



Town of Blue River

It is time to renew your Blue River Lodging License for your short-term rental in the Town of Blue River. A copy of the Town of Blue River ordinance and requirements is available on our website at: <https://townofblueriver.colorado.gov/blue-river-town-code/2020-passed-ordinances>.

Licenses are renewable on an annual basis following Town review of your renewal form and a confirmation of the licensee's full conformance with the Town's short-term rental requirements. Licensees are required to fill out and returned the renew form and self-certification along with the \$150 annual renewal fee. Your license number will not change.

Any Licensee that is delinquent in remitting the sales and lodging taxes to the Town of Blue River will not be eligible to renew a license and current licenses will be voided. Please note that licensees are responsible for all tax payments to the Town of Blue River and the State of Colorado, regardless of any third-party contract arrangement. For example, if Airbnb *incorrectly* remits sales taxes on your behalf to the Town of Breckenridge, you will be deemed not to have lawfully paid taxes to Blue River and you will be delinquent and will continue to owe taxes to Blue River. The Town is not responsible for contacting another government or a third-party contractor to collect taxes that were incorrectly paid. If your license is ineligible for renewal, a new application, new application fee of \$200, and penalties and interest on any delinquent taxes will be required for any reinstatement of a short-term rental license.

Please find all required renewal documents attached. Please return all documents and the renewal payment of \$150.00 no later than 5:00 p.m. Thursday, December 31, 2021. Completed Applications may be emailed to: michelle@townofblueriver.org. Payments may be made online at: <https://townofblueriver.colorado.gov/pay-online> and select Short-term Rental Registration. Payment may also be mailed to: Town of Blue River, PO Box 1784, Breckenridge, CO 80424.

Once we receive your renewal application, payment, and we verify that you have paid all taxes owed to Blue River, we will be issuing your required poster for posting at your rental property and license. We no longer issue coupon booklets. Please visit our website to submit rental tax information at: <https://townofblueriver.colorado.gov/lodging/short-term-rental>. Payment may be made online at: <https://townofblueriver.colorado.gov/pay-online> and select Short-term Rental Tax. Payment may also be mailed to: Town of Blue River, PO Box 1784, Breckenridge, CO 80424.

When remitting payments, **please include your account number**, highlighted on your registration form. If your property is being managed by a property management agency, please provide this information to them.

If you are no longer renting your property, please notify us either by mail to PO Box 1784, Breckenridge, CO 80424 or email us at michelle@townofblueriver.org.

As always if you have any questions, please do not hesitate to call or email. Thank you and have a great day!

Michelle Eddy
Michelle Eddy, CMC/CPM
Town Manager/Clerk



Town of Blue River

Short-Term Rental (STR) License Application

Application Date: _____

Owner Name: _____

Owner Mailing Address: _____

Owner Email Address: _____

Owner Phone Number: _____

Information on STR

Property Address: _____

Colorado Sales Tax License Number: _____

Number of Parking Spaces (must be off-street parking): _____

Total No. of Bedrooms: _____

Is your STR listed on a hosting platform** such as Airbnb, Homeaway, or VRBO? _____

If yes, provide the name of platform, registration, license customer, account, or information assigned by hosting platform:

If your STR is listed on a personal website, provide that here: _____

Blue River homeowners who rent their homes are also required by the State of Colorado to obtain a State sales tax account number. All rentals of short-term accommodations are subject to State, Summit County, and Town of Blue River sales tax, as well as the Town of Blue River lodging tax.

The total tax to be collected is 12.275% of the rental fee. When listing with a hosting platform, verify the address is BLUE RIVER.

➤ **To be remitted to the State of Colorado: 8.875%**

Blue River Sales Tax: 2.5%; 2.9% State sales tax, 2.0% Summit County sales tax, 0.75%

County mass transit tax (Summit Stage), 0.725% Special District sales tax (Summit Housing Authority)

➤ **To be remitted directly to the Town of Blue River: 3.4%**

*****NOTE: Hosting platforms do not collect or remit the 3.4% Lodging Tax to the Town of Blue River. You must remit the Lodging Tax to the Town. It is your responsibility to confirm that the hosting platform remits the sales/state taxes.***

Emergency Contact for STR

In the event that you are unavailable, provide emergency contact information for any person who can respond to concerns and/or issues at the property. You may provide a property management company information.

Emergency Contact Name: _____

Emergency Contact Address: _____

Emergency Contact Email Address: _____

Emergency Contact Phone Number: _____

Requirements, Standards, Restrictions

1. By signing this application, I certify that the STR property is equipped with operational smoke detectors, carbon monoxide detectors, fire extinguishers. I also certify that I have completed a self-inspection form.
2. During a Town-recognized pandemic or other health emergency, I understand and agree to manage and operate the STR property in compliance with the best practice standards established by the Town Manager. I understand that such requirements may include, but not be limited to, ensuring person physical spacing, reduction in guest occupancy limits, mandatory housecleaning and disinfectant services between guest stays, making disinfectants and sanitizers available to guests, and conformance with all applicable public health orders and directives.
3. I acknowledge that the licensed premises of the STR may be inspected by the Town’s building, fire, and/or zoning officials. I agree to cooperate with the inspections, and I understand that my failure to allow such inspection shall result in the suspension of my license.
4. I understand and agree to the following operating standards and requirements as set forth in Section 6-1-110 of the Blue River Municipal Code:
 - a. Occupancy Limitation. During the period of any STR, the dwelling unit may not exceed an occupancy of two (2) persons for each bedroom (as defined by Section 6-1-20) plus a total of two (2) additional persons.
 - b. Parking Limitation. The Town may establish a maximum number of vehicles that may be parked off-street at any STR.
 - c. Advertising Requirements. Advertising of the STR must include license number, maximum occupancy, and maximum off-street parking.
 - d. Posting Required. Written notices must be posted on the interior side of the primary entry door of the dwelling unit and also prominently placed on the counter of the dwelling unit’s primary kitchen counter.
 - e. Entry of STR premises by Town staff must be allowed.
 - f. Payment of taxes. The license holder shall pay all sales taxes, accommodation taxes, and fees owed to the Town in a timely manner.
5. I agree to notify the Town Manager of any material change to the information submitted within ten (10) days of the change.

OWNER’S SIGNATURE/CERTIFICATION: By my signature below, I represent that all information contained in this application is true and correct to the best of my knowledge. I further certify that I have read the Town of Blue River Short-Term Rental Ordinance 2020-15.

Owners Signature: _____

Owners Printed Name: _____

Date: _____

FOR OFFICE USE ONLY

Application fee Paid \$ _____ cash or check # _____

Received By: _____

All required documentation received with renewal application? Yes or No

Renewal Application Approved or Denied

Clerk: _____

Signature: _____

Date: _____

If Denied, please state reason: _____

Self-Inspection/Compliance

Required by Sec. 6-1-70(a)(8) of the Blue River Municipal Code

Date: _____

Owner Name: _____

Address of Short-Term Rental: _____

Owner to initial each line.

GENERAL INFORMATION ACKNOWLEDGED

_____ The required poster with property owner and management company/emergency contact information and STR information and restrictions will be posted on both the interior side of the primary entry door and prominently placed on the kitchen counter as required by Sec. 6-1-110(e) of the Blue River Municipal Code. I understand that the Town will provide a form poster.

_____ The tenants will be provided a parking diagram or verbal description verifying the location of all parking spaces available for the short-term rental and the diagram will be posted in a prominent location within the short-term rental. The designated parking spaces will be available for use by short-term rental tenants.

_____ The approved license and required information for the short-term rental will be posted on the interior side of the primary entry door of the dwelling unit.

_____ I (we) have read and understand Town of Blue River Municipal Code Short-Term Rental Licensing and Operation (Article I, Chapter 6).

_____ I understand the occupancy limitation for the short-term rental. During the period of any rental, the short-term rental may not exceed an occupancy of two (2) persons for each bedroom plus a total of two (2) additional persons.

_____ I have checked with my HOA or Neighborhood Association regulations and have ensured that a Short-Term Rental is allowed in the area.

EXTERIOR SAFETY

_____ House number visible from the street.

_____ All deck and stair rails and guards are attached and capable of supporting imposed loads.

_____ All exits are unobstructed and clear and maintained that way at all times.

_____ Window wells serving basement sleeping rooms be provided with escape ladders and operable windows to allow for secondary egress from the room in the event of a fire.

INTERIOR SAFETY

_____ A.B.C. rated 10 lb. (or equivalent) fire extinguisher must be provided in an accessible location.

_____ Smoke alarm should be installed and maintained in each sleeping room and immediately outside each sleeping room such as in a corridor, hallway or great room serving the individual sleeping rooms. (2018 IFC 907.2.10.1)

_____ Carbon monoxide detector installed and maintained within 15 feet of sleeping rooms.

_____ Stairs are free of tripping hazards.

_____ Hallways unobstructed and clear and maintained that way at all times.

_____ At least one working bathroom with water closet, lavatory, and shower or bathtub.

_____ Bathroom and kitchen electrical outlets should be GFI protected. (IBC)

_____ All occupied rooms have working electrical outlets and lighting fixtures without extension cords.

_____ Extension cords are not used as permanent wiring. (2018 IFC 604.5)

_____ There is no exposed wiring or other electrical hazards. (2018 IFC 604.1)

_____ Heating and water heating system maintained and operational.

_____ Building permits and final approvals have been received for remodeling work.

I (we) hereby certify that the above items have been checked, verified, and found to be in good working order.

Owner (Sign): _____

Owner (Print): _____