



## VACATION RENTAL APPLICATION CHECKLIST

A Vacation 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 entire dwelling unit is solely occupied by the rental party during the duration of the rental period.

- Complete the online application**

The application will request information about the local manager, which may be the owner. 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 e-mail address. If you will be renting the property for up to 45 days while not on the premises, please provide the contact information for a secondary local manager.
- Proof of Insurance:** 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.
- Deed:** Provide a copy of your current deed. You may find this information in your title work or through [the online Public Records Search](#).
- Map of Property:** Must show property boundaries, access, and all parking. Parking must be a minimum of two spaces and must be on-site. [You can obtain an aerial view of your property using the Assessor's Property Search tool](#).
- Floor Plan:** Must show and label the locations of all sleeping rooms that will be rented, egress, carbon monoxide detector(s), fire extinguishers, and smoke detectors. Please see Section 5.2.a of the Licensing Ordinance for information about these requirements.
- Proof of Property Tax Payment:** Provide proof that property taxes have been paid. You can search [the Boulder County Treasurer](#) for this information.
- Sales Tax Documentation:** All Licensees will be required to remit all applicable taxes for the Licensed Premises, including state and local sales and use tax. Applicants 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.
- Proof of Potable Water Supply:** Provide a copy of your water utility bill or well records. State well records can be searched on [the Division of Water Resources website](#).
- Sewage Disposal Documentation:** Provide a copy of your utility bill or septic records. [Septic records can be found on the Boulder County Public Health website](#).
- Building Lot Determination:** Contact planning if you do not have a Building Lot Determination. Call 303-441-3930 or e-mail "Ask a Planner" at [planner@bouldercounty.gov](mailto:planner@bouldercounty.gov).
- Wildfire Partners Assessment or Certification:** Properties in Wildfire Zone 1 (West of US 36) will need to have a Wildfire Partners wildfire mitigation assessment for their first license and a certificate for their renewal. A certificate or assessment within the past 6 years will be accepted. You will **NOT** be asked to provide a copy of this document as county staff will verify during the application process.