



Archuleta County
Development Services—Planning Department
1122 HWY 84
P. O. Box 1507
Pagosa Springs, Colorado 81147
970-264-1390
Fax 970-264-3338

FACT SHEET

VACATION RENTALS OF DWELLING UNITS IN ARCHULETA COUNTY

Renting (or advertising) any dwelling unit for short-term rental (less than 30 days) in Archuleta County requires a Vacation Rental Permit, which will need to be renewed each year.

APPLICATION

Archuleta County utilizes MUNIRevs, an online application and permitting system, to complete all requirements of the permitting process. Permits will be valid for one full year, with an annual fee of \$400 for owner-occupied or \$700 for non-owner-occupied units. In addition to payment, the following documents will need to be uploaded into MUNIRevs to apply for a permit (items marked with an * will also be required for annual renewals):

1. **Proof of Ownership**
2. **Agent Authorization** (for caretaker or property manager)
3. ***Vacation Rental Property Disclosure Form**
4. **Parking Plan Site Map** showing parking assigned for guest use
5. San Juan Basin Public Health (SJBPH) **OWTS Permit** if there is an On-Site Water Treatment System or **Affirmation Statement** that there is no OWTS on the property
6. ***Proof of Colorado Department of Revenue Sales Tax Registration** or **Affirmation Statement** regarding exclusive use of VRBO/AirBNB to book guests
7. ***Proof of Property Taxes Paid** for the property
8. **Proof of Neighbor and Property Owners Association Notification**
9. ***Rules for Renters**
10. ***Copy of Advertisements**
11. ***Validation Inspection**

POINTS TO REMEMBER

Prior permit approval does not guarantee renewal.

A Vacation Rental Permit *does not* transfer from seller to buyer upon a change of property ownership. New owners must apply for their own permit BEFORE they begin advertising or renting their property for short-term rentals.

A dwelling being offered as a short-term rental must be compliant with all aspects of the adopted building codes and the *Archuleta County Land Use Regulations*.

Visit the Planning Department webpage at <http://www.archuletacounty.org/93/Planning>, or contact the Planning Department staff at 970.264.1390 to get started.