



City of Idaho Springs  
 1711 Miner Street  
 Idaho Springs, CO, 80452  
 303.567.4421 | 303.567.4955 (fax)

License Number: \_\_\_\_\_

Issued Date: \_\_\_\_\_

## Short Term Rental License Application

Applicant and Property Information	
Name:	
Phone Number:	Email Address:
Property Address:	
Mailing Address:	

Authorized Agent Information	
Name:	
Phone Number:	Email Address:
Mailing Address:	

Licensing Requirements	Application Requirements
<input type="checkbox"/> Proof of Fire Inspection <input type="checkbox"/> Statement of Occupancy Load <input type="checkbox"/> Proof of Life Safety Inspection <input type="checkbox"/> Proof of Posting Requirements <input type="checkbox"/> Proof of Conforming Emergency Egress Pathways <input type="checkbox"/> Written Statement Acknowledging Outdoor Burning Ban	<input type="checkbox"/> Proof of Ownership OR <input type="checkbox"/> Signed and Notarized Authorization of Owner for STR Use <input type="checkbox"/> Written Designation of Authorized Owner to Act <input type="checkbox"/> Illustration of Premises <input type="checkbox"/> Delineated Off Street Parking Plan <input type="checkbox"/> Proof of Business Licensure <input type="checkbox"/> 150 Dollar Application Fee <input type="checkbox"/> Signed and Dated Short Term Rental Affidavit

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Short Term Rental Licensing Affidavit

Effective November 12, 2018, it shall be unlawful in Idaho Springs to operate any Short Term Rental in the City without holding a license for the same. A Short Term Rental shall be subject to licensure in lieu of the Home Occupation Licensing Provisions (Section 21-33-A, ISMC).

**Principal Residence**

It is unlawful for any person to operate a Short Term Rental in any location other than that person’s principal residence. A Lessee may operate a Short Term Rental with Written, Signed, and Notarized Approval of the Owner.

Principal Residence is defined as a residence which is the usual place of return for housing as documented by the occupant’s 1) Driver’s License OR Colorado State Identification Card, 2) Voter Registration; Motor Vehicle Registration; OR proof of designation of residence for Tax Purposes.

An owner may choose to designate an agent to act as representative of the applicant, if said agent has a residential or business address within 50 miles of the City.

**Authorization of Representative Agent**

By Signing below, I authorize \_\_\_\_\_ (printed name of authorized agent) to act on my behalf in regard to issues related to short term rentals at my primary residence. I have provided proof that my authorized agent has a residential or business address within fifty (50) miles of Idaho Springs.

**Responsibility to Respond**

There shall be an owner or representative on call full time to manage the property during any period in which the property is occupied as a Short Term Rental. The owner or representative agent shall be required to respond to an active guest within 3 hours by phone or in person.

**Updating Information**

It is the duty of each short term rental licensee to ensure that all of the information provided in the license application is kept up to date at all times, and it shall be unlawful for a licensee to fail to provide updated information to the City within ten (10) days after the date upon which any information is no longer accurate.

**Public Record**

I acknowledge that this Affidavit is Public Record, and that the City Clerk shall maintain a list of currently-licensed Short Term Rental Properties in the City subject to public view on both the City’s website and in the Clerks Office.

**Reporting**

Each Licensee shall submit to the City this affidavit, signed and notarized, attesting to the number of nights rented in the prior year, as well as confirmation of payment of all applicable sales and lodging taxes. Number of Nights Rented: \_\_\_\_\_

I, \_\_\_\_\_ (printed name), swear under penalty of perjury that I am the owner of the property located at \_\_\_\_\_, that this property constitutes my primary residence. I affirm that this property is not governed by any deed restrictions or covenants that would preclude it’s use as a Short Term Rental. I have provided all of the required information about my property. I understand that my short term rental license may be revoked at any time if I am found to be out of compliance with these requirements.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

<p>The foregoing instrument was acknowledged to me this _____ day of _____ 2019, by _____ as owner of the property at _____.</p> <p>Witness my hand and official seal.</p> <p>Commission expires: _____</p> <p>_____</p> <p>Notary Public</p>
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