

Town of Empire
30 East Park Avenue –P.O. Box 100 Empire CO 80438-0100
303/569-2978 – 303/569-2282 fax

Short-Term Rental License
(Article VIII, Section 5.1.6)

Before applying, make sure you meet ALL of the following requirements.

- Applicant must be approved for a Conditional Use Permit if located in Residential Zoning, which can be done concurrently with this license.
- Applicant must own all the property and improvements used for the short-term rental.
- When property and improvements are owned by more than one party, co-applicants are allowed.
- Applicant must have adequate short-term rental liability insurance for the duration of the permit.
- Applicant must supply and maintain fire extinguishers, smoke alarms and CO2 monitors.
- Applicant must provide approved off-street parking space for each rent-able unit or units.
- All sleeping rooms must have a secondary egress.
- An emergency contact person must available 24 hours/day and within one hour driving time.
- Applicant must post a list of the rules in a conspicuous place in the rental, including:
 - Contact information for an emergency contact person, available 24 hours and within an hour driving time.
 - The day of trash collection.
 - Town policies on fires, firearms, dogs, noise, etc.
 - A map detailing the rental boundaries, and the appropriate parking spaces.
 - A map detailing emergency exits.

Initial applications must include an inspection certificate from Clear Creek County, and renewals must attach a signed affidavit attesting to:

- Adequate short-term rental liability insurance for the duration of the permit.
- Operable fire extinguishers, smoke alarms and CO2 monitors.
- Adequate egress for all sleeping rooms.

Please be aware:

- Any violation of the Town Ordinances, and/ or State Ordinances can constitute the temporary suspension of the Conditional Use Permit, until a hearing is held.
- Two upheld suspensions within a calendar year will be cause for termination of the conditional use permit.
- Short-term rental permits may be used only for the property which they are issued and are not transferable upon the sale of the property.
- Compliance with the terms and conditions set forth herein shall be the non- delegable responsibility of the owner of the short-term rental; and each owner of a short term rental shall be strictly liable for complying with the conditions set forth by the Empire Board of Trustees.
- A current Business License must be maintained
- No signage will be allowed.
- Lodging and sales tax must be collected.
- Licenses for short-term rentals will carry a one-year term.

License application fee is \$250.00 payable to the Town of Empire.

Property Owner: _____ Date: _____

Received By: _____ Date: _____