



SHORT TERM RENTAL BUSINESS LICENSE APPLICATION

This application is to be submitted at least thirty days prior to the date of the intended use and prior to any advertising of a property as a short-term rental unit. Completed applications should be delivered to the City of Salida, 448 E. 1st Street, Suite 112, Salida, CO 81201 or can be emailed to licenses@cityofsalida.com.

Short-term rental business means the occupation of leasing or renting one or more short-term rental units.

Short-term rental unit means a privately owned residential dwelling, such as, but not limited to a single-family detached or multiple-family attached unit, duplex, condominium, townhome, apartment, or any portion of such dwellings, rented for occupancy for dwelling, lodging, or sleeping purposes for any period less than thirty (30) consecutive days.

New License (\$50) Renewal of Existing License (\$25) - Due June 1st of each year

GENERAL INFORMATION – PROPERTY OWNER:

Name of Owner(s) of Rental Unit: _____

Owner(s) Mailing Address: _____

Owner(s) Phone Numbers: _____

Owner(s) E-Mail Address(es): _____

RENTAL UNIT INFORMATION:

Address of Property to be used as a Short-Term Rental: _____

Number of Bedrooms: _____

Number of Parking Spaces on Site: _____

If the unit is in a multi-family complex, are off-street parking spaces allocated to this unit?

Yes No

If yes, how many spaces? _____

Date short-term rentals started: _____

CO Sales Tax License Number: _____

LOCAL CONTACT INFORMATION (The property owner may either designate him or herself as the local contact or some other responsible party in the Salida area).

Responsible Party Name: _____

Responsible Party Mailing Address: _____

Responsible Party Phone Numbers: _____

Responsible Party E-Mail Address: _____

REQUIREMENTS, RESTRICTIONS AND STANDARDS:

1. The owner or responsible party must obtain all required licenses and permits before beginning operations as a short-term rental business.
2. The business license number must be displayed in all advertising, including postings on vacation rental websites.

3. There must be a designated responsible local contact person who is responsible for ensuring compliance with provisions of the Salida Municipal Code intended to ensure the health, safety and quiet enjoyment of our neighborhoods (eg. snow and ice removal, weed control, trash removal, noise levels, etc.). The local contact must be available to immediately respond to any issues arising from the short-term rental. The designated responsible party may be the owner of the property.
4. All vehicles shall be parked in designated parking areas, such as driveways and garages, or on the street where on-street parking is allowed.
5. The owner or responsible party shall collect and pay all applicable taxes including Colorado, Chaffee County and Salida sales tax, Chaffee County lodging tax and City of Salida occupational lodging tax.
6. The owner or responsible party is responsible for ensuring that the short-term rental meets all applicable local, state, and federal regulations. For example, §38-45-101 C.R.S. et seq. requiring carbon monoxide alarms in residential properties.
7. On properties with an accessory dwelling unit, only the primary dwelling on the property shall be eligible for a short-term rental permit in accordance with the Salida Land Use Code.
8. The City of Salida is not a party to and does not enforce any private covenants. Property owners should review covenants that apply to the property they wish to use as a short-term rental since covenants may restrict an owner from engaging in the use of their property as a short-term rental.
9. The following must be posted in a prominent and visible location in the short-term rental unit:
 - a. City of Salida Short-term Rental Business License.
 - b. Contact information for owner and/or responsible local contact including a phone number for 24 hour response to emergencies.
 - c. Diagram depicting the location of fire extinguishers and emergency egress.
 - d. Any other information deemed necessary by the Community Development Director or Building Official to ensure the public's health and safety.

Note: A Short-term Rental Business License will only be issued after the application has been reviewed and approved in accordance with the Salida Municipal Code. Specific terms and conditions may be included in the license. A change in ownership requires the new property owner to apply for a new permit. Short-term rental business licenses expire on May 31 of each calendar year. **Completed applications should be delivered to the City of Salida, 448 E. 1st Street, Suite 112, Salida, CO 81201 or to licenses@cityofsalida.com.**

Owner's Signature/Certification:

By my signature below, I represent that all information contained in this application is true and correct to the best of my knowledge. I further certify that I have read the City of Salida Short-term Rental Business License regulations in Chapter 6, Article V of the Salida Municipal Code:

Owner(s) Signature: _____ Date: _____
 _____ Date: _____

ADMINISTRATIVE USE ONLY:

- | | |
|---|---|
| <input type="checkbox"/> Application form is complete, signed | <input type="checkbox"/> Occupancy Information Completed & Returned |
| <input type="checkbox"/> Application fee collected \$ _____ | <input type="checkbox"/> Fire Inspection Checklist Completed & Returned |

Application received by: _____ Date: _____

Application approved: _____ Date: _____
 City Administrator

Business License No. Issued: _____