

SHORT TERM RENTAL LICENSING



QUALIFICATIONS:

- APPLICANT MUST USE LICENSED PROPERTY AS THEIR PRINCIPAL RESIDENCE
- ONLY ONE PRINCIPAL RESIDENCE ALLOWS
- SHORT TERM STAY OR RENTALS LESS THAN 30 CONSECUTIVE DAYS
- EFFECTIVE DATE: TO BE DETERMINED BY BOARD OF COUNTY COMMISSIONERS

LICENSING CRITERIA AND REQUIREMENTS

- PROPERTY OWNER'S NAME AND ADDRESS OF THE PROPERTY TO BE LICENSED.
- AT LEAST (2) OF THE FOLLOWING DOCUMENTS;
 - A. VALID COLORADO DRIVER'S LICENSE
 - B. VALID MOTOR VEHICLE REGISTRATION
 - C. VOTER REGISTRATION
 - D. FEDERAL OR STATE TAX RETURN
 - E. OTHER LEGAL DOCUMENTATION DEEMED SUFFICIENT BY THE LICENSING AUTHORITY.
- SIZE OF THE RESIDENCE TO BE RENTED
- NUMBER OF BEDROOMS
- MAXIMUM NUMBER OF RENTERS/GUESTS INTENDED TO OCCUPY RENTED RESIDENCE.
- IDENTITY AND CONTACT INFORMATION OF ANY THIRD PARTY MANAGERS/AGENTS
- ALL PREVIOUS NOTICES OF CODE VIOLATIONS, WARNINGS, OR COMPLAINTS CONCERNING PROPERTY.
- SOURCE OF WATER FOR THE RESIDENCE AND IF THE RESIDENCE IS ON A SEWAGE COLLECTION SYSTEM
- NUMBER OF NIGHTS IN THE LICENSE TERM THAT ARE AVAILABLE FOR RENT.
- AFFIRMATION OF THE APPLICANT/OWNER OF WORKING SMOKE AND CARBON MONOXIDE DETECTORS AND FIRE EXTINGUISHERS.
- ANY ADDITIONAL INFORMATION THAT THE LICENSING AUTHORITY BELIEVES MIGHT BE USEFUL IN DETERMINATION OF THE APPLICATION.

• HELPFUL LINKS:

• Pitkin County Community Development:

• <https://www.pitkincounty.com/1364/Community-Development>

• Short Term Rental Information:

• <https://pitkincounty.com/1431/Short-Term-Rentals>

**PITKIN
COUNTY**

COMMUNITY DEVELOPMENT