



CITY AND COUNTY CLERK AND RECORDER

One DesCombes Drive • Broomfield, CO 80020 • 303.438.6332 • Broomfield.org

Short Term Rental License Application

Pursuant to Chapter 5-39 of the Broomfield Municipal Code it is unlawful for any person to engage in a short term rental unless licensed to do so as provided for by this chapter. All marketing materials or advertisements for a short term rental unit shall contain the short term rental license number.

The application fee for each short term rental license or license renewal is \$100, payable at the time of application or renewal. The license shall be good for a period of five years from the date of issuance.

Submit your completed application and payment of the license fee to the City Clerk’s office at One DesCombes Drive, Broomfield, CO. The Clerk will review the application and then will issue a license to the property owner. If the applicant has previously held a license that was revoked for any reason, the Clerk may refer the application to the local licensing authority for review before accepting the application.

Applicant’s Full Name: _____
Property Address: _____
Mailing Address: _____
Phone Number: _____
Email Address: _____

Number of off-street parking spaces: _____ Number of Bedrooms in the house: ____
Square Feet of Interior Living Space: _____ Maximum Number of Occupants: ____

Interior Living Space	Occupancy Limit
2,000 square feet or less	Maximum of 4 persons allowed
2,001 to 2,499 square feet	Maximum of 6 persons allowed
2,500 square feet or more	Maximum of 8 persons allowed

URL to all online listings (i.g. Airbnb, Vrbo, HomeAway): _____

Any known Short-Term Rental license for the premises? Yes ___ No ___
If yes, has the license been previously revoked? Explain, including license number and date:

Has the applicant held a short term rental license in any county or state? Yes___ No ___
If yes, has the license been revoked or surrendered? Explain, including license number and date:

Have you provided a copy of a valid driver’s license or state-issued ID? Yes___ No___

For Office Use Only	Zoning District: _____ Parcel #: _____
Sales Tax License #: _____	Voter’s Registration ID: _____



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The short term rental of a residence which is not the principal residence of the property owner is hereby prohibited and subject to the penalty for violation in accordance with Section 5-39-100 of this chapter.

Short term rental units must be the property owner's principal residence and the property owner must be a natural person or the beneficiary of a trust whose name appears on the deed to the property on which the dwelling unit to be rented is located.

All short term rentals shall obtain the necessary Sales Tax License and Lodging Tax License from Broomfield.org/SalesTax as required by the provisions of the Broomfield Municipal Code and adhere to the provisions thereof.

The following restrictions will apply to all short term rentals:

- (A) *Occupants*: No more than eight short term renters shall occupy the short term rental unit at any one time; for dwelling units with 2,000 square feet or less of interior living space, a maximum of four persons is allowed. For dwelling units with greater than 2,000 but less than 2,500 square feet of interior living space, a maximum of six persons is allowed. For dwelling units with 2,500 square feet or more of interior living space, a maximum of eight persons is allowed.
- (B) *Vehicles*: No more than four vehicles associated with short term renters shall be parked at any one time on or nearby the property with a maximum of two vehicles parked in the street.
- (C) *Disturbing the Peace and noise*: Short term renters shall comply with Chapter 9-34 Disturbing the Peace and Chapter 9-36 Noise of the Broomfield Municipal Code at all times.
- (D) *Violation of the municipal code*: All short term renters shall comply with all applicable provisions of the Broomfield Municipal Code.
- (E) *Residential character*: All dwellings shall maintain the residential character of the neighborhood.

Failure to comply with these limitations may result in a show cause hearing or revocation of the short term rental license. Any person who willfully fails to comply with any of the provisions of this chapter shall be deemed guilty of a misdemeanor and, upon conviction, shall be punished as provided in chapter 1-12, B.M.C.

The property owner is responsible for notifying all occupants of the applicable restrictions and requirements. Please provide a completed copy of the attached Renter's Guide to all guests who stay in your Short Term Rental.

I attest that I have read and agree to the above terms and conditions.

Applicant's Signature

Date



City and County of Broomfield, One DesCombes Drive, Broomfield CO 80020

Finance Department, Sales Tax Division

Sales Tax License Application

E-Mail: salestax@broomfield.org

Web: <http://www.broomfield.org/salestax>

303-464-5811

FAX 303-410-3802

**** Please fill out all sections completely ****

No license fee required

Incomplete application will delay license application process

Business Information

Business Name _____

DBA Name (if different) _____

Physical Address _____

City _____ State _____ Zip _____

Business Phone (_____) _____ Business Fax (_____) _____

Business Web Address _____ Business E-Mail _____

Mailing Information

Contact Person _____ Phone _____

Mailing Address _____ City _____

State _____ Zip _____ Contact E-mail _____

Owner/Officer Information

Name: _____ Personal Phone/Address _____

Type of Ownership Individual/Sole Proprietor _____ Partnership _____ LLC _____ Corporation _____ Trust _____

Type of Location Commercial/Retail _____ Home Based _____ Peddler _____ Cart/Kiosk _____

FEIN or SSN _____ **Colorado Dept. of Revenue Sales Tax #** _____

Reporting Frequency Monthly _____ Quarterly _____ Annually _____ **Purchased Existing Business** Yes _____ No _____

New Business in Broomfield Yes _____ No _____ **Registered w/ Secretary of State in Colorado** Yes _____ No _____

Date you will start business in Broomfield _____

Description of business (please detail types of services/products and nature of business) _____

I declare under penalty of perjury, that this application has been examined by me and the statements made herein are made in good faith pursuant to Colorado tax laws and regulations, and to the best of my knowledge and belief, are true, correct and complete.

*** Late returns will be assessed a \$15 per notice penalty fee for the first & second issuance of the delinquency notice. Assessment penalty fees will be \$25/notice or 15% of tax due for the 3rd, 4th and 5th notices, 6th or more \$50 per notice or 30% of tax due. For more information, please visit Broomfield Municipal Code 3-04-030 & 3-04-040. Link: https://www.municode.com/library/co/broomfield/codes/municipal_code**

SIGNATURE _____ **DATE** _____

<i>For Sales Tax Department only:</i>	
Account Number Issued:	Entered by/Date:



Renter's Guide

Host Contact Information

Name: _____ Phone Number: _____

E-mail Address: _____

Short Term Rental License Number: _____

All short term renters shall comply with all applicable provisions of the Broomfield Municipal Code, including but not limited to the following:

5-39-070 - Limitations; occupants, vehicles, and noise.

(A) Occupants: No more than eight short term renters shall occupy the short term rental unit at any one time; for dwelling units with 2,000 square feet or less of interior living space, a maximum of four persons is allowed. For dwelling units with greater than 2,000 but less than 2,500 square feet of interior living space, a maximum of six persons is allowed. For dwelling units with 2,500 square feet or more of interior living space, a maximum of eight persons is allowed.

(B) Vehicles: No more than four vehicles associated with short term renters shall be parked at any one time on or nearby the property with a maximum of two vehicles parked in the street.

9-34-020 - Disturbing the Peace Prohibited.

It is unlawful for any person to disturb or tend to disturb the peace of others by violent, tumultuous, offensive, or obstreperous conduct, by loud or unusual noises, or by unseemly, profane, obscene, or offensive language calculated to provoke a breach of the peace; or for any person to permit any such conduct in any house or upon any premises owned or possessed by him or her or under his or her management or control, when within his or her power to prevent, so that others in the vicinity are or may be disturbed thereby.

9-36-020 - Noise prohibited.

It shall be unlawful for any person to make, or cause to be made, any continuous, impulsive, or periodic noise within the city which:

(A) Is of such unusual or exceptional character, intensity, or duration that it disturbs, injures, or endangers the comfort, repose, health, peace, or safety of any person or causes damage to any property; or

(B) Exceeds 55 dB(A) between 7:00 a.m. until 10:00 p.m. or exceeds 40 dB(A) between 10:00 p.m. and 7:00 a.m. of the following day.

Guidelines

Number of Occupants Allowed: ____

Parking Restrictions: _____

Other rules: _____

Multiple horizontal lines for additional notes or rules.



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