



SHORT-TERM RENTALS

PERMIT TYPES, REQUIREMENTS, FEES, AND VIOLATIONS

Permit Types:

- 1) Hotels
- 2) Multi-Family-A
- 3) Multi-Family-B
- 4) Single-Family Homes & Duplexes

*Note - Your business may require two or more different permit types.

*Airbnb and VBRO will no longer be remitting sales tax on your behalf.

Short-term Rental Permit Type 1: Hotels (applies ONLY to: Limelight, Viewline, Wildwood, and Mountain Chalet)

Each Hotel is required to obtain one (1) business license and one (1) short-term rental permit for each hotel. License and Permit are to be renewed annually.

Business License Fee: \$ 85.00 per hotel/lodge

Short-term rental Permit Fee: \$300 per hotel

Sales and Lodging Tax forms and payments are required to be filed monthly and may be paid with one (1) payment. You must provide the number of occupied nights on the line provided on the Lodging Tax form.

A Designated Hotel Representative must be available 24/7/365.

The following information will be required in order to submit for a Short-term rental permit:

- Physical address of the hotel
- Owner Name
- Mailing address of the Owner
- Phone number of the Owner
- Email address of the Owner
- Name of Designated Hotel Representative
- Phone number of Designated Hotel Representative
- Email address Designated Hotel Representative
- List of all places where these units are advertised...once a TOSV permit number is assigned, the permit number must appear in all your listings
- Identify the number of beds in the unit
- Identify the number of units being used as long-term rentals

Short-term Rental Permit Type 2: Multi-family A

Examples (Crestwood, Timberline, Stonebridge and Viceroy)

Each Property management company or owner will be required to obtain one (1) business license for their parent company and a short-term rental permit for each unit that they manage. License and Permit are to be renewed annually.

Business License Fee: \$85.00 per each parent company

Short-term rental Permit Fee: \$300 per unit

Sales and Lodging Tax forms and payments are required to be filed monthly and can be paid one (1) per complex. You must provide the number of occupied nights on the line provided on the Lodging Tax form. **Airbnb and VBRO will no longer be remitting sales tax on your behalf.**

Note: If you do not participate in the centralized management program of the complex, then you will need to obtain a Permit type 3.

Parking permits will be distributed by the lodge/condo property.

Designated Local Owner Representative must be available 24/7/365 and be able to respond to all calls within 60 minutes.

The following information will be required in order to submit for a Short-term rental permit:

- Physical address of the complex
- Owner name
- Mailing address of the Owner
- Phone number of the Owner
- Email address of the Owner
- Name of Designated Local Owner Representative
- Phone number of Designated Local Owner Representative
- Email address of Designated Local Owner Representative
- Property Management company name
- Property Management company mailing address
- Property Management company email address
- Property Management company phone number
- List of all places where these units are advertised...once a TOSV permit number is assigned, the permit number must appear in all your listings. List company website address.
- Each owner to read and sign the affidavit and upload into MUNIREvs.
- Identify the number of bedrooms in the unit
- Identify the number of beds in the unit
- Does your property restrict parking? Yes or No
- Identify the number of assigned parking spaces for the unit
- Identify the number units used for long term rentals
- Enter the exact number of units used for long term rentals.
- Identify the number of units that are non-rental

Short-term Rental Permit Type 3: Multi-family B

Examples (Seasons 4 and Woodbridge)

Each property owner or property management company will be required to obtain one business license and one short term rental permit for per unit. License and Permit are to be renewed annually.

Business License Fee: \$85.00 per owner/property manager

Short-term rental Permit Fee: \$300 per unit

Sales and Lodging Tax forms and payments are required to be filed monthly separately per unit. You must provide the number of occupied nights on the line

provided on the Lodging Tax form. **Airbnb and VBRO will no longer be remitting sales tax on your behalf.**

The maximum occupancy for units with four (4) or more bedrooms is restricted to two (2) people per legal bedroom plus four (4). For units with three (3) or fewer bedrooms, the maximum occupancy will be restricted to two (2) people per legal bedroom plus two (2). Children five (5) and under will not be considered in this bedroom limit.

Note: parking permits can be purchased for the numbered lots from the Town of Snowmass Village Transportation parking office.

Designated Local Owner Representative must be available 24/7/365 and be able to respond to all calls within 60 minutes.

The following information will be required in order to submit for a Short-term rental permit:

- Unit number/identifier
- Physical address of the unit (add Snowmass Village, CO 81615)
- Owner name
- Mailing address of the Owner
- Phone number of the Owner
- Email address of the Owner
- Name of Designated Local Owner Representative
- Phone number of Designated Local Owner Representative
- Email address of Designated Local Owner Representative
- Property Management company name
- Property Management company mailing address
- Property Management company email address
- Property Management company phone number
- How long has your unit been listed as an STR _____
- List of all places where these units are advertised...once a TOSV permit number is assigned, the permit number must appear in all your listings. List company or property website address.
- Identify the number of bedrooms in the unit
- Identify the number of beds in the unit
- Does your property restrict parking? Yes or No
- Identify the number of assigned parking spaces for the unit
- Who is your HOA?

- Read and sign the affidavit and upload with permit in MUNIrevs.
- How many days do you intend to rent?
- Upload the signed Good Neighbor Guidelines. The Good Neighbor Guidelines must be included with all your rental agreements and displayed in a prominent location in the unit.

Short-term Rental Permit Type 4: Single-family homes & Duplexes

Each single-family/Duplex homeowner will be required to obtain one business license and one short-term rental permit for each property they are renting. License and Permit are to be renewed annually.

If a property management company manages your home/duplex, they can hold the business license.

Business License Fee: \$85.00 per home

Short-term rental Permit Fee: \$300 per home/duplex

Sales and Lodging Tax forms and payments are required to be filed monthly per each individual property. You must provide the number of occupied nights on the line provided on the Lodging Tax form.

Single-family home/duplexes have a minimum four (4) night stay.

The maximum occupancy for units with four (4) or more bedrooms is restricted to two (2) people per legal bedroom plus four (4). For units with three (3) or fewer bedrooms, the maximum occupancy would be restricted to two (2) people per legal bedroom plus two (2). Children five (5) and under will not be considered in this bedroom limit.

Note: Parking permits can be purchased for the numbered lots from the Town of Snowmass Village Transportation parking office.

Designated Local Owner Representative must be available 24/7/365 and be able to respond to all calls within 60 minutes.

The following information will be required in order to submit for a Short-term rental permit:

- Physical address of the unit (add Snowmass Village, CO 81615).
- Owner name

- Mailing address of the Owner
- Phone number of the Owner
- Email address of the Owner
- Name of Designated Local Owner Representative
- Phone number of Designated Local Owner Representative
- Email address of Designated Local Owner Representative
- Property Management company name
- Property Management company mailing address
- Property Management company email address
- Property Management company phone number
- How long has your unit been listed as an STR _____
- List of all places where these units are advertised...once a TOSV permit number is assigned, the permit number must appear in all your listings. List company or property website address.
- Identify the number of bedrooms in the unit
- Identify the number of beds in the unit
- Does your property restrict parking? Yes or No
- Identify the number of assigned parking spaces for the unit
- Who is your HOA?
- Read and sign the affidavit and upload with your permit in MUNIrevs.
- How many days do you intend to rent?
- Upload the signed Good Neighbor Guideline. The Good Neighbor Guideline must be included with your rental agreement and displayed in a prominent location in the unit.

<p>Violations (Note: Violations only apply to permit types 2, 3 and 4):</p>
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If you rent your unit without a Town STR permit, or if you have another type of violation, you will be subject to the following fines and repercussions.

Violation Type: Major

- Renting your property without an STR permit
- 2nd conviction or a guilty plea of municipal code violation for noise ordinances or wildlife within a two-year period.
- Life safety violation including smoke and carbon monoxide detectors, or fire extinguishers.

- Providing false information.
- Failure to remit sales and lodging taxes.

1st major violation may result in loss of your STR permit and/or Business license for up to 2 years.

2nd major violation may result in loss of your STR permit and/or Business license for up to 5 years.

Violation Type: Minor

- Occupancy limits
- Parking Violations
- Failure to list your Permit number on all advertising listings.
- Recurrent delinquent sales tax filing and or remittance.
- Any administration issues

1st minor violation may result in up to a \$1,000 fine.

2nd minor violation may result in up to a \$1,500 fine.

3rd minor violation may result in major violation and loss of your STR permit and/or Business license for up to 2 years.

**Any grievances, hardships, or appeals may be presented to the Town of Snowmass Village Town Manager or his/her designee for further consideration.*

Permit Fee Schedule:

Permit Type:	Business License	Permit Fee
Permit Type 1-Hotels	\$ 85.00	\$300 per hotel
Permit Type 2-Multi-family A	\$ 85.00	\$300 per unit
Permit Type 3-Multi-family B	\$ 85.00	\$300 per unit
Permit Type 4-Single-family/Duplexes	\$ 85.00	\$300 per home

Additional Regulations:

The Town of Snowmass Village may inspect your home/unit subject to the Town's discretion. The town will give a 24-hour notice of entry unless there is a life safety issue.

Once your STR permit is approved you must include your Town of Snowmass Village Permit number on all advertising listings.

Display a copy of your permit in a prominent location in the property for permit types 3 & 4.

Sales and Lodging tax is due monthly, no later than the 20th of the following month. If you had no rental activity for that month you will still be required to submit a zero-tax form.

The Town of Snowmass Village tax is 12.8 percent and includes the following:

- State tax: 2.9%
- Pitkin County tax: 3.6%
- Roaring Fork Transportation Authority tax: 0.4%
- Town of Snowmass Village sales tax: 3.5%
- Town of Snowmass Village Lodging tax: 2.4%

*The 3.5% sales tax and 2.4% lodging tax are remitted directly to the Town of Snowmass Village through MUNIREvs The remaining 6.9% (state tax, county tax and transportation authority tax) is remitted directly to the [State of Colorado](#).

If your property is subject to a HOA, you must verify that you are allowed to operate a STR and that you are in compliance with your HOA's requirements.