



## Town of Buena Vista Short-Term Rental (STR) RENEWAL Information

You must **thoroughly complete the application** so the Town can determine which category your STR license falls under. We will use the information gathered from renewal applications to determine how many new licenses will be allowed in any given year. If you have any questions, please contact the Clerks Department at 719-395-8643 or email [deputyclerk@buenavistaco.gov](mailto:deputyclerk@buenavistaco.gov) or [bvclerk@buenavistaco.gov](mailto:bvclerk@buenavistaco.gov).

Please read Chapter 6, Section 6 of the Buena Vista Municipal Code for full details on STR limitations and restrictions: <https://www.buenavistaco.gov/DocumentCenter/View/4365/>

You must complete and return your renewal application by **Tuesday, October 31, 2023, by 5 p.m.** This is NOT the postmarked date, so please factor in mail delivery times when sending your renewal. If your renewal is not received by this deadline, you will be subject to new licensee regulations and may lose your short-term rental license.

### Changes to the renewal process for the 2024 licensing year:

- There is a NEW page regarding fire self-inspections. **To ensure your property complies with fire safety standards, please review and complete the inspection checklist, sign the affidavit, and return it with your renewal packet.** Failure to do so may subject the property to an in-person reinspection and fee of \$25.00.

### Important points to remember regarding renewals for 2024:

- The 2024 STR license renewal fee is \$150.00.
- You may mail your completed application with a check. You may also drop off at Town Hall and pay in person by cash, check, or credit card. *Emailed applications will be disregarded.*
- You must fully complete the renewal application. Please do not put “same as last year” in any fields.
- Digitally filled and printed applications are preferred. If you complete your application by hand, please ensure it is legible. **DO NOT forget to sign in all required places!**
- You do not need to resubmit site plans and floor plans **UNLESS** you have completed renovations that have significantly changed the property’s layout. In this case, you must include new site plans and floor plans with your application. Please note that a new in-person fire inspection may also be required.
- All property owners licensing the primary residence (main house and/or ADU) must complete the affidavit on page 4 of the application packet. **If applicable, this affidavit must be signed.**
  - Please note, if you were previously an out-of-county or other non-primary resident and are now claiming the licensed property as your primary residence, we may require supporting documentation such as an updated driver’s license or proof of county voter registration, etc.
- As with previous years, you must list your STR license number in the title or description of all online advertisements. On the application, please include the URLs for each of your active STR listings. If your STR is not currently active, you will need to explain when and how you advertise when your STR is active.
- As always, it is required that you list two contacts that are not the owner/applicant, one of which must live within 30 minutes of Buena Vista. Please ensure your local contact understands what is expected of them if listed. This includes but is not limited to, email and phone communications regarding snow removal, bear activity, and possible emergency service situations.
- Applicants are responsible for compliance with any private covenants. No refunds will be provided to licensees who do not comply with covenants and cannot use the license.
- **More information online!** Please visit the short-term rental page on our website at <https://www.buenavistaco.gov/2520>.



**Chaffee County Fire Protection District**

**499 Antero Circle**

**Buena Vista, Colorado 81211**

**Town of Buena Vista Colorado Short-Term Rental (STR) Fire Inspection Checklist**

- Address numbers are visible and easy to read from the road to the front of the building. (Buena Vista Municipal Code requires a height of each number to be 4 inches or larger).
- All exit doors are free of obstructions, including snow.
- All storage/housekeeping is neat and orderly.
- Extension cords are not used as a substitute for permanent wiring and do not extend through walls, ceiling, floors, under doors or floor coverings, or anywhere they may be subject to damage.
- Approved covers are in place on all electrical switch, light fixtures, and outlet boxes.
- All circuit breakers are labeled (in English) to show what they control, and access to circuit breaker panels is not obstructed in any manner.
- All multi-plug adaptors and surge protectors are UL listed and plugged directly into a wall outlet.
- All water heaters have a pressure relief valve.
- All natural-gas appliances have individual shut-off valves.
- All combustibles are stored at least 3 feet away from gas appliances.
- An approved smoke detector is present in each sleeping room, as well as in the area immediately adjacent to sleeping rooms. Batteries are installed, functioning, and regularly tested.
- In buildings with any appliances supplied by natural gas, LP gas, or any type of wood-burning stove or fireplace, an approved carbon monoxide detector is present no more than 15 feet from the sleeping area. Batteries are installed, functioning, and regularly tested. Note that ONE carbon monoxide detector per group of bedrooms in a sleeping area is adequate, but if there are sleeping areas on multiple levels, there must be one per level.
- A 2A (ABC) fire extinguisher in the kitchen, near any wood-burning device, and in any garages. Must be mounted in a visible location or have a "fire extinguisher inside" sticker affixed to the cabinet containing it.

**COMPLETE YOUR SELF-INSPECTION, SIGN, AND RETURN THIS PAGE WITH YOUR RENEWAL APPLICATION PACKET.**

**Short-Term Rental Fire Self-Inspection Affidavit**

I, \_\_\_\_\_ (print name), do attest that I have completed my short-term rental fire inspection to the best of my ability with honesty and accuracy. I agree to correct any deficiencies I find within two weeks of the self-inspection. I understand that Chaffee County Fire Protection District may choose to inspect the property at random, at I agree to pay a \$25 fee if such an inspection occurs, in addition to suspending all rentals until any deficiencies that may be found are corrected.

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



# 2024

## TOWN OF BUENA VISTA — RENEWAL — Short-Term Rental License APPLICATION

Received:

# TOWN USE ONLY

Valid from January 1 to December 31, 2024. Non-transferrable.

**RENEWAL** License = **\$150.00**

**Complete applications** can be **mailed** or **dropped off**, do not email. Fees cannot be paid online or over the phone. Make checks payable to "Town of Buena Vista".

**Mail (pay by check):**  
Town of Buena Vista  
Attn: Deputy Town Clerk  
PO Box 2002  
Buena Vista, CO 81211

**Drop off (pay by check, cash or card):**  
Town of Buena Vista  
210 E. Main St.  
Buena Vista, CO 81211  
Hours: Mon - Fri, 8:00 AM - 5:00 PM

*Emailed applications will be disregarded.*

Received by: \_\_\_\_\_

CC  Cash  Check # \_\_\_\_\_

Primary  In-County/Non-Primary

Out-Of-County/Entity

South Main PUD  East Main (MU-MS)

STR License Number: STR- \_\_\_\_\_

Date License Issued:     /     /

### PROPERTY & OWNER INFORMATION

Business Name (used in ads/listings):	
STR Address:	
STR Owner(s) Name:	
STR Owner(s) Contact Priority:	<input type="checkbox"/> Contact 1st (Primary) <input type="checkbox"/> Contact 2nd <input type="checkbox"/> Contact 3rd
Property Owner(s) Name**:	
<b>**LEGAL OWNERSHIP = NAME/ENTITY/TRUST/ETC. must match current deed and the Chaffee County Assessor's website (<a href="http://qpublic.net/co/chaffee">qpublic.net/co/chaffee</a>)</b>	
Is this the owner's primary residence?	<input type="checkbox"/> YES <input type="checkbox"/> NO     Check YES if licensing an ADU/House/Rooms and owner lives on the <i>same property</i> .
Owner's Primary Physical Address:	
(Street, City, State, Zip) - <b>NOT A PO BOX! This is the physical address where the STR owner resides full-time.</b>	
Mailing Address:	
<b>Address which receives official hard copy of the license.</b> (Street, City, State, Zip)	
Owner's Phone Number:	
Owner's Email:	
<b>This email address receives annual renewal notice!</b>	
State Sales Tax ID #:	Required if you list anywhere other than Airbnb, VRBO, Evolve

### NON-OWNER CONTACT INFORMATION

You are **REQUIRED** to provide two contacts that are **NOT** the owner. **AT LEAST ONE MUST LIVE WITHIN 30 MINUTES.**

Local Area Contact Name:	
Local Area Contact Priority:	<input type="checkbox"/> Contact 1st (Primary) <input type="checkbox"/> Contact 2nd <input type="checkbox"/> Contact 3rd
Local Area Contact Phone:	
Local Area Contact Email:	
Alternate Contact Name:	
Alternate Contact Priority:	<input type="checkbox"/> Contact 1st (Primary) <input type="checkbox"/> Contact 2nd <input type="checkbox"/> Contact 3rd
Alternate Contact Phone:	
Alternate Contact Email:	

**STR INFORMATION**

Type of STR:

**Accessory Dwelling Unit (ADU)** - Attached or detached. Separate entrance and unique address from main residence. Does not share spaces with main residence (has its own kitchen, bathroom, and often a washer/dryer hookup. Full ADU definition: [Buena Vista Municipal Code, Chapter 16, Article 16.03, Section 3.3.4](#))

**Entire Residence** - access to all or most of a home, apartment or condo. Owner not present in residence.

**Unit in Mixed-Use Structure** - Entire residential unit that is within a mixed-use structure.

**1 Room** - Single *bedroom* w/access to shared spaces. Owner typically present in another part of residence.

**2 Rooms** - Two *bedrooms* (rented SEPARATELY) w/access to shared spaces. Owner typically present in residence.

**Other** (explain below)

If you check more than one box above, or checked **other**, please explain:

Do you have an active online listing(s)?  YES  NO If Yes, provide direct link specific to **ALL** active STR listings (if you need more space to provide more than two URLs, please attach additional page to this application):

Listing URL:	
Listing URL:	
Listing URL:	

If No, please explain how you plan to advertise your rental:

**PROPERTY UPDATES AND REVIEW**

Did the property undergo any renovations that significantly changed the layout of the structure(s)?  YES  NO  
If yes, please attach updated floor/site plans to this application.

**ACKNOWLEDGEMENT**

I declare, under the penalty of perjury, that this application has been examined by me; that the statements made herein are made in good faith pursuant to applicable tax laws and regulations, and to the best of my knowledge and belief are true, correct, and complete.

I understand that I am responsible for compliance with any private covenants and **no refunds will be provided** if I am not in compliance and cannot use my license.

Signature of Applicant:		Date:	
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**TOWN USE ONLY**

Initial: _____ Complete Application & Mitigation Plan Initial: _____ Fire Inspection Affidavit Initial: _____ Payment Initial: _____ Primary Resident Affidavit ( <i>if applicable</i> ) Initial: _____ Verified Ownership & License Category New site/floor plans submitted: <input type="checkbox"/> YES <input type="checkbox"/> NO	Comments:
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**Questions?** Please call: Deputy Clerk: (719) 581-1026 or Town Clerk: (719) 581-1017  
**Questions?** Please email: [deputyclerk@buonavistaco.gov](mailto:deputyclerk@buonavistaco.gov) or [bvclerk@buonavistaco.gov](mailto:bvclerk@buonavistaco.gov)

MITIGATION PLAN

Describe **TRASH** plan (include trash service provider, if receptacles are bear-proofed, who is responsible for placing the trash (property manager, guests, yourself), and other necessary information):

Describe **RECYCLE** plan:

Describe **PARKING** plan:

Describe **SNOW REMOVAL** plan (include contact information if you use a service):

Describe **WEED REMOVAL** plan (include contact information if you use a service):

TOWN OF BUENA VISTA — SHORT-TERM RENTAL LICENSE RESIDENCY AFFIDAVIT

**STOP! PLEASE ONLY COMPLETE THIS IF LICENSING A SHORT-TERM RENTAL AT PRIMARY RESIDENCE!**

A certification of primary residency is required in order to continue a short-term rental license based upon residency in Chaffee County and upon use of property as short term rental which is the applicant’s primary residence. This certification is required for new and renewal applications.

According to the Buena Vista Municipal Code, Sec. 6-125, short-term rentals licenses are limited in number based upon residency in Chaffee County and whether the short term rental property is the applicant’s primary residence located within the Town of Buena Vista.

**Primary Residence**

By signing below, I, \_\_\_\_\_ (printed name), swear under penalty of perjury that I am the owner of the property located at:

Address: \_\_\_\_\_

and that this property constitutes my primary residence and I am listed as an owner on the deed of the property. I understand that my primary short-term rental license may be revoked if at any time I am found to not be in compliance with the terms of the license.

**I hereby certify under penalty of perjury pursuant to the laws of the State of Colorado that I have carefully considered the contents of this affidavit before signing and affirm that the contents are true.**

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