



Guide for Operating a Short-Term Rental (STR) in the City of Fort Collins

The Basics:

- The City of Fort Collins requires dwelling units that rent for less than 30 days be licensed as a STR. The City recognizes both primary (owner occupied) and non-primary (not owner occupied) STRs
- **Primary STRs** are permitted in low, medium, or high-density Mixed-Use Neighborhood Districts, as well as Buffer District, and Commercial Districts. (**green** areas on [map](#)).
- **Non-primary STRs** are permitted in Commercial Districts. (**yellow** areas on [map](#)).
- STRs are **not** allowed in Multi Family buildings. Multi Family buildings are apartment or condo buildings with 3 or more dwelling units.
- The initial STR license fee is \$150. Your STR license will need to be renewed each year on or before June 30th regardless of application date, the fee is not prorated. The renewal fee is \$100 per year.
- In addition to your STR license, you'll need to apply for a Sales and Lodging Tax License. Third party sites such as AIRBNB do collect **BOTH** sales and lodging tax from your renters and remit directly to the City under the company's account.
- If you have renters that do not come from a third-party, you must collect the tax from your customer and remit to the City. The amount of tax is based on the rate of the room and any cleaning fees you may impose. Please visit <https://www.fcgov.com/salestax/> for more information on sales, use, and lodging tax.
- If you do not have tax to remit, you still need to file a sales and lodging tax return on your due date. Most STRs are on an annual filing frequency. You can select this option when you apply for your sales tax license.
 - If you do not file your tax returns on your due date, you will be charged a \$25 assessment fee. Tax returns are submitted online at <https://fortcollins.munirevs.com/> in the online account that is created when you apply for your license. You will receive reminders when these are due.

FAQs:

- **Do I need to set up an LLC or a Federal Employer Identification Number (FEIN) for my STR?** No. This is not a requirement for the City. You can use your first and last name as the business name if you do not have an LLC or other business name set up. We recommend you contact the IRS, Larimer County, and the State of Colorado for their business requirements.
- **What if I am in a zone that doesn't allow STRs?** You may consider long term renting (30 days or more). Please check for long term rental housing regulations [here](#).
- **Does the City of Fort Collins allow STRs in Multi Family Buildings, such as apartments or condos?** Only if the entire building meets the R1 building code requirements. Please contact the Building Department at 970-416-2757 to verify.
- **Can I rent to two parties at once?** No. You may only rent to one party at a time.
- **Can a long-term tenant rent out the property as a STR?** No. Only the owner may operate a STR. In addition, they may only rent to one party at a time, and the long-term tenant counts as the renter.
- **What happens if I sell my property? Can my license be transferred?** No, however the new owner can apply for a STR license in their own name within 30 days of closing. If the property is a legacy property (FKA grandfathered), the new license must remain identical in scope to the original, and the new owner must meet the off-street parking requirements.
- **What are the OFF-STREET (example: driveway or garage) parking requirements?** See chart and examples below:

Number of Bedrooms Rented	Number of Off-Street Parking Spaces
1-2	1
3-4	2
5-6	3



Now that you know the basics, here are the steps to apply for your licenses:

- ✓ **Step 1:** Verify you're in a zone that allows for the type of STR you'll be operating (primary vs non primary) [here](#). If yes, move on to step 2.
 - **If you own a multifamily building with 3+ units, you are prohibited from renting a STR regardless of being in an allowable zone.**

- ✓ **Step 2:** Verify that your HOA (if applicable) covenants allow STRs. If yes, move on to step 3.


- ✓ **Step 3:** Call the Building Department at 970-416-2740 to make sure there are no expired or open building permits that need to be addressed. Expired permits can delay the process. If there are none, proceed to step 4.

- ✓ **Step 4:** Visit our [online portal](#) to create an account, and apply for a Sales Tax/Business License. This step can take 5-7 days to be approved. While this step is pending, you can gather these required documents:
 - Proof of Personal Liability Coverage (found in your homeowner's insurance)
 - For Primary STRs: A copy of your Driver's License, Car Registration, or Voter Registration to prove you reside at the property for at least 9 months out of the year.
 - Proof of ownership (example: a print off from the Larimer County Assessor's Page. Only the owner of the property may operate a STR)
 - Photos of the rental space

Once the Sales Tax/Business License is approved, you will receive an email from a City staff member letting you know you can proceed in applying for your STR License, upload the required documents listed in step 4 and pay the \$150 license fee.

- The STR application is all done online in the [online portal](#). You will see as an open task in your business center (example below). You will click here to begin the process:


ALERTS 1

 You have 1 Tasks to complete.

OPEN TASKS 1

ASHLEY TEST

Primary Short Term Rental License

 [Read Primary Short Term Rental License Requirements \(new\)](#)

✓ **Step 6:** Once your application has been submitted, and documents uploaded, it will be processed and sent to the zoning department for approval. Processing time ranges from 7-10 business days.

You will receive a final email from a City staff member when your license is approved. You will then be able to print a copy of your license to post in your rental. We also require that you include your STR license number in your online listings.