



**Garden
Spot of
Colorado**

Short-Term Rental Business License Information Packet

807 Mountain Avenue | PO Box 1229 | Berthoud, CO 80513 | O: 970.532.2643 | F: 970.532.0640 | Berthoud.org

Please read all short-term rental regulations before submitting your application. Refer to the Town of Berthoud Development Code, Section 30-3-113 found online at <https://berthoud.org/178/Planning-Department>

Short-term Rental (STR) Definition:

A principal dwelling rented to transient guests who are part of one party for short-term lodging (30 days or less) when not occupied by the owner/operator. The term “party” as used in this definition shall mean one or more persons who stay at a short-term rental as a single group under a single reservation and payment.

Frequently Asked Questions

1. Do I need a permit or license to operate a Short-term Rental in Berthoud? *Yes, the Town requires a Short-term Rental Business License*
2. Who may apply for a short-term Rental Permit? *Owners of the property may apply for a STR license. A property owner may obtain no more than two short-term business licenses in the Town at any given time.*
3. What are the requirements for a Short-term Rental License? *The complete requirements are listed in the Town of Berthoud Municipal Code at 30-3-113 – Short-term Rentals.*
4. What if my HOA/Metro District doesn't allow STRs? *Even if the Town's zoning allows the operation of a STR, if you live in a covenant-controlled community your covenants may not allow you to operate an STR. Check with your HOA/Metro District first to ensure you can use your property as a STR. As part of the application submittal, the property owner is required to provide a letter from the HOA/Metro District confirming that short-term rentals are permitted per the covenants.*
5. If I sell my house, does the license transfer to the new owner? *No. The license is assigned to the person, not the house.*
6. Will I need to have my home inspected? *Yes, the property owner is responsible for scheduling a Life Safety Inspection with the Town's Building Official as part of the application. A license will not be issued without the inspection approval.*
7. Is any residential dwelling unit in the Town eligible to be used for Short-term Rental Permits? *The use of homes for STR use is regulated by the zoning regulations of the Town of Berthoud. Refer to Section 30-3-104, Tables 3.3, 3.5, 3.7, and 3.10 found in Chapter 30, Section 3 of the Berthoud Municipal Code.*
8. How long is my License good for? *A licensed STR must register annually with the Town certifying that all license terms and requirements are still being met and updating any material changes to the unit or property. So long as your contact information with the Town is up to date, you can expect correspondence from the Town to the license holder requesting annual registration information.*

9. Am I responsible for sales tax or lodging tax? Yes, *you are required to collect and remit sales tax and lodging tax. You will be required to acquire a State Sales Tax License to operate a short-term rental, information can be found here https://tax.colorado.gov/sites/tax/files/DR1917_2020.pdf. Additionally, as part of the application process with the Town, you will be required to obtain a Lodging Tax License.*

Do I need a permit or license to Operate a Short-term Rental?

All Short-term Rentals are required to apply for and receive a Short-term Rental Business License from the Town. A separate license is required for each rental unit.

1. Review all regulations. If you determine that you are eligible to apply, complete the attached application and submit a PDF copy of all required documents to STR@berthoud.org. The required application fees and deposits are required at the time of submitting an application and can be paid by check only. Checks should be dropped off or mailed to:
Town of Berthoud
Planning Division
807 Mountain Avenue,
P.O. Box 1229
Berthoud, CO 80513.
2. You will be contacted regarding your Short-term Rental Business License application by someone from the Planning Department. If your application is complete Staff will have you schedule a Life Safety Inspection.
3. After your inspection has been completed, the inspector will do one of two things, either approve your residence for use or require you to make modifications which may require that you submit a Building Permit. If modifications are required, a re-inspection will be required once those modifications have been completed.
4. Upon compliance with Town regulations a Short-term Rental Business License will be issued to the property owner and the Town will simultaneously issue your lodging tax license.

Application Requirements and FAQ's

- o Completed License Application including the following:
 - o Application Form
 - o MOU
 - o Proof of Ownership as an Ownership & Encumbrance (O&E)
 - o Letter from HOA/Metro District, if applicable
 - o Operations Manual
 - o Proof of Liability Insurance
 - o Copy of Neighbor Notification Letter and mailing list
 - o Application for Lodging Tax License
 - o Pay the Application Fee and Review Deposit Fee
 - o Demonstrate through inspection that Health and Safety Guidelines are met.
- 1. Why are there multiple Notary blocks? If the Notary is able to witness both owner signatures at the same time, only one Notary block is required. The second block is for those individuals who may not be able to coordinate time or schedules to visit the same Notary at the same time and therefore need multiple Notary blocks.
- 2. What if my files are too large to email? If you are concerned that the files are too large for email attachments, you can share a link to the files in your submittal email. For instance, a Dropbox link or other similar app that the Town can access. The Town does not have a Google account so please do not use Google Docs to share files.