



## Short-Term Rental Permit FAQ's:

### **1. What is a Short-term Rental (STR)?**

A short-term rental is a residential dwelling unit, or any room therein that is rented for less than 30 consecutive days.

### **2. Do I need a STR rental permit?**

Yes, if you rent your property for less than 30 consecutive days at a time you are required to obtain a STR permit. You will also need to obtain a Town of Snowmass Village [business license](#) if you don't already have one. If you rent your property without a permit, you will be in violation of the Town of Snowmass Village Ordinance No 6, Series 2022. Failure to have a current business license and valid STR permit is a major violation. See question 11 for all violations. When applying for your STR permit if you or your property management company already have a current business license then you only need to apply for the STR permit.

### **3. Can I rent my property as a STR if I am in a homeowner's association?**

If your property is subject to a homeowner's association, you must verify that you are allowed to operate a STR and that you are in compliance with your HOA requirements, including the number of rental nights that you are allowed. Always follow which ever regulations are more restrictive. You are required to confirm HOA approval in the signed affidavit as part of the STR permit application.

### **4. What type of permit do I need to apply for?**

There are 4 types of short-term rental permits. Please read the definitions below and select the permit type that applies to you.

*Note: For more information, please refer to the Short-term Rentals Permit Types/Requirements/Fees/Violations document.*

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

Hotel/lodge rooms and suites mean a building or portion thereof containing rooms, areas or separate spaces intended for temporary occupancy by guests typically by the day or week, each of which contains sanitation facilities and may contain a small kitchen area. The hotel or lodge generally provides one (1) or more enhanced levels of service, such as:

- a. A level of staffing, amenities, service, or facilities above that customarily found in multi-family dwellings.
- b. Twenty-four-hour front lobby check-in with in-house housekeeping, concierge, room, and maintenance services; and
- c. Standardized fixtures and furnishings with central phone, cable, heating, air conditioning and hot water systems for all units. Accessory use facilities may include associated office space, central laundry or laundry facilities used by the occupants, meeting rooms and similar service/support facilities, none of which shall constitute independent commercial uses.

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

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.

All parking permits will be distributed from the hotel directly.

**NOTE: Property management companies may be required to obtain more than one permit type based on which category the individual unit falls under.**

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

Examples (Crestwood, Timberline, and Viceroy)

Dwelling, multi-family means a building containing two (2) or more dwelling units sharing vertical and/or horizontal party walls in which each dwelling unit is designated for and used as a dwelling exclusively by one (1) family and their guests. Multi-family dwelling units may be made available for short-term rental. A multi-family dwelling within a proposed development shall be classified as the following:

Multi-family-A means a multi-family dwelling or group of multi-family dwellings located within the same PUD, consisting of at least twenty-five (25) dwelling units and in which the owners of the dwelling units located there are participating in a centralized:

1. Check-in facility
2. Property management program; and
3. Rental management/unit management program

(Provided that the applicant can establish to the Town's reasonable satisfaction that at least sixty-seven percent [67%] of the dwelling units within such dwellings can reasonably be expected to participate in said centralized management program). Does not include multi-family dwellings operated and maintained, in whole or in part, as a hotel/lodge.

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

**You will obtain a Permit type 3 if you do not participate in the centralized management program of the complex.**

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.**

***\*\*Each homeowner will need to sign the Self-Compliance affidavit and the Good Neighbor Guidelines. Both will need to be uploaded with the permit in MUNIREvs. The Good Neighbor Guidelines must also be included with all rental agreements and displayed in a prominent location in the unit.***

All parking permits will be distributed from the condo complex.

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

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

(Examples: Seasons Four & Woodbridge)

This type of permit is required if you do not meet all of the requirements for a Multi-family-A.

**You will obtain a Permit type 3 if you do not participate in the centralized management program of the complex.**

Each property owner or property management company will be required to obtain one business license and one short term rental permit per **unit**.

License and Permit are to be renewed annually.

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.

Parking permits can be purchased 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.

***\*\*Each homeowner will need to sign the Self-Compliance affidavit and the Good Neighbor Guidelines. Both will need to be uploaded with the permit in MUNIRevs. The Good Neighbor Guidelines must also be included with all rental agreements and displayed in a prominent location in the unit.***

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

A single-family home or duplex is an independent residential structure that sits on its own land and is designed to be used as single dwelling unit or in the case of a duplex a double dwelling unit.

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 you use a property management company to manage your single family home/duplex that has a current Town business license their business license will suffice for your single-family home/duplex and you will not be required to obtain a separate business license.

Sales and Lodging Tax forms and payments are required to be filed monthly per 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.

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

*\*\*Each homeowner will need to sign the Self-Compliance affidavit and the Good Neighbor Guidelines. Both will need to be uploaded with the permit in MUNIREvs. The Good Neighbor Guidelines must also be included with all rental agreements and displayed in a prominent location in the unit.*

**\*A four-night rental minimum will apply to all single-family homes and duplexes.**

\*If you have any questions regarding what type of permit you should apply for email Jen Beach at [jbeach@tosv.com](mailto:jbeach@tosv.com)

**5. Where do I apply for a Town of Snowmass Village business license and STR permit?**

<https://snowmassvillage.munirevs.com/>

**6. What are the steps to apply for a STR permit?**

- Complete the online application to obtain a Town of Snowmass Village [business license](#). Pay the \$85.00 fee.
- Read the STR Ordinance No 6, Series 2022, all the STR regulations, and the Good Neighbor Guidelines.
- Check with your HOA for any regulations.
- Apply for the STR permit in MUNIREvs.
- Complete the STR affidavit, sign, and submit with your permit application.
- Read and sign the STR Good Neighbor Guidelines and place the guidelines in a prominent location in your property. Upload with your permit in MUNIREvs. You must include a copy with all your rental agreements.
- Wait for an email approval from MUNIREvs and then log on and pay the permit fee.

- Obtain your Town of Snowmass Village STR permit number and display on all your listings. Display your permit in a prominent location on your property.

## **7. What is the Good Neighbor Guidelines?**

The Good Neighbor Guidelines is a packet of valuable information intended to help visitors gain an understanding of our mountain town values and guidelines to help make their stay more enjoyable. These guidelines must be displayed in a prominent location in your property and a signed copy must be uploaded with your STR permit application. A copy must also be included with all your rental agreements.

<https://www.tosv.com/DocumentCenter/View/4679/STR-Good-Neighbor-Guide?bidId=>

## **8. Will my home be inspected?**

The Town of Snowmass Village has the right to inspect your property to make sure all the information on the permit and affidavit is accurate and the property meets the regulations. The Town of Snowmass Village will give a 24-hour notice of entry unless there is a life safety issue.

## **9. What sales and lodging tax do I need to collect when renting my unit?**

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](#).

## **10. When is the STR tax due?**

All tax payments are due monthly, no later than the **20<sup>th</sup>** of the following month. If you had no rental activity for that month, you are still required to submit a zero-tax form.

Please remit your taxes online: <https://snowmassvillage.munirevs.com/>

## **11. What if I do not obtain a STR permit, or I have a different violation?**

If you rent your unit without a Town STR permit, or if you have another type of violation, you may be subject to the following fines and repercussions.

### Violation Type: **Major**

- Renting your property without an STR permit
- 2<sup>nd</sup> 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.

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

**2<sup>nd</sup> 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 administrative issues with the permitting.

**1<sup>st</sup> minor violation may result in up to a \$1000 fine.**

**2<sup>nd</sup> minor violation may result in up to a \$1500 fine.**



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

**12. What if I have any grievances, hardships, or appeals?**

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

**13. Do I still need a Town of Snowmass Village business license and STR permit if I only rent my property 2 weeks a year?**

Yes.

**14. If I am currently only using Airbnb and VBRO to rent will I need a business license and STR permit? What about my sales and lodging taxes?**

Yes, you will need both a Town of Snowmass Village [business license](#) and STR permit. You will also need to collect and remit your own sales tax directly to the Town through MUNIREvs. It will be **required** on the lodging tax form to add the number of occupied nights per month. **Airbnb and VBRO will no longer remit taxes on your behalf.** It is **mandatory** to list your Town of Snowmass Village STR permit number on all your advertisements. This applies to all permit types.

**15. Do I have to display my permit?**

Yes. The STR permit must be displayed in a prominent location inside your property. This pertains to permits types 3-4. You can find your permit in the MUNIREvs business center by clicking your account name under “Manage Your Account(s)”. Your STR permit number **MUST** be displayed on all your advertising listings. This will be strictly enforced and failure to do so will result in a fine or loss of your permit and license. (See question 11 above)

**16. Are there any restrictions or zones where a STR can be located?**

There are no current Town regulations in place limiting the location of a STR. Please check with your homeowner’s association on their restrictions or limitations.

**17. Is there a maximum occupancy limitation?**

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) years old and under do not apply to these limitations.

**18. Is there a minimum night stay?**

Single-Family homes/Duplexes have a minimum four (4) night stay.

**19. Can I change the name on the permit from one person to another in the same LLC or trust?**

The permit contact information may not be changed after a permit is issued. Permits are non-transferable. Changes will result in termination and revocation of a permit. The new permittee will be required to apply for a new permit.

**20. What if I do not have a designated local owner representative that can be contacted 24/7/365?**

You will not be approved for a Town of Snowmass Village STR permit.

**21. What if I decide not to rent my property/unit anymore and I need to close my account?**

Email: Financial and Sales Tax Analyst ( Jen Beach) at [jbeach@tosv.com](mailto:jbeach@tosv.com) for all account closures.

**22. How can I file a complaint about a short-term rental in my neighborhood?**

Email or call the designated Town of Snowmass Village representative:  
\_\_\_\_\_ or

Call the Town of Snowmass Village Police at their non-emergency number:  
**970-923-5330.**

**23. What if there are complaints against my property?**

The Town's designated representative will contact you regarding the complaints and discuss possible actions that can be taken to remedy the issues. (See question 11 for more details)

**24. Under what circumstances may the Town revoke my STR permit? (See question 11)**

- Renting without an STR license.
- 2<sup>nd</sup> conviction or a guilty plea of municipal code violation for noise ordinances or wildlife within a two-year period.
- Life safety violations including smoke detectors or carbon monoxide detectors.
- Being dishonest on the affidavit or permit application.
- Failure to remit and collect sales and lodging tax.
- Failure to list TOSV permit number on all advertisements.
- 3<sup>rd</sup> conviction of a minor violation.

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

**If you have any other questions regarding the Short-term rental process, please email Jen Beach at [jbeach@tosv.com](mailto:jbeach@tosv.com) or call 970-923-3796.**