



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

Thank you for your interest in operating an STR in Buena Vista. On this page you will find helpful information to assist you in the application process. If you have questions, do not hesitate to reach out to the Clerks Department at 719-395-8643, or email [deputyclerk@buenavistaco.gov](mailto:deputyclerk@buenavistaco.gov) or [bvclerk@buenavistaco.gov](mailto:bvclerk@buenavistaco.gov).

An STR is defined as a residential structure, or portion thereof, in which the entire structure or two (2) or fewer habitable spaces are made available to paying guests for 30 consecutive days or less. If you meet this definition, you are subject to licensing requirements.

Ordinance No. 15, Series 2021, and Ordinance No. 26, Series 2022 place some limitations on short-term rentals.

### The following limits apply to short-term rental licenses:

- Natural persons who reside outside of Chaffee County who seek to license their property OR those who seek to license a property held in an entity (trust, LLC, etc.) are allowed to license no more than 6% of the total residential housing units in town.
- Natural persons who reside in Chaffee County that seek to license a non-entity-held property that is NOT their primary residence are allowed to license no more than 3% of the total residential housing units in town.
- Natural persons who seek to license all or part of their primary residence within the town limits are not subject to a percentage cap.
- Natural persons or entities who seek to license their property in the MU-MS\* zone district (better known as East Main St), or in the South Main PUD are not subject to a percentage cap. Limit of three (3) licenses per structure when the structure is under single ownership.
  - \*Please note properties in the MU-MS zone district are still required to obtain a special use permit to operate as a short-term rental – call the Planning Department at 719-581-1028 with questions regarding the special use permitting process and associated fees..

### In addition to the above limits:

- One license is required per address. Each housing unit you seek to license must have a unique address and valid certificate of occupancy. This includes accessory dwelling units (ADUs), and other conversions made to existing structures that are either attached or detached from the existing home. Recreational vehicles (RVs), RV spaces, camping spots, sheds, garages, and other temporary structures are not permitted to be licensed as an STR.
- Existing short-term rental licenses are non-transferable with the sale of a property.
- Fire inspection must be fully passed within sixty (60) days of the property being conditionally approved for a license. Long-term tenants must be vacated, renovations completed and furniture in place prior to inspection.

Up to date information, including the number of licenses available in the current year and application submission deadlines is found on our website at <https://www.buenavistaco.gov/2520/>

Please note that applying **does not guarantee a license**. If there are no licenses available in the category under which you fall, you *will not pay the fee* and your application will be placed on a wait list in the order it was received.

**Payments over the phone via credit card for licenses are not allowed. Please plan on mailing your completed application with a check or drop off at Town Hall and pay by cash or check. Emailed applications will be disregarded.**

A couple items to note when completing your application:

- **Primary residents.** If you live on the *same property* as the unit you are renting, this is your PRIMARY RESIDENCE. This would be the case if you rent an ADU or rooms in your home, and you live on the *same property* in the main house (or the other way around – live in the ADU full-time and rent the main house).
- **Local Contacts.** 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. This contact MUST BE ABLE TO ACCESS ALL AREAS OF YOUR UNIT (including locked garages, sheds, rooms, etc.). Please ensure your local contact understands what is expected of them, which may include email and phone communications regarding snow removal, bear activity and possible emergency service situations.

**Only complete applications will be accepted. Before submitting, please insure you include the following:**

- Complete application form, including mitigation plan and primary resident statement (if applicable). Digitally filled and printed applications are preferred: <https://www.buenavistaco.gov/DocumentCenter/View/3483/>
- Sales tax number. The field for this number is on the application. This is required if you list anywhere other than Airbnb.com, VRBO.com or Evolve.com. More information available at: <https://tax.colorado.gov/how-to-apply-for-a-colorado-sales-tax-license>
- Copy of driver's license (if property owned by natural person, non-entity)
- Proof of property ownership (warranty deed, special warranty deed, or quit claim deed ONLY. Printouts of the assessor's website, mortgage statements, deed of trust or other similar documentation is not acceptable.). If you cannot locate your deed (typically included in closing documents), you can acquire a copy from the Chaffee County Clerk – 719-530-5602.
- Site plan (can be hand drawn and legible), that includes at minimum:
  - Structure footprint with dimensions
  - Sidewalks, parking, road locations
  - Clear notation of entrances, pathways, and access to STR
- Floor plan (can be hand drawn and legible), that includes at minimum:
  - General layout of interior (kitchen, bathrooms, bedrooms, etc.), and locations of windows, doors, entrances and exits, all clearly noted.
  - Square footage of area used for STR

**If a license is conditionally approved for your property:**

- A fire inspection must take place before a license is granted. **The property must FULLY PASS inspection within 60 days for the conditional approval of the license. If not, the license will be denied, and fees not refunded.**
- Chaffee County Fire Protection District **will contact you** to schedule the inspection. PLEASE consider the time it takes to schedule this inspection based on everyone's availability and the potential need for reinspection.
- **Have the property look as it will when used as an STR.** In addition to the attached Fire Inspection checklist, the following information must be made available to guests:
  - Contact information of the property owner or manager and all emergency services
  - Fire escape routes (if a multi-story building)
  - Requirements for smoking, if allowed
  - Method and timing of trash disposal and recycling
  - Notice of quiet hours (7pm -7am)

**Once fire inspection is passed and a license is granted:**

- When advertising online, you must list your STR number in title or description of your listing.
  - Example: **Cottage on Main Street (STR-XXX)**
- Display your short-term rental license and Good Neighbor Guide (included when you receive your license) – openly displayed or made available in a binder/info book.



**Chaffee County Fire Protection District**

499 Antero Circle

Buena Vista, Colorado 81211

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

Buena Vista Municipal Code (Section 16-125) requires all short-term rental units to pass a fire inspection. This form is your checklist to ensure that you are meeting that requirement.

- 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.

**Other items to note:**

- You will not be contacted by fire inspection until your application is submitted, reviewed, and you are found eligible for an STR license. Note it may take up to two weeks depending on yours and the Fire Inspectors scheduling availability.
- Do not schedule your inspection until you are ready. The inspector needs to see the unit as if guests were just about to arrive.
- Have a representative grant access to the inspector if you are not available at the scheduled time.
- If you need to fix something from the inspection it your responsibility to contact the inspector and set up a reinspection.
- An email will be sent to both you and the Town Clerks department after the passed inspection.

**This page intentionally left blank**



# 2023

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

TOWN USE ONLY

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

Time: \_\_\_\_\_

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- \_\_\_\_\_

Valid from January 1 to December 31, 2023. Non-transferrable.

**IMPORTANT:** This form is for **SHORT-TERM RENTALS** only.

**NEW** License = **\$250.00**

**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 or cash):**  
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.*

### PROPERTY & OWNER INFORMATION

Business Name (used in ads/listings): \_\_\_\_\_

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

STR Owner(s) Name: \_\_\_\_\_

STR Owner(s) Contact Priority:  Contact 1st (Primary)  Contact 2nd  Contact 3rd

Property Owner(s) Name\*\*:

**\*\*LEGAL OWNERSHIP = NAME/ENTITY/TRUST/ETC. must match current deed and the Chaffee County Assessor's website ([qpublic.net/co/chaffee](http://qpublic.net/co/chaffee))**

Is this the owner's primary residence?  YES  NO Check YES if licensing an ADU/House/Rooms and owner lives on the *same property*.

Owner's Primary Physical Address: \_\_\_\_\_

(Street, City, State, Zip) - **NOT A PO BOX! This is the physical address where the STR owner resides full-time.**

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

**Address which receives official hard copy of the license.** (Street, City, State, Zip)

Owner's Phone Number: \_\_\_\_\_

Owner's Email: \_\_\_\_\_

**This email address receives annual renewal notice!**

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:  Contact 1st (Primary)  Contact 2nd  Contact 3rd

Local Area Contact Phone: \_\_\_\_\_

Local Area Contact Email: \_\_\_\_\_

Alternate Contact Name: \_\_\_\_\_

Alternate Contact Priority:  Contact 1st (Primary)  Contact 2nd  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:

If No, please explain why, and provide details on how & when you typically advertise your rental:

**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.

Signature of Applicant:

Date:

**REQUIRED ATTACHMENTS**

**TOWN USE ONLY**

- Completed Mitigation Plan (page 3)
- Primary Resident Affidavit—*if applicable* (page 4)
- Copy of Driver’s License (if property owned by natural person)
- Proof of Ownership (warranty, special warranty, quit claim deed)
- Site Plan\* (can be hand drawn, MUST be legible)
  - Structure footprint with dimensions
  - Sidewalks, Parking, Road Location
  - Clear notation of entrances, pathways and access to STR
- Floor Plan\* (can be hand drawn, MUST be legible)
  - Interior layout with location of windows, doors, emergency exits
  - Square footage of area used for STR

- Initial:\_\_\_\_\_ Complete Application
- Initial:\_\_\_\_\_ Payment
- Initial:\_\_\_\_\_ Primary Resident Affidavit (*if applicable*)
- Initial:\_\_\_\_\_ Site Plan
- Initial:\_\_\_\_\_ Floor Plan
- Initial:\_\_\_\_\_ Completed Mitigation Plan
- Initial:\_\_\_\_\_ Driver’s License
- Initial:\_\_\_\_\_ Proof of Ownership

\*Examples on website: [buenavistaco.gov/2520/](http://buenavistaco.gov/2520/)

\*Structure footprint with dimensions can be found on Chaffee County Assessor’s website: [gpublic.net/co/chaffee](http://gpublic.net/co/chaffee)

- Acquired Certificate of Occupancy?
 

Planning signoff: \_\_\_\_\_
- Fire Inspection (*within 60 days of complete application*)
 

Date To Be Completed By: \_\_\_\_\_

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

**Questions?** Please call: Deputy Clerk: (719) 581-1026 or Town Clerk: (719) 581-1017  
**Questions?** Please email: [deputyclerk@buenavistaco.gov](mailto:deputyclerk@buenavistaco.gov) or [bvclerk@buenavistaco.gov](mailto:bvclerk@buenavistaco.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: \_\_\_\_\_