements: Light, Ventilation, and Occupancy Limitations

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 100-year 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 visit www.boulderfloodinfo.net.

The sign shall be a metal plaque with minimum ¼" 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).

3. Outdoor Lighting. No device which makes light in excess of levels specified is present. (BRC 9.9.16(e))

4. Outdoor Lighting. Exterior light fixtures must meet requirements for Design Standards (BRC 9.9.16(d))

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)

6. Occupancy Limit sign posted. Every rental property with fewer than five dwelling units shall have a sign posted conspicuously on the inside of the main entrance to each dwelling unit stating the maximum number of unrelated individuals permitted under section 9-8-5 B.R.C. 1981 (“Occupancy of Dwelling Units”). The sign should be protected and must measure at least 8.5 inches x 11 inches in size, with text measuring at least 3/8-inch-tall and read “Maximum Permissible Unrelated Occupancy (##) by Ordinance No. 8072 and the Boulder Revised Code (B.R.C. 1981) 10-3-16. Per city code, this sign must remain visibly posted on the inside of the main entrance at any time the unit is shown to any prospective renter.”

2. Plumbing Facilities and Fixture Requirements

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 Systems

- 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)

3. Mechanical and Electrical Requirements

I. General Mechanical Requirements

Note: Electric baseboard heating systems are exempt from heating system tune-up requirements. If applicable, submit this form and clearly state “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)

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 in and around appliance, blower, motor, burners and controls.
- Lubricate and adjustment of moving parts as needed.
- Clean or replace 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 cert. may be an annual or biennial certificate depending on the type of boiler (CRS 9-4-101-18 & 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. 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 receptacles shall be permitted to be replaced with another two-prong receptacle
 - Two-prong receptacles 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
 - Two-prong receptacles 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)

4. Fire Safety Requirements

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)

4. **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)
5. **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 1lb. LP-gas capacity)
6. **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 inspector as detailed below:
 - 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.
 - Smoke alarms shall not remain in service longer than 10 years from the date of manufacture, unless otherwise provided by the manufacturer's published instructions. Combination smoke/carbon monoxide alarms shall be replaced when the end of life signal activates or 10 years from the date of manufacture, whichever comes first unless otherwise provided by the manufacturer's published instructions.

- 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 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 manufacture's installation instructions.

III. Carbon Monoxide Alarms

1. **Carbon monoxide alarms.** Carbon monoxide alarm inspections are required to be conducted by the inspector 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 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 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 manufacture's installation instructions.

SmartRegs Energy Efficiency Requirements

License Qualifications:

City of Boulder licensed General Class G contractor*

Compliance. Effective January 2, 2019, all 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.

The City of Boulder encourages applicants to achieve compliance as early as possible. Technical details are available in the [SmartRegs Guidebook](#) or on the [SmartRegs webpage](#).

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 sets parameters for maintaining existing buildings within the city, including 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:

1. Complainant’s name and phone number (not divulged to the landlord or owner)
2. Address of property and unit number

3. Property landlord or owner’s name and contact information, if known

4. A brief description of the life and safety or rental license concern

For life and safety complaints, a city building inspector normally contacts 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 Revised Code 1981, Section 10-3-16 and 10-3017, 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 tenants at the City of Boulder website (www.boulderplandevop.net) or by calling the P&DS center at 303.441.1880. Rental licenses are to be renewed every four years with a renewal inspection performed by a city-licensed private inspector.



Property Maintenance Code Overview

The Property Maintenance Code (PMC) establishes minimum maintenance standards for basic equipment, light, ventilation, heating, sanitation and fire safety. Responsibility for code compliance is addressed for owners, operators and tenants.

The PMC consists of eight chapters and appendices A, B, and C. The complete PMC is located at: www.iccsafe.org/Store/Pages/FreeCodes.aspx www.iccsafe.org/Store/Pages/FreeCodes.aspx The following is a chapter-by-chapter summary of the PMC provisions with the exception of Appendix C, Energy Efficiency.

Chapter 1 Administration

The administration chapter contains provisions for the application, enforcement and administration of the subsequent requirements. Maintaining “due process of law” in enforcing property maintenance criteria is a central theme of the chapter.

Amendments were made to clarify that legally established features and uses are allowed to be maintained in a structure according to the codes in effect when constructed.

Chapter 2 Definitions

All terms that are defined in the code are listed alphabetically. Where understanding of a term’s definition is especially important for understanding a particular code provision, the term is shown in italics wherever it appears in the code.

Chapter 3 General Requirements

This chapter provides requirements that are intended to maintain a minimum level of safety and sanitation for both the general public and the occupants of a structure, and to maintain a building’s structural and weather-resistance performance. Chapter three provides specific criteria for regulating the installation and maintenance of specific building components; maintenance requirements for vacant structures and land; requirements regulating the safety, sanitation and appearance of the interior and exterior of structures and all exterior property areas; accessory structures; vehicle storage regulations and establishes the party responsible for complying with the chapter’s provisions. The chapter also contains the requirements for pools, spas and hot tubs and specifies how pool or hot tub barriers must be provided.

The amendments in chapter three are designed to make the scope of the IPMC consistent with the previously adopted housing code standards. Many sections which have been enforced through other provisions of the B.R.C. are deleted to avoid duplicate requirements related to weeds, rodent harborage, defacement of property and rubbish and garbage. In addition a section was added about how properties in the floodplain must be signed, to maintain consistency with Federal floodplain requirements.

Chapter 4 Light, Ventilation and Occupancy Limitations This chapter sets minimum standards for occupancy and habit- ability by establishing the minimum criteria for light, ventilation, room size and ceiling height. The chapter also contains limitations on room arrangements such as a prohibition of one bedroom being accessed through another bedroom and limits building use to those that are compatible to residential uses.

The ventilation provision has been supplemented with an allowance for mechanical ventilation. An allowance for clothes dryer exhaust termination utilizing a lint trap for existing conditions has also been added.

Chapter 5 Plumbing Facilities and Fixture Requirements

The minimum criteria for the installation, maintenance and location of plumbing systems and facilities are included in chapter five. Sanitary building conditions are dependent upon plumbing principles which include providing potable water to a building, providing the basic fixtures to effectively utilize that water and properly removing waste from the building. The minimum criteria for verifying that sanitary building conditions will be maintained throughout the life of the building are contained in chapter five.

Chapter 6 Mechanical and Electrical Requirements

The minimum performance requirements for heating, electrical and mechanical facilities and minimum safety standards are addressed in chapter six.

The National Electrical Code (NEC) requirements related to ungrounded circuits and access to circuit breakers has been added. Requirements consistent with state carbon monoxide alarms were also added.

Chapter 7 Fire Safety Requirements

The fire safety related issues of how to exit a building in an emergency, and the active and passive fire resistance features of the building are addressed in chapter seven. The emergency egress window requirements are meant to provide an alternate path for occupants to get out of the building, and for firemen to gain entry if the conventional exit door is blocked by fire. Smoke and carbon monoxide alarm requirements are also addressed in chapter seven.

Chapter 8 Referenced Standards

A list of code related standards is provided in the last chapter of the PMC.

Appendix A Boarding Standard

Minimum prescriptive standards for installation of door and window “boarding” to prevent entry by unauthorized persons is provided in appendix B.

Appendix B Rental Housing Inspection and Licensing

The BRC rental licensing requirements are referenced in Appendix A.

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 re-infestation. 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

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:

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” or similar language.

The sign shall be a metal plaque with minimum ¼" 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 manufacturer's instructions. Exception: Listed and labeled condensing (duct-less) 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. 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:

- ▶ As a substitute for the fixed wiring of the structure.
- ▶ Where run through holes in walls, structural ceilings, suspended ceilings, dropped ceilings or floors.
- ▶ 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 are 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)

BBQ 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)

Boulder Property Maintenance Code Smoke Alarm 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:

- 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.
- Alarms must be installed in existing rental dwellings upon change of tenant occupancy after July 1, 2009.
- Alarms must be installed in all newly constructed or renovated single family and multi-family rental units.
- 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).
- 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.
- 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.

- 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.
- 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:

- 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 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:

- 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 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)

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



CITY OF BOULDER RENTAL UNIT SAMPLE LEASE DISCLOSURE

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 8122). Landlords are encouraged to present required disclosures at the time that lease agreements are executed in order to promote discussion of these city regulations. Landlords must make required written disclosures prior to allowing a tenant or lessee to occupy a rental property. Written disclosures related to eviction legal representation and eviction rental assistance must be provided by the landlord to a tenant once again at the time the right to legal representation attaches as described under Section 12-2-9(a).

It is not required that you use this letter to disclose the required city regulations and these disclosures are not intended to supersede any language from a more restrictive lease agreement. Many landlords do prefer to include this information in their lease, but where leases are already in force, a letter to tenants explaining the relevant ordinances will fulfill the requirement.

Landlords: DO NOT RETURN THE SAMPLE LEASE DISCLOSURE LETTER TO THE CITY. If you use it, keep it with your lease documents.

EVICITION LEGAL REPRESENTATION AND EVICITION RENTAL ASSISTANCE

It is the policy of the City of Boulder that Boulder tenants shall have the right to legal representation in eviction and administrative proceedings where they face the loss of housing and the City shall provide such representation to tenants to assist in the fair administration of justice. The City also administers a rental assistance program to tenants faced with such proceedings. For more information and to access this program, visit: <https://bouldercolorado.gov/services/eviction-prevention-and-rental-assistance-services-program> or call 303-441-3414

Definitions:

Covered Proceeding means legal proceedings to evict a tenant from their place of residence pursuant to C.R.S. 13-40-101 *et seq.*, counterclaims related thereto, the termination of Section 8 housing assistance, and appeals arising from any of the foregoing.

Legal representation means full scope representation provided by a licensed attorney to a tenant in a covered proceeding. This includes, but is not limited to, filing responsive pleadings, appearing on behalf of the tenant in court, administrative proceedings, or alternatives dispute resolution, and providing legal advice, advocacy, and assistance associated with such matters, and necessary fees and costs related thereto.

Tenant means any occupant of residential property, including but not limited to, any building, structure, vacant land, or part thereof offered for lease or rent for residential purposes who is a respondent or defendant, or who has legal standing to be a respondent or defendant, in a covered proceeding.

12-2-9. - No Evictions Without Representation.

(a) Provision of Legal Representation and Rental Assistance. The City of Boulder shall establish, run, and fully fund a program to provide legal representation and/or rental assistance for all tenants within the city who face a covered proceeding. This legal representation shall be available to a tenant immediately after the tenant is served with a notice to quit or demand for possession pursuant to C.R.S. 13-40-101, *et. seq.*, or a notice of termination of Section 8 housing assistance, and shall last at least until such time as the notice to quit, demand for possession, or unlawful detainer complaint is withdrawn, the case is dismissed, a final judgment in the matter is entered, or the Section 8 housing assistance termination proceedings are concluded. Written notification of this right to legal representation and how to access it must be provided by the landlord to a tenant at the time the right to legal representation attaches as described under this Section. The notice must be in the same form as required by B.R.C. 12-2-4(a)(1)(l).

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:

Disruption of Quiet Enjoyment of the Home, Section 5-9-5, B.R.C. 1981. This focuses on individuals who engage in loud behavior at any time of day that disrupts a neighbor who is in his or her own house.

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.

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 decibels (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

Nuisance Party Prohibited, Section 5-3-11, B.R.C. 1981. A nuisance party is a gathering at which 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, littering, fighting, obstruction of traffic, 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 any 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.

BEAR CONTAINERS, TRASH, DUMPING, FURNITURE, WEEDS AND SNOW REMOVAL ORDINANCES

Bear-Resistant Containers Required, Section 6-3-12, B.R.C. 1981. Residents south of Sumac and west of Broadway must store trash and compost in bear-resistant containers, enclosures and/or dumpsters, or keep trash and compost securely stored within a structure at all times until the moment of pick-up. Do not overfill containers and ensure the lids are secure.

Trash Contract Required, Section 6-3-3 (b), B.R.C. 1981. Every property owner 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.

Illegal Dumping, Section 5-4-12, B.R.C. 1981. No person shall deposit any trash, refuse, garbage, furniture, or rubble in any dumpster or on any property without the express consent of the owner or person in control of the property.

Outdoor Furniture Restricted, Section 5-4-16, B.R.C. 1981. Residents of the University Hill neighborhood may not place, use, keep, store, or maintain any upholstered furniture or mattress not intended for outdoor use in any outside areas of the property.

Growth or Accumulation of Weeds Prohibited, Section 6-2-3, B.R.C. 1981. It is a violation to allow weeds and/or grass 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.

PARKING ON (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.

MARIJUANA

Marijuana Odor Emissions, 5-10-6 No person, tenant, occupant, or property owner shall permit the emission of marijuana odor from any source to result in detectable odors that interfere with the reasonable and comfortable use and enjoyment of another's property.

Marijuana Prohibited Acts, 6-14-13(a) and 6-16-13 (a) It is prohibited to possess more than six (6) marijuana plants without a marijuana business license (includes caregivers, home grows regardless). The six plant limit applies regardless of what doctor referral paperwork says they need to treat their condition. Marijuana extractions with butane or other volatile chemicals could result in a felony charge due to the possibility of serious injury when the process explodes.

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.

Tenant Signature

Date

Tenant Signature

Date