



**SHORT-TERM RENTAL  
BUSINESS LICENSE APPLICATION**

**FOR RENEWALS LIST CURRENT LICENSE NUMBER \_\_\_\_\_**

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. 1<sup>st</sup> Street, Suite 112, Salida, CO 81201.

**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, 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? \_\_\_\_\_

Vacation Rental Website Number: \_\_\_\_\_ **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: \_\_\_\_\_

**ADMINISTRATIVE USE ONLY:** Business License No. Issued: \_\_\_\_\_

\_\_\_\_\_ Application form is complete, signed      \_\_\_\_\_ Application fee collected of \$ \_\_\_\_\_  
\_\_\_\_\_ Occupancy Information Completed & Returned      \_\_\_\_\_ Fire Inspection Checklist Completed & Returned

Application received by: \_\_\_\_\_ Date: \_\_\_\_\_

Application approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
City Administrator

**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 and signs around units.**
3. There must be a designated responsible local contact person who is responsible for ensuing 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. 1<sup>st</sup> Street, Suite 112, Salida, CO 81201.**

**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 VI of the Salida Municipal Code.

Owner(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_