

OPERATE A SHORT TERM RENTAL?

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT | RESIDENTIAL ASSISTANCE

Why do we need regulations?

- To establish a community standard for the integration of short term rental units within existing neighborhoods while maintaining neighborhood and community character.
- To notify visitors to our community of the neighborhood expectations, how to be a good neighbor, and what to do in case of an emergency.
- To ensure the health and safety of visitors and residents by re-affirming police, fire, and building safety guidelines for transient lodgers who may not be familiar with local laws.
- To ensure that short term rental owners are paying LART tax similar to other transient lodging including hotels, motels, and bed and breakfasts.

What is a Short Term Rental?

A property, unit, or room that is rented for 30 days or less.

When do I need a Short Term Rental Permit?

If you rent out your home at anytime during the year for less than 30 days you need to have a permit.

Where can I have a short term rental?

Where residential dwelling units are allowed, and in the PUD, OR, OC, PBC, C-5, C-6 and M-1 zone districts, a short term rental unit is allowed as an accessory use. However, all conditions and requirements for a short term rental unit permit listed in 7.5.17 of the City Code must be met for a short term rental unit to be operated.

To find the zone of your property, visit coloradosprings.gov and type "property zoning and what it means" in the search bar. You will be directed further from there.

An accessory use is a use that is secondary to the principal use on the property.

Are Short Term Rentals a Commercial Use?

The City of Colorado Springs takes a stance affirmed by research materials provided by the American Planning Association that indicate that short term rentals are a hybrid use and it is important to recognize the need for finding a compatible balance for limited commercial use in residential areas, similar to the allowance for home occupations.

WHAT YOU NEED TO APPLY FOR A SHORT TERM RENTAL PERMIT

Your permit is valid for one (1) calendar year. All applications and checklists can be found at www.coloradosprings.gov/STR Questions? (719) 385- 5905

- 1 Complete the Short Term Rental Permit Application form and Self-Inspection Checklist.
- 2 Provide proof of a City Sales Tax License (A sales tax license is not required if the short-term rental is hosted ONLY on AirBnB. AirBnB collects sales tax for the City).
- 3 Ensure that your property is covered with at least \$500,000 in liability insurance (some hosting platforms provide insurance for you, others do not.)
- 4 Email the completed application, self-inspection checklist, proof of sales tax, and proof of insurance to planningdev@springsgov.com.
- 5 Call (719) 385-5905 to pay the \$119 permit fee
- 6 The Planning & Community Development Department may require additional information for this application as needed.



Did you know?

- The City provides Good Neighbor Guidelines for Short Term Rental owners to post in their units making tenants aware of local regulations.
- The City provides a template letter to send out to neighbors surrounding Short Term Rentals to let them know of the rental as well as providing emergency contacts.
- Each Short Term Rental unit is given a unique permit number. If you are renting an accessory dwelling unit (i.e. cottage in backyard) AND a room in your house, you will need to submit two (2) permit applications and permit fees.
- Large commercial events, such as weddings, are not allowed at Short Term Rental properties.
- All Short Term Rentals have an emergency contact in the event of a non-life threatening emergency. Please see our website for more details.

DOES MY NEIGHBOR HAVE A PERMIT?

Good question. You can find out if your neighbor has a permit by checking our SpringsView GIS map. Visit www.coloradosprings.gov/STR for more information on how to do this.

If you think your neighbor is operating a Short Term Rental without a permit, you can call the City of Colorado Springs Code Enforcement Unit and open a case (719) 444-7891. An officer will investigate the short term rental; if a violation is found, the property owner will have 10 days to come into the Planning & Community Development office to apply for a permit.