

Primary Occupancy Vacation Rental License Details:

Is the primary occupancy license right for you?

Do you live in or long-term rent your Crested Butte home for a minimum of six months a year, or do you live in your home year-round want to vacation rent a single room in it?

Yes

No

Key Primary Occupancy License Regulations

- Must sign an affidavit stating the property is long term occupied of a minimum six months per year
- Exempt from zone district or block face limitations, must comply with all other regulations
- Cannot rent for more than 90 total nights in a year
- A primary occupant may be an owner or long-term lessee
- No cap on the total allowed number of licenses

Try The Unlimited License

You might be eligible for the unlimited license option, for more info return to

<https://www.crestedbutte-co.gov/vacationrentals>

Regulations for both types of licenses:

- No license will be issued to any property subject to a deed restriction or private covenant prohibiting vacation rental or short-term rental use
- License must be held by a natural person
- One license per person (you may not have one of each)
- Must meet all applicable Town regulations including but not limited to zoning.
- Must provide the minimum amount of parking required by the zoning code
- License valid for one year, January 1-December 31
- Renewals/new applications only accepted from October 1-31 for the upcoming year
- Licenses are non-transferable
- Must collect and remit sales tax and 7.5% vacation rental excise tax
- License may be revoked based on a three-strike violation policy
- Property must have a 24/7 local contact representative

Application & Renewal Information:

New Applicant Information:

- Applications are only accepted from October 1-31 for the upcoming license year
- To be eligible, applicants must sign a declaration of compliance confirming compliance with all applicable town codes, all properties are subject to inspection prior to approval or entry to the lottery
- Licenses are only issued to natural persons
- If your property is owned under an LLC, corporation, trust, or partnership any person with more than a 10% ownership interest in the property can apply for and put their name on the license
- Evidence that the property is not subject to a deed restriction or private covenant prohibiting vacation or short-term rentals must be provided
- Current license fee is \$250 annually, for primary occupant license type
- Licenses are non-transferable
- You must provide evidence of long-term occupancy, either a signed affidavit or proof of long-term rental through a signed lease agreement
- No wait list, there is no cap on the number of primary occupant licenses issued

License Renewal Information:

- The annual renewal window is October 1-31
- To renew the owner must sign a declaration of compliance confirming continued compliance with all applicable town codes
- Any renewal property is subject to inspection as determined by the Town
- To be eligible for renewal the licensed property must be in good standing. The Town reserves the right to deny a renewal based on complaint history regardless of a citation or not, failure to timely pay taxes, failure to meet criteria the forth in the Town Code, and the seriousness of any violation prosecuted under section 6-6-120
- In addition to renewing the vacation rental license, you must also renew the Town of Crested Butte business license annually
- Must provide evidence that the property was not rented more than 90 nights during the previous year
- Must provide evidence of long-term occupancy, either a signed declaration of compliance or proof of long-term rental through a signed lease agreement

Additional Vacation Rental License Regulation Details:

Legal Non-Conforming Licenses:

- Any unlimited license active prior to November 21st, 2022, shall be exempt from the following until the time that the license is not renewed, terminated through the sale of the property, or is revoked for any reason
 - Two per block face concentration limit
 - One license per person regulation
- For the 2024 license year legal non-conforming licenses must comply with all other renewal regulations

Local Contact Requirement:

- All vacation rental licenses must have a registered local contact representative who is available 24/7 anytime the home is being rented and are accountable for the following

- Must have physical access to the rental property
- If not the owner, the local contact must be able to make decision about the property on behalf of the owner
- Must physically respond to and amend any complaint filed against the rental property within one hour of the initial attempt to register the complaint

Tax Collection:

- All vacation rentals must collect and remit the following taxes for every night of rental based on listing price
 - 1% Gunnison County Sales Tax
 - 2.9% State of Colorado Sales Tax
 - 1% Rural Transit Authority Sales Tax
 - 4% Local Marketing District Tax
 - 4.5% Town of Crested Butte Sales Tax
 - 7.5% Town of Crested Butte Vacation Rental Excise Tax – Directly funds affordable housing projects
- Failure to honestly remit taxes will result in the revocation of your license

Maximum Occupancy:

- Maximum occupancy for vacation rentals equals two person per bedroom plus two additional occupants
- The maximum occupancy of any vacation rental is ten people
- Failure to adhere to maximum occupancy will result in revocation of your license

Good Neighbor Guide:

- All vacation rental properties must prominently display the Good Neighbor Guidelines within the home in a clear and visible location
- The good neighbor guidelines can be found here([insert link](#))

Required Parking:

- All vacation rental properties must provide and be approved for the minimum amount of off-street parking required by the Town zoning code
- All off street parking must be cleared and maintained year-round
- Failure of rental tenants to adhere to the approved parking plan can result in fineable violation and or the justification to deny license renewal

License Suspension and Revocation:

- Any violation of Section 16-14-90 of the Code can result in the denial of a vacation rental license for the property subject to the offense for a period of two years.
- License holders may be subject to fines up to the maximum allowed pursuant to Section 1-4-20, a separate fine can be issued for each day that the violation persists. Specific violations include:
 - Failure of the 24/7 local contact to respond to an inquiry or complaint within one hour
 - Failure to prominently display vacation rental license number in any advertisement for the rental of the property
 - Failure to adhere to maximum occupancy limits
 - Failure of occupants to not adhere to the buildings approved parking plan
 - Failure to prominently display the “Good Neighbor Guide” within the home
 - Failure to remit sales tax

- **Three Strike Policy**

- If any license holder or owner receives three ticketed violations issued by the marshals department in any single calendar year, the Town will revoke the license and the license holder or any other owner of the property will be banned from receiving a license for a period of two full years