



# PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT SHORT TERM RENTAL PERMIT **INITIAL** APPLICATION

Questions? [www.coloradosprings.gov/STR](http://www.coloradosprings.gov/STR)

## **SHORT TERM RENTAL (30 DAYS OR LESS) APPLICATION REQUIREMENTS:**

*This application and all required associated documents shall be submitted via email to [shorttermrentals@coloradosprings.gov](mailto:shorttermrentals@coloradosprings.gov). This application must be completed in full and accompanied by the following information and updated within 3 days in the event of changes:*

- Completed Short Term Rental Application (all 6 pages)
- Proof of primary residence – this can be satisfied by providing two of the following: valid driver's license or State ID Card, valid vehicle registration, voter registration, conceal carry permit, dependent's school registration. Mail does not count as proof of residency. City Staff reserves the right to ask for additional proof of residency upon request.
- \$119 permit fee. The fee shall be paid via credit card or electronic check at the link provided <https://appengine.egov.com/apps/co/cospringsshorttermrentals>. Payment will not be accepted over the phone or in-person.
- Signed Short Term Rental Affidavit
- Proof of at least \$500,000 in liability insurance (Proof can be provided by hosting platform contract acknowledging insurance coverage through the platform i.e. AirBnb/VRBO, policy information, or other documentation)
- The Planning & Community Development Department may require **additional information** for this application as needed.

***If you are listing two (2) separate units on a property (e.g. unit in your back yard, and a room within your house) you will need two (2) separate permit applications and will need to pay two (2) separate permit fees.***

In the permitting of the short term rental permit, the Manager, Planning Commission or City Council shall have authority to require such reasonable conditions as necessary to protect the public health, safety and general welfare and to ensure that the use, value and qualities of the neighborhood surrounding the proposed location will not be adversely affected.

### **PROPERTY OWNER INFORMATION**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address of Short Term Rental: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Property Owner Primary Address: \_\_\_\_\_

### **CHECK ALL THAT APPLY (SELECT A MINIMUM OF THREE):**

- This is my primary residence (Occupied by owner not less than 185 days per year)
- I do not live at this property. My Primary address is listed above. (Occupied by owner less than 185 days per year)
- I will be present during a majority of the rental period (I will be living on the property)
- I will not be present during a majority of the rental period (I will be living on a different property / traveling)
- I am renting an accessory dwelling unit. (e.g. converted garage, mother-in-law suite, cottage)
- I am renting the whole house/unit.
- I am renting a room within the house. (If renting multiple rooms to separate renters/groups, **you must be in a zone that allows for multiple units**)

**APPLICANT CONTACT INFORMATION:**

Complete this section if the applicant is **not** the property owner.

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**PROPERTY OWNER AUTHORIZATION FOR SUBMITTAL & CORRESPONDENCE**

Complete this section if the applicant is **not** the property owner.

I hereby authorize \_\_\_\_\_ to file this application to the City of Colorado Springs for processing.

\_\_\_\_\_  
**Signature of Property Owner** **Date**

**LOCAL EMERGENCY CONTACT:**

*During the term that the Short Term Rental is occupied, the following person must be available 24 hours a day 7 days a week and able to respond to an emergency on the property **within one (1) hour (pursuant to City Code Section 7.5.1703(B)(4)). This can be the property owner.***

**REQUIRED CONTACT:**

Primary Emergency Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Secondary Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ E-mail: \_\_\_\_\_

By signing below, I am aware that I am the primary local 24 hour emergency contact for this Short Term Rental property and am able to respond within one (1) hour to this property in case of an emergency. I also acknowledge that my contact information will be publically available.

\_\_\_\_\_  
**Signature of Primary Local Emergency Contact** **Date**

**RECOMMENDED SECONDARY CONTACT:**

Secondary Emergency Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Secondary Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ E-mail: \_\_\_\_\_

By signing below, I am aware that I am the secondary local 24 hour emergency contact for this Short Term Rental property and am able to respond **within one (1) hour** to this property in case of an emergency. I also acknowledge that my contact information will be publically available. **THIS NUMBER SHOULD DIFFER FROM THE PRIMARY'S.**

\_\_\_\_\_  
**Signature of Secondary Local Emergency Contact**

\_\_\_\_\_  
**Date**

**PERMIT STANDARDS AND REVIEW CRITERIA**

*Planning & Development may approve or modify and approve an application for a Short Term Rental permit if the following standards and criteria are met. Owner to initial on the line next to the following statements confirming your understanding of the following criteria:*

\_\_\_\_\_ Sleeping quarters for short term tenants shall not be in non-residential areas within buildings or accessory structures (e.g. shed, garage, etc.) that do not contain finished living space; or in commercial (office/retail) or industrial (warehouse) spaces; or outdoors (e.g. tent, etc.); or in a recreational vehicle.

\_\_\_\_\_ Limit one short-term rental unit within each lawful dwelling unit located on a property, up to a maximum of four (4) short term rental units per property; or in the event of condominiums or buildings held in similar common ownership, each owner shall be limited to two (2) short term rental units per property. Entities under common control shall be considered a single owner for the purpose of evaluating ownership of dwelling units.

\_\_\_\_\_ A sales tax license shall be obtained from the City's sales tax office.  
(A sales tax license is **not required** if short term rental is posted only on AirBnB or VRBO. The City does NOT have agreements with other hosting platforms at this time.)

\_\_\_\_\_ The owner must maintain weekly residential trash collection services. Outdoor trash bins must be screened from public view or kept inside of a structure or garage.

\_\_\_\_\_ The owner shall maintain and provide proof of property liability insurance in the amount of not less than \$500,000, or provide proof that property liability coverage in an equal or higher amount is provided by any and all hosting platforms through which the owner will rent the short term rental unit. Proof of liability insurance is not required if short term rental reservations are handled exclusively by hosting platforms (websites) that extend liability coverage of not less than \$500,000 under terms acceptable to the Manager.

\_\_\_\_\_ Short term rental units must remain compliant with all planning, zoning, building and other City codes. If a dwelling unit (apartment/suite) is located within an apartment building then the entire property (including other dwelling units) must be compliant and not subject to Code Enforcement.

\_\_\_\_\_ All short-term rental tenants shall abide by all applicable noise, housing and public health ordinances of the City and with all other City fire and safety ordinances.

\_\_\_\_\_ Parking in private driveways shall be utilized first with overflow parking on the street where permitted. Parking on-site in non-driveway areas (i.e. front yard areas, parkways and rear-yards) is prohibited.

\_\_\_\_\_ No meals shall be prepared for or served to the renter by the owner or the owner's agents.

\_\_\_\_\_ Use of the short-term rental home for any commercial or large social events or gatherings, such as weddings, is prohibited.

\_\_\_\_\_ The City issued permit with all local contact information and emergency safety information shall be prominently displayed within the short term rental unit.

\_\_\_\_\_ The City issued permit number shall be used in all rental marketing materials.

\_\_\_\_\_ The occupancy regulations are met pursuant to Section 7.5.1706(H) and are reflected in all marketing materials. (Limit two occupants per bedroom, plus an additional two occupants, maximum of 15 occupants).

### **GENERAL INFORMATION ACKNOWLEDGED**

\_\_\_\_\_ Tenants will be provided a parking diagram or verbal description verifying the location of all parking spaces available for the short term rental and the diagram will be posted in a prominent location within the short term rental. The designated parking spaces will be available for use by short-term rental tenants.

\_\_\_\_\_ Operation of the short term rental will comply with Good Neighbor Guidelines; the Good Neighbor Guidelines will be provided to tenants in the rental agreement and by posting it in a prominent location within the r.

\_\_\_\_\_ The approved permit for the STR will be posted in the interior of the dwelling adjacent to the front door.

\_\_\_\_\_ I (we) have read and understand Colorado Springs Municipal Code regulating Short Term Rental Units (Title 17, Chapter 7)

\_\_\_\_\_ I understand that HOA covenants are a separate agreement within my neighborhood and may be more restrictive than the City's Short Term Rental regulations.

### **EXTERIOR SAFETY**

\_\_\_\_\_ House number visible from the street.

\_\_\_\_\_ All deck and stair rails and guards are attached and capable of supporting imposed loads.

\_\_\_\_\_ All exits unobstructed and clear and maintained that way at all times.

\_\_\_\_\_ Window wells serving basement sleeping rooms be provided with escape ladders and operable windows so as to allow for secondary egress from the room in the event of a fire. (2015 IFC 1030.1)

**INTERIOR SAFETY**

\_\_\_\_\_ ABC 2.5 lb. fire extinguisher in plain view within 6 feet of the oven/stove if gas appliances are installed and must be certified annually.

\_\_\_\_\_ Smoke alarm should be installed and maintained in each sleeping room and immediately outside each sleeping room such as in a corridor, hallway or great room serving the individual sleeping rooms. (2015 IFC 907.2.11.2)

\_\_\_\_\_ Carbon monoxide detector installed and maintained within 15 feet of sleeping rooms.

\_\_\_\_\_ Stairs are free of tripping hazards.

\_\_\_\_\_ Hallways unobstructed and clear and maintained that way at all times.

\_\_\_\_\_ At least one working bathroom with water closet, lavatory, and shower or bathtub.

\_\_\_\_\_ Bathroom and kitchen electrical outlets should be GFI protected. (IBC)

\_\_\_\_\_ All occupied rooms have working electrical outlets and lighting fixtures without extension cords.

\_\_\_\_\_ Extension cords are not used as permanent wiring. (2015 IFC 605.5)

\_\_\_\_\_ Exposed wiring, etc. shall be eliminated. (2015 IFC 605.1)

\_\_\_\_\_ Check completed for general fire hazards: exposed wiring, presence of extension cords on appliances, clean dryer ducts, etc.

\_\_\_\_\_ Heating and water heating system maintained and operational.

\_\_\_\_\_ Building permits and final approvals have been received for remodeling work.

**OWNER/APPLICANT REVIEW:**

Date Application Submitted: \_\_\_\_\_ Any other STR permits on this property? YES NO

Insurance: HOSTING SITE or Company: \_\_\_\_\_ Policy # \_\_\_\_\_

Parcel Tax Schedule Number: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_ Maximum Occupancy \_\_\_\_\_ (two people per bedroom plus two, maximum 15)

**ADDITIONAL SHORT TERM RENTAL INFORMATION:**

**FORMAL REVIEW TIME PERIOD**

- Applications are to be submitted via email to [ShortTermRentals@coloradosprings.gov](mailto:ShortTermRentals@coloradosprings.gov) with the application and all required documentation in one .pdf document. Applications will be reviewed within three (3) business days.
- Payment is ONLY accepted via the online payment portal. Payment will not be accepted over the phone or in-person. Payment can be made at <https://appengine.egov.com/apps/co/cospringsshorttermrentals>.

**RENEWALS**

- The Short Term Rental unit permit is valid for one (1) year from the date of issuance. The permit may be renewed for additional one (1) year periods upon receiving a renewal application and the \$119 permit fee. You will receive a reminder email approximately thirty (30) days prior to your permit expiration with instructions on how to renew your permit. Permit renewals are completed via email only.

**PERMIT REQUIREMENTS**

- The permit does not run with the property but is issued to the specific owner. The permit shall not be transferred or assigned to another individual, person, entity, or address. The permit does not authorize any person, other than the person named therein, to operate a short-term rental home on the property.

**PUBLIC NOTIFICATION**

- Staff recommends notifying adjacent neighbors if you are operating a short term rental to provide them with the Good Neighbor Guidelines and emergency contact information. Sample notification template is available on the Colorado Springs website.

**OWNER / APPLICANT ACKNOWLEDGEMENT OF RESPONSIBILITIES:**

The signature(s) below certifies that the information provided on this form is in all respects true and accurate to the best of my (our) knowledge and belief. I agree that I have read a copy of the Zoning Ordinance requirements concerning Short Term Rentals, understand the described regulations and agree to abide by them. I also understand that should the Short Term Rental become a nuisance, hazard or unreasonably interfere with the quiet enjoyment of other people’s premises, in accordance with 7.5.1707, that this Short Term Rental Permit will be revoked by the City of Colorado Springs. I (we) understand that providing false information in this application shall be a violation of the City of Colorado Springs Municipal Code, and shall be grounds to deny the application, void the approval, and revoke a Short Term Rental unit permit issued for the property. I hereby certify under penalty of perjury pursuant to the laws of the State of Colorado that the above items have been checked and were found to be in good working order.

\_\_\_\_\_  
**Signature of Property Owner**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Applicant (if applicable)**

\_\_\_\_\_  
**Date**