

SHORT-TERM RENTAL 2022 NEW PERMIT INFO



CITY OF ASPEN

ARE YOU LOOKING TO APPLY FOR A NEW SHORT-TERM RENTAL (STR) PERMIT FOR A CITY OF ASPEN RESIDENCE?

The City will begin accepting applications for new STR permits on October 1, 2022 at 8:30AM MDT. Applications received before this date and time will not be accepted.

STEP 1

Visit aspen.gov/STRs and click “Apply for STR Permit.” Download and complete the application form and supporting documents for the permit type you desire.

STEP 2

Email the application form and supporting documents as PDF files to STRs@aspen.gov on 10/1/2022 beginning at 8:30AM. Include the permit type and STR address in the subject line of the email.

Links to files will not be accepted. Send only one application per property; duplicate emails will disqualify a property from permit eligibility. If you are applying for a Lodging-Exempt permit, skip to Step 5.

STEP 3

Staff will review applications in the order they were received. If an application is complete and compliant, staff will contact applicants with next steps or to advise of waitlist status.

If an application is deemed not complete or non-compliant, staff will attempt to contact the applicant to request additional information. Incomplete or non-compliant applications will not be waitlisted.

STEP 4

Depending on your permit type, you may be required to initiate a neighborhood noticing period. Staff will advise you if this is necessary.

STEP 5

Staff will notify you when it is time to submit your business license application in MUNIRevs. At this step, you should be prepared to pay all permitting and licensing fees.

STEP 6

Your STR permit and business license will be issued upon staff review approval and payment of fees.

The STR permit, in-unit messaging, and business license may be printed from your MUNIRevs account. The Good Neighbor Guide will be available for pick-up at the Community Development offices once your permit is issued.

STEP 7

When your permit, business license, in-unit messaging and Good Neighbor Guide are displayed in your unit, you may operate your STR. New permits will expire 12/31/2023.

STR PERMIT TYPES

Lodging Exempt (STR-LE)

are issued to qualified owner’s representatives at lodges and condo-hotels which meet the definition of “lodge” in the Land Use Code; only one permit required per lodge property; no annual limit on number of rental nights.

Owner-Occupied (STR-OO)

are issued to property owners that can submit two forms of proof that the property is their primary residence; annual limit of 120 STR nights. New permits are subject to neighborhood noticing requirements.

Classic (STR-C)

are issued to owners whose property is not their primary residence. There is not an annual limit on the number of rental nights. New permits are subject to neighborhood noticing requirements. Limits to the number of STR-C permits by zone district can be found [here](#).

You can determine your zone district through the [City’s online STR map](#).

More detailed information about STR application requirements, including supplemental documents, will be available at aspen.gov/STRs in September, 2022.

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CHECKLIST FOR NEW APPLICANTS

Please be prepared to submit all of the following information and documentation when applying for a NEW 2022 STR permit.

OWNER-OCCUPIED PERMIT (STR-OO) OR CLASSIC PERMIT (STR-C)

- Permittee info:** First/last name, mailing address, email address, and phone number.
- Qualified Owner's Representative info (if designated):** First/last name, physical address, email address, daytime & nighttime phone numbers, and entity or company name.
- STR Property info:** Physical address, [Pitkin County parcel ID number](#), [Pitkin County owner name](#), [City of Aspen zone district](#), number of bedrooms, number of permitted occupants, size of heated residence (square feet), location of parking spaces, location of fire extinguisher, day of trash pickup, day of recycle pickup, day of compost pickup, and listing numbers for AirBnB or any other 3rd party advertisements.
- Supplemental Documents to Application:** HOA Compliance Affidavit, Self Inspection Checklist and Affidavit, and previous notices of code violations or complaints filed against the property. Noticing affidavit will be a required submission after permit approval. For Owner-Occupied Permits, 2 forms of proof of ownership is also required.
- Business License:** Permittee and qualified owner's representative (if designated) are required to obtain business licenses from the City of Aspen Finance Department after application submission.

LODGING EXEMPT PERMIT (STR-LE)

- Permittee info:** First/last name, lodge mailing address, email address, and phone number. *For Lodging Exempt permits, the Qualified Owner's Representative is the Permittee.*
- Qualified Owner's Representative info:** First/last name, physical address, email address, daytime & nighttime phone numbers, and entity or company name.
- STR Property info:** Physical address of lodge property, [Pitkin County parcel ID number](#), [Pitkin County owner name](#), [City of Aspen zone district](#), number of units covered under the permit, location of parking spaces, location of fire extinguisher, day of trash pickup, day of recycle pickup, day of compost pickup.
- Supplemental Documents to Application:** Lodging Exempt Affidavit, Self Inspection Checklist and Affidavit, and previous notices of code violations or complaints filed against the property.
- Business License:** The qualified owner's representative and owners of each unit covered by the STR-LE permit must obtain business licenses from the City of Aspen Finance Department after application submission.

What are my Noticing Requirements? Neighborhood noticing is required for all new STR-C and STR-OO permits. Notice must be posted on the property for 15 days and mailed to property owners within 300 feet of the property. The Community Development Department will provide you with the forms for these noticing requirements as part of Step 4 on the reverse side of this handout.

HOW DO I DETERMINE THE TOTAL OCCUPANCY FOR MY PROPERTY?

As a part of your application, you will need to list the number of bedrooms in your STR, as well as the "total occupancy," or maximum number of permitted occupants, for the STR property.

The number of bedrooms in an STR determines the maximum number of occupants permitted. STR properties are limited to a total occupancy of two occupants per bedroom plus two additional occupants. However, if your STR is a studio, it is limited to a total of two occupants plus one additional occupant. STRs may be inspected for accuracy of bedroom count on the permit application and for compliance with occupancy limit requirements.

Example: A home with two bedrooms has a total occupancy of six permitted occupants; A studio apartment has a total occupancy of three permitted occupants.