General Information

If you want to rent your entire home for a period of less than 30 days, you are required to first obtain a Short-term Rental Permit from the City of Glenwood Springs Community Development Department.

Application & Review Process

1. Review the regulations which are located after the Frequently Asked Questions. If you determine that you are eligible to apply, complete the attached Short-term Rental Permit application and submit along with the applicable fee to the Community Development Department, 101 W. 8th Street, Glenwood Springs, CO 81601. Call the Community Development Department at 970 384-6411 for the current application fee.

2. In addition to the Short-term Rental Permit application, you must also obtain a Business and Sales Tax License through the city's Finance Department. You can apply for your business and sales tax license online at https://glenwoodsprings.munirevs.com

3. You will be required to fill out a Short-term Rental Affidavit, stating that information contained within said affidavit is true and correct to the best of your knowledge and, you agree to abide by the requirements and restrictions of applicable zoning, land use and building codes. The Short-term Rental Affidavit can be found within this guide.

4. Upon approval of the Short-term Rental Permit, Community Development Department staff will advise the Finance Department that they may release your business and sales tax licenses. Questions pertaining to business or sales tax licenses may be made at 1/888-751-1911 or 970-384-6455.

5. After you have completed successfully all the previous steps, the Community Development Department staff will issue your Short-term Rental Permit.

If you have additional questions regarding the Short-term Rental application process, please review the following Frequently Asked Questions, or call 970 384-6411.

Frequently Asked Questions:

1. **What is a short-term rental?** *A short-term rental is the rental of <u>an entire dwelling unit</u> for monetary consideration for a period of time less than thirty (30) consecutive days, not including a bed and breakfast, residency unit, accessory tourist rental, boarding or rooming house, or hotel. This definition <u>does not</u> include offering the use of one's property where no fee is charged or collected.*

2. **Are City of Glenwood Springs' permits or licenses required as a pre-requisite to having a short-term rental in Glenwood Springs?** *Yes. It will be necessary to obtain a Short-term Rental Permit, a completed/signed Short-term Rental affidavit, and a Business/Sales Tax License before commencing to rent a property as a short-term rental.*

3. **If I swap my house for another home elsewhere and no money is exchanged, do I need a short-term rental permit?** *The offering of the use of one's home where **no fee is charged** or collected is exempt from any City permitting.*

4. **Is any residential dwelling unit in the City eligible to become a short-term rental or are there certain areas where it is prohibited?** *The use of homes for short-term rental purposes is regulated via the zoning regulations of the Glenwood Springs Municipal Code in Article 070.020 Zoning. Short-term rentals are allowed in all residential and commercial zones. Short-term rentals also are allowed in Planned Unit Developments (PUDs) unless specifically listed as a prohibited use. S hort-term rentals are not allowed in any dwelling unit that has been permitted as an Accessory Dwelling Unit.*

5. **Who may apply for a Short-term Rental Permit?** *All permits shall be issued to the owner of the property.*

6. **What are the requirements for a Short-term Rental Permit?** *The requirements are listed in the Glenwood Springs Municipal Code at Article 070.030.030(e)(9) Short-term Rentals.*

7. **Do I need a business license to operate a short-term rental?** *A business license is required for short-term rentals. Additionally, short-term rentals are subject to sales and accommodations taxes. Owners are required to charge and collect sales and accommodation taxes. You may apply for a business and sales tax license at the same time you apply for a Short-term Rental permit. (See attached information sheet as to how to apply for a business and sales tax license on line.)*

8. **Will I need to have my home inspected?** *No, the property owner will complete and sign a Short-term Rental affidavit in place of an inspection from the building department.*

9. **Do I need a building permit for a short-term rental?** *A Building Permit may be required if significant work is being completed on the home prior to it being rented. Contact the City's Building Department at 970-384-6411 if you have questions about whether or not your remodeling or upgrades will require a building permit.*

10. **What building codes will short-term rentals be subject to?** *The applicable building code for your property depends on the underlying use of your property. One or more of the following codes will apply: International Property Maintenance Code (IPMC), International Residence Code (IRC), or International Building Code (IBC). The City of Glenwood Springs has adopted the 2015 versions of these codes. Copies are available for review at the Public Library.*

11. **What is a "designated responsible party?"** *A designated responsible party is a person located in the local area who will be available to immediately respond to any issues arising from the short-term rental of the property, whether it be from the rental party, public safety personnel, utility personnel or any other municipal party.*

For additional questions regarding short-term rentals, please contact the Community Development Department at 970-384-6411.

Glenwood Springs Municipal Code section 070.030.030(e)(9)- Short-Term Rentals.

a. **Intent**

The City of Glenwood Springs recognizes that there are benefits to allowing owners of residential units within the city to rent their dwelling units for periods of time less than 30 days. Short-term rental of dwelling units bring additional visitors to the city, can allow owners to recoup housing costs, and provides revenues for the City through the additional tax collections. The provision of short-term rentals offers additional diversification to the resort and travelling professional accommodations market. However, due to the potential for adverse impacts, short-term rentals must be regulated by the City to protect the health, safety, and welfare of owners, neighbors, and visitors.

b. **Applicability**

1. The requirements of this subsection shall apply to any residential dwelling unit within the city. This subsection is applicable within a Planned Unit Development unless the short-term rental of property is specifically identified as a prohibited use by the Planned Unit Development.

2. This subsection does not apply to any dwelling unit permitted as an Accessory Dwelling Unit.

3. The City of Glenwood Springs is not a party to and does not enforce any private covenants. Private covenants may restrict the ability for owners to engage in short-term rentals.

c. **Owner Responsibilities**

1. There shall be a designated responsible party, located within the local region, available for immediately responding to any issues arising from the short-term rental. The designated responsible party may be the owner of the property.

2. The owner or responsible party shall collect and pay all applicable local, state, and federal taxes including sales and lodging taxes.

3. The owner or responsible party is responsible for ensuring 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 property.

4. The owner or responsible party is responsible for obtaining all required licenses in accordance with Title 050 of the Municipal Code.

d. **Use and Occupancy Restrictions**

1. Occupancy limitations of a short term rental shall be established by the International Property Maintenance Code (IPMC) and shall be indicated on the short term rental permit.

2. On properties with an accessory dwelling unit, only the primary dwelling on the property shall be eligible for a short-term rental permit.

3. In a multifamily building under single ownership, no more than 25 percent but at least one unit may be permitted as a short-term rental.

a. **Operation**

1. All vehicles associated with the short-term rental use shall be parked in designated parking areas, such as driveways and garages, or on-street parking, where permitted. No parking shall occur on lawns or sidewalks.

2. The owner shall be responsible for ensuring that the short-term rental complies with Section 100.010.060 of the Municipal Code, *Garbage, Refuse, and Trash Collection*. Owners and resident managers shall make arrangements for proper garbage, refuse, and trash collection.

3. The following information must be posted in a prominent and visible location in the short-term rental:

    i. City of Glenwood Springs' license(s) and short-term rental permit;

    ii. Contact information for owner and/or resident manager, including phone number for 24-hour response to emergencies;

    iii. Description of location of fire extinguishers and emergency egress; and

    iv. Any other information deemed necessary by the Director or Building Official to ensure the public's health and safety.

4. All advertising of a short-term rental, including advertising on website vacation booking sites, shall display the City of Glenwood Springs short-term rental permit number and business license number.

b. **Permit Procedures**

1. Limitation to Either Short-Term Rental or Accessory Tourist Rental

    A property owner may not be issued both a short-term rental permit and an accessory tourist rental permit on the same property at the same time; however, should an owner wish to change the use of a permitted short-term rental permit, he or she may do so by filing an application for an accessory tourist rental permit in accordance with 070.030.030(e)(7). Upon issuance of a new accessory tourist rental permit, the pre-existing short-term rental permit is automatically revoked.

2. Application Requirements

    The owner shall submit the application on the form provided by the Director and shall pay the application fee set by City Council resolution.

3. Issuance of Permit

    All short-term rental uses shall require a permit from the Director. Such permit shall only be issued after the short-term rental application has been approved in accordance with the Municipal Code. The short-term rental permit shall specify any terms and conditions of the permit. All permits shall be issued to the owner of the property. A change in ownership shall necessitate the issuance of a new permit. Permits shall be issued for a period of two years and shall expire at the end of odd numbered years.

4. Revocation of Permit

    A short-term rental permit may be revoked at any time by the Director should it be determined that the use is not being operated in compliance with this Section or any other section of the Municipal Code.

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SHORT TERM RENTAL PERMIT APPLICATION

Short term rental means the rental of <u>an entire dwelling unit</u> for monetary consideration for a period of time less than thirty (30) consecutive days, not including a bed and breakfast, residency unit, boarding or rooming house, accessory tourist rental, or hotel. This definition <u>does not</u> include offering the use of one's property where no fee is charged or collected.

GENERAL INFORMATION

OWNER:

Name: _____ Business/Tax License # _____

Mailing Address: _____

_____

_____

Phone No.: <u>(home/office)</u>_____ <u>(mobile)</u>_____

E-Mail Address: _____

RENTAL PROPERTY INFORMATION:

Physical Address: _____

_____

_____

Complex Name.: _____

Number of Bedrooms: _____ Number of Dedicated Parking Spaces: _____

RESPONSIBLE PARTY: ☐ Owner   ☐ Designated Responsible Party (below)

Name: _____ Company: _____

Mailing Address: _____

_____

_____

Phone No.: <u>(home/office)</u> _____ <u>(mobile)</u>_____

E-Mail Address: _____

AFFIDAVIT

By signing this Affidavit I represent that all information contained in this application is true and correct to the best of my knowledge and acknowledge and agree to abide by the requirements and restrictions of the Glenwood Springs Municipal Code as pertains to short-term rentals and affirm the following:

 1.   I have obtained a City of Glenwood Springs business and sales tax license as required under Title 050 of the Glenwood Springs Municipal Code and will promptly remit all applicable taxes in conformance with state and local law. If an individual or business entity acts as the Responsible Party, only one business license shall be required.

 2.   The rental of the property herein described is permissible under all applicable local zoning and land use regulations under the Glenwood Springs Municipal Code and any covenants and restrictions imposed by any owners' association with authority over the property.

 3.   I agree that the City of Glenwood Springs does not inspect accessory tourist rentals for conformance with applicable building codes prior to occupancy, that I am responsible for maintaining the property for health and safety, and to indemnify, defend, and hold harmless the City of Glenwood Springs, including its officers, agents, and employees, from any action resulting from damage, loss, injury, including death, of any occupant of the rental property herein described.

 4.   I have read and understand the requirements, restrictions, and standards of Section 070.030.030(e)(9) of the Glenwood Springs Municipal Code and shall strictly comply therewith.

Note: A Short-term Rental Permit will only be issued after the application has been reviewed and approved in accordance with the Glenwood Springs Municipal Code. Specific terms and conditions may be included in the permit. All permits will be issued to the owner(s) of the property. A change in ownership requires the new property owner to apply for a new permit. Short-term rental permits expire at the end of odd numbered years. Property owners will be sent a new application form prior to expiration of their permit.

Owner(s) Signature: _____   Date:_____

 _____   Date:_____

ADMINISTRATIVE USE ONLY:

_____   _____
Application received by: Date:

Application fee collected   [ ]   Amount: _____