

## Short-Term Rental Application Checklist

- **Required Documents and Information:**
  - Proof of prior year's collected sales tax (if renewing).
  - Proof of Colorado Department of Revenue Sales Tax License.
    - Obtain a [Colorado Sales Tax License](#).
    - Hosting platforms may collect and remit sales tax on your behalf. Affirmation required.
  - Proof of property liability insurance of no less than \$500,000.
    - Hosting platforms may extend the liability coverage on your behalf. Affirmation required.
  - Sketch of Parking Site Plan.
    - Parking in private driveways shall be utilized first with overflow parking on the street where permitted. \*No overnight parking on town streets Nov. 1-May 1. No parking in emergency turnarounds or lanes.
  - Sleeping quarters document listing number of bedrooms and types of sleeping arrangements within each room.
  - Primary phone number for the responsible party who will be available to contact 24 hours *and* can respond to the property within one hour.
- **Required Actions:**
  - Installation of a [Knox Box](#) with keys for first responder access.
  - Completion of rental inspection through [Grand Fire District 1](#).
  - Payment of the permit fee of \$728.00/bedroom + one-time \$100.00 setup fee paid via your GovOS account.
  - Posting of the permit in a conspicuous location within the unit within 10 days of approval. The permit will be available in your GovOS account.

Accounts should be created by property owners. Do not create an account if you are under contract because you are not yet the legal owner; wait until you have closed.

Applications must be completed within 14 days of initial registration. Permits are valid for one year and are not transferable.

Short-term rentals must be compliant with planning, zoning, building, health, fire and town codes.

Please ensure your property is within Town of Granby limits and not in unincorporated Granby before applying. If unsure, visit the [Grand County Assessor's map](#).