PRIMARY DWELLING SHORT-TERM RENTAL LICENSE APPLICATION CHECKLIST

A **Primary Dwelling Short-Term Rental** is a single-family dwelling unit offering transient lodging accommodations to a single booking party at a time within that dwelling unit for a rental duration of fewer than 30 days where the dwelling unit is the primary residence of the owner.

	Building Lot Determination (if not in a platted subdivision) Contact planning if you are unsure if your property requires a Building Lot Determination. Call 303.441.3930 or email ask-a-planner at: https://www.bouldercounty.org/property-and-land/land-use/planning/ask-a-planner/
	Deed Provide a copy of your current deed. You may find this information in your title work or through the online Public Records Search: https://recorder.bouldercounty.org/countyweb/loginDisplay.action?countyname=Boulder
	Floor plan Must show and label locations of all: • Sleeping rooms that will be rented; • Egress; • Carbon monoxide detector(s). • Fire extinguishers; and • Smoke detectors.
	Insurance proof Provide a copy of your home insurance Declarations Page with liability and property insurance limits at a minimum liability of $500,000 and include a rental exposure.
	Local Manager information The manager must be able to respond to a renter or complainant within one (1) hour in person. Information is entered in the online application and includes name, address, phone and email address.
	Map of property Must show boundaries, access, and all parking. You can obtain an aerial view of your property at: https://maps.boco.solutions/propertysearch/
	Potable water supply documentation Provide a copy of your utility bill or well records. Search state well records at: https://dwr.state.co.us/Tools/WellPermits

	Primary residence proof
	
	Provide proof of primary residence. Below are eligible forms of documentation:
	• Colorado state issued driver's license; or
	• Colorado state-issued identification card
	• And at least one of the following:
	   - Motor Vehicle Registration, or
	   - Voter Registration. A copy of your voter registration can be located online at:
	    https://www.sos.state.co.us/voter/pages/pub/olvr/findVoterReg.xhtml

	Radon gas testing result Provide a copy of indoor radon gas testing results. Results must be less than 5 years old and performed by a certified Radon Measurement Provider. National Radon Proficiency Program find a professional near you: https://nrpp.info/pro-search/ National Radon Safety Board find a professional: https://www.nrsb.org/find-a-pro/
	Sales tax documentation All Licensees will be required to remit all applicable taxes for the Licensed Premises, including state and local sales and use taxes. Applicant must provide one of the following: • An individual sales tax license number issued to the Licensee or Local Manager from the State of Colorado Department of Revenue; or • Proof that the only platforms used to advertise and book the Licensed Premises remit taxes on behalf of the Licensee. Licensees may not advertise or book on web platforms that do not remit taxes on behalf of the Licensee without an individual sales tax license number.
	Sewage disposal documentation Provide a copy of your utility bill or septic records. Search Septic Records at: https://www.bouldercounty.org/environment/water/septicsmart/check-septic-records/
	Sleeping Rooms This is the number of rooms that are subject to the license. This includes any room that you intend to make available (i.e. pullout bed in living area, rollout moved to office, etc.). Identify these rooms on the Floor Plan.

	Wildfire Zone – West of 36 is Zone 1 / East of 36 is Zone 2 ([click here for map](#)) **Wildfire Partners Assessment** Properties in the Wildfire Zone 1 will need to have had a Wildfire Partners (www.wildfirepartners.org) mitigation assessment. Any assessment from 2014 to present will be accepted. You will NOT be asked to provide a copy of this document as county staff will verify during the STR application process.

If you have any technical issues as you work your way through the application process, please email CPPTechSupport@bouldercounty.org.