



## Accessory Tourist Rental Permit & Application City of Glenwood Springs, CO

### General Information

An accessory tourist rental permit allows a property owner to rent a maximum of one bedroom in their home for periods of less than 30 days as long as the home contains at least two bedrooms and the property owner or a resident manager also resides in the home during the rental.

### Application & Review Process

1. Review the regulations which are located after the Frequently Asked Questions section of this guide. If you determine you are eligible to apply, please complete the attached Accessory Tourist Rental Permit application and submit along with the applicable application fee to the Community Development Department at 101 W. 8<sup>th</sup> Street, Glenwood Springs, CO 81601. Call the Community Development Department at 970-384-6411 for the current application fee.
2. In addition to the Accessory Tourist 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 an Accessory Tourist 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 the applicable zoning, land use and building codes. The Accessory Tourist Rental Affidavit can be found within this guide or online on our website.
4. Upon approval of the Accessory Tourist 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 Accessory Tourist Rental Permit.

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

**Accessory Tourist Rental  
Permit & Application  
City of Glenwood Springs, CO**

**ACCESSORY TOURIST RENTALS  
FREQUENTLY ASKED QUESTIONS:**

**1. What is an accessory tourist rental?** *An accessory tourist rental allows a homeowner to rent a maximum of one (1) bedroom within their single family home or residential unit for monetary consideration for time periods less than thirty (30) consecutive days, provided there is at least one additional bedroom within the residential unit and a property owner or a designated resident manager resides in the unit.*

*An accessory tourist rental **does not** allow the rental of an entire residential dwelling unit for rental periods of less than thirty (30) days (See Short-term Rentals). Neither does an accessory tourist rental permit include a bed and breakfast, residency unit, boarding or rooming house, or hotel.*

*An accessory tourist rental permit **does not** apply to property owners that wish to offer the use of their home where no fee is charged or collected.*

**2. Are City of Glenwood Springs' permits or licenses required as a pre-requisite to having an accessory tourist rental in Glenwood Springs?** *Yes. It will be necessary to obtain an Accessory Tourist Rental Permit, completed/signed Accessory Tourist Rental affidavit and a Business/Sales Tax License before commencing to rent a bedroom in your home for periods of less than thirty (30) days.*

**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 an accessory tourist rental or are there certain areas where it is prohibited?** *The use of a residence as an accessory tourist rental is regulated via the zoning regulations of the Glenwood Springs Municipal Code in Article 070.020 Zoning Districts. Accessory tourist rentals are allowed in all residential and commercial zones. Accessory tourist rentals are allowed in Planned Unit Developments (PUDs) unless they are specifically listed as a prohibited use. Accessory tourist rentals are not allowed in any dwelling unit that has been permitted as an Accessory Dwelling Unit.*

**5. Who may apply for an Accessory Tourist Rental Permit?** *All permits shall be issued to the owner of the property.*

**6. What are the requirements for an Accessory Tourist Rental Permit?** *The requirements are listed in the Glenwood Springs Municipal Code at Article 070.030.030(e)(7) Accessory Tourist Rental.*

**Accessory Tourist Rental  
Permit & Application  
City of Glenwood Springs, CO**

- 7. Do I need a business license to operate an accessory tourist rental?** *A business license is required for accessory tourist rentals. Additionally, accessory tourist 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 an Accessory Tourist Rental permit. (See attached information sheet as to how to apply for a business and sales tax license on line, or visit <https://glenwoodsprings.munirevs.com>. If you have additional questions, please call 1/888-751-1911 or 970-384-6455.*
- 8. Will I need to have my home inspected?** *No, the property owner will complete and sign a Accessory Tourist Rental affidavit in place of an inspection from the building department.*
- 9. Do I need a building permit for an accessory tourist 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 any questions about whether or not your remodeling or upgrades will require a building permit.*
- 10. What building codes will an accessory tourist rental 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 resident manager?"** *A designated resident manager is a person who lives and sleeps in the residential unit that is to be permitted as an accessory tourist rental and who is authorized by the owner of the property to oversee the day-to-day operations of the accessory tourist rental.*

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

**Accessory Tourist Rental  
Permit & Application  
City of Glenwood Springs, CO**

**Glenwood Springs Municipal Code section 070.030.030(e)(7)-Accessory Tourist Rental**

**a. Applicability and Intent**

The requirements of this subsection shall apply to any residential dwelling unit or a portion of a residential dwelling within the city. This subsection is applicable within a Planned Unit Development unless specifically identified as a prohibited use by the Planned Unit Development.

**b. Owner Responsibilities**

1. The owner of the property or a resident manager must reside within one of the bedrooms within the dwelling unit which is to be used as the accessory tourist rental and shall be present on the premises for the duration of the rental.
2. The owner shall collect and pay all applicable local, state, and federal taxes including sales and lodging taxes.
3. The owner is responsible for ensuring the accessory tourist rental meets all applicable local, state, and federal regulations. For example, §38-45-101 C.R.S. et seq. requiring carbon monoxide alarms in a residential property.
4. The owner is responsible for obtaining all required licenses in accordance with Title 050 of the Municipal Code.

**c. Use and Occupancy Restrictions**

1. Parties renting the designated bedroom for transient rental shall have access to a private or shared full bathroom.
2. Guest stays may only occur within the dwelling unit that the owner or resident manager occupies.
3. The use is limited to one designated bedroom with a maximum occupancy for two people.
4. The bedroom used for guest stays shall not include a kitchen or partial kitchen.
5. Occupancy of the accessory tourist rental shall not exceed the occupancy allowed for single family use as defined in the Municipal Code, i.e. one or more persons living together on the premises of a dwelling unit, but it shall not include more than five persons unrelated by blood or marriage. Occupancy limits shall be established by International Property Maintenance Code (IPMC) and shall be listed on the accessory tourist rental permit.
6. Residential units eligible for an accessory tourist rental permit shall not be issued or hold permits for another land use that would further impact traffic at the site of the accessory tourist rental, including special use permits for another land use per the applicable zoning designation of the property, or a license or permit issued through another regulatory agency; except that properties issued a special use permit for a single family dwelling in the Hillside Preservation district or home occupation permit shall be eligible for an accessory tourist rental permit.
7. On properties with an accessory dwelling unit, only the primary dwelling on the property shall be eligible for an accessory tourist rental permit and the owner or resident manager must reside in the dwelling unit used as the accessory tourist rental.

**Accessory Tourist Rental  
Permit & Application  
City of Glenwood Springs, CO**

8. In a multifamily building under single ownership, no more than 25 percent but at least one unit may be permitted as an accessory tourist rental provided the owner or the resident manager occupies the accessory tourist rental.

**d. Operation**

1. All vehicles associated with the single family residence and accessory tourist 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 accessory tourist 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 designated bedroom permitted as an accessory tourist rental:
  - i. City of Glenwood Springs' license(s) and accessory tourist 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 an accessory tourist rental, including advertising on website vacation booking sites, shall display the City of Glenwood Springs accessory tourist rental permit number and business license number.

**e. Permit Procedures**

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

A property owner may not be issued both an accessory tourist rental permit and a short-term rental permit on the same property at the same time; however, should an owner wish to change the use of a permitted accessory tourist rental, he or she may do so by filing an application for a short-term rental permit in accordance with 070.030.030(e)(9). Upon issuance of a new short-term rental permit, the pre-existing accessory tourist 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 accessory tourist rental uses shall require a permit from the Director. Such permit shall only be issued after the residential dwelling unit and bedroom designated for transient lodging has been approved in accordance with the Municipal Code. The accessory tourist 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.

**Accessory Tourist Rental  
Permit & Application  
City of Glenwood Springs, CO**

**4. Revocation of Permit**

An accessory tourist 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.



**Accessory Tourist Rental  
Permit & Application  
City of Glenwood Springs, CO**

**ACCESSORY TOURIST RENTAL  
PERMIT APPLICATION**

*Accessory Tourist Rental means the rental for monetary compensation of not more than one (1) bedroom for transient lodging to guests in those residential units which contain a minimum of two (2) bedrooms; is owner occupied or is occupied by a resident manager; and which comply with the provisions of Section 070.030.030(e)(7) of the Glenwood Springs Municipal Code. This definition does not include a bed and breakfast or short-term rental.*

---

**GENERAL INFORMATION**

**OWNER:**

Name: \_\_\_\_\_ Business/Tax License # \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone No.: (home/office) \_\_\_\_\_ (mobile) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**RENTAL PROPERTY INFORMATION:**

Physical Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Complex Name: \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_ Number of Dedicated Parking Spaces: \_\_\_\_\_

(A minimum of two (2) bedrooms is required, one (1) for the resident manager or property owner to reside in and one (1) for guests.)

Provide a brief description of the bedroom that is to be used for the Accessory Tourist Rental. (For example, "upstairs back bedroom with two queen beds," or similar description.)

\_\_\_\_\_

