

# Community Development Department

320 6th Avenue | P.O. Box 468 Ouray, CO 81427  
 buildinginspector@cityofouray.com | 970-325-7063



## SHORT-TERM RENTAL (STR) LICENSE APPLICATION PACKET

<b>APPLICATION RECEIPT</b> <i>(To be completed by City of Ouray Staff)</i>
Date Received:
Time Received:
Received By:
<b>STR License Number (after approval):</b>

One Short-Term Rental (STR) License Application form is required for each dwelling unit even if multiple units are located on the same property. Please submit this completed form along with all required materials to City Hall either in-person at 320 6th Ave. or via mail at P.O. Box 468, Ouray, CO 81427.

Short-Term Rental Fees of \$600 for new applications and \$350 for renewal applications should not be submitted with this License Application and will be collected at the time of license issuance. Each STR unit must have its own license displayed on-site and submit all required fees.

PROPERTY OWNER INFORMATION			
Name:			
Mailing Address:	City:	State:	ZIP:
Phone:	Email:		

PROPERTY MANAGEMENT/AGENT INFORMATION			
Name:			
Mailing Address:	City:	State:	ZIP:
Phone:	Email:		

RESPONSIBLE PARTY INFORMATION*			
Same as Property Owner?	<input checked="" type="checkbox"/> One	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Name:			
Mailing Address:	City:	State:	ZIP:
Phone:	Email:		

*\* Per the Ouray Municipal Code regarding STR regulations, §7-4-11-g-iv: "Real property owner shall designate a responsible party who is located within a forty-five (45) minute drive of the City and available for immediate response to issues or emergencies that arise from the short-term rental."*

BUSINESS INFORMATION			
Name:			
Physical Address:			
Mailing Address:	City:	State:	ZIP:
Phone:	Email:		

<b>Is this STR Application related to the City's Cap &amp; Trade program?</b>	<input checked="" type="checkbox"/> One	<input type="checkbox"/> No	<input type="checkbox"/> Yes
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**If Yes**, the Real Property Owner will be contacted to ensure that all applicable Cap & Trade policies are met, including providing 3 or more long-term units to be granted a STR license for a 4<sup>th</sup> unit on the same property.

BUSINESS INFORMATION (CONT.)	
Type:	<input checked="" type="checkbox"/> One <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC
If <b>Sole Proprietor</b> or <b>Partnership</b> : Provide names and addresses for all owners/partners	
If <b>Corporation</b> or <b>LLC</b> : Provide names and addresses for all officers	
President: _____	
Vice President: _____	
Secretary: _____	
Treasurer: _____	

STR PROPERTY/OPERATION INFORMATION		
Property Address:		
Property Legal Description (Lot #, Block #, Subdivision):		
Parcel Number:	Zone District:	
Property Phone Number:		
HOA Contact (if applicable):	Phone:	
State Sales Tax #:		
Acknowledge Ouray Lodging & Occupation Tax Schedule:	(initials)	
LISTING INFORMATION		
# of Units:	# of Bedrooms:	# of Off-Street Parking Spaces:
Is the STR registered with Airbnb, Craigslist, VRBO, Home Away or any third-party STR service? (X) One	<input type="checkbox"/> Yes <input type="checkbox"/> No	If <b>yes</b> , please list which services. If <b>no</b> , please state how the STR unit is being advertised/marketed: _____ _____
Internet Listing Site:	Listing #:	

COMPLIANCE WITH BUILDING & FIRE CODES	
All Residential Short-Term Rentals are subject to the applicable building and fire codes and prior to occupancy must be reviewed and approved for compliance with codes by the City's Building Official. An on-site inspection will be required to review life/safety Building Code requirements such as location of fire extinguisher(s); smoke and carbon monoxide detectors; and ingress/egress.	
Will your STR require remodeling or renovations?	<input checked="" type="checkbox"/> One <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the STR dwelling unit connected to the City of Ouray water and sewer system?	<input checked="" type="checkbox"/> One <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Please provide your City of Ouray Account #:</i> _____	
Do you rent out your STR dwelling unit(s) on a year-round basis?	<input checked="" type="checkbox"/> One <input type="checkbox"/> Yes <input type="checkbox"/> No
If <b>no</b> , what do you use the dwelling unit for during the rest of the year when it is not in the STR pool? _____	

STR LICENSE APPLICATION SUBMITTAL CHECKLIST	
The following submittals are required in order to be considered for a Short-Term Rental License. Please complete and submit this completed application along with the required documentation as outlined in Section 7-5-J-11 Short-Term Rentals of the City of Ouray Municipal Code.	
Complete application packet shall be submitted to the Community Development Department. Incomplete or inadequate submittals will result in delay or rejection of the request for a Short-Term Rental License. Please contact Community Development Department with questions regarding the submittals required herein.	
<b>* Note: All drawings must be drawn to scale</b>	
<input checked="" type="checkbox"/>	← (Check box on the left to show the following items are completed/attached)

	Completed Short-Term Rental (STR) Application Form
	Authorization of Agent Form, if the applicant is not the real property owner
	State Sales Tax ID Number on Official State Form
	Site Plan including: all existing structures; location of proposed parking area for customers; the building setbacks; bear proof trash bins; ingress and egress to the site The site plan shall be legible and must meet all applicable standards outlined in Section 7-5-J-11, Short Term Rentals of the City of Ouray Municipal Code
	Pictures of exterior lighting that must be dark sky, full cutoff lighting
	Picture of current address posted on the property
	Certificate of Occupancy for new construction and/or Letter of Completion for renovations or remodels and/or change of occupancy (if applicable)
	Draft of posted notice for inside the unit that includes the information as required by the STR Regulations
	Proof of Fire, Hazard and Liability Insurance
<p>Scan, compile and submit complete short-term rental license application form with all submittal materials as one PDF file that is emailed to <a href="mailto:buildinginspector@cityofouray.com">buildinginspector@cityofouray.com</a> or drop off the completed application submittal to City Hall to the attention of the City Building Official.</p> <p>(All fees shall be paid at the time of license issuance and not prior)</p>	

Please refer to the "Example Short-Term Rental License Application" to view what is considered a complete submittal and tips for looking up zoning, address, legal description and preparing a site plan.

**See Resolution 12, Series 2021 for information on STR Cap and application processing policies.**

<b>AGREEMENT &amp; SIGNATURE</b>	
<p>I, the undersigned, agree to operate the Short-Term Rental unit(s) in full compliance with the City of Ouray zoning regulations, Tax submittal requirements, and all codes and policies related to Short-Term Rentals. I further certify the information given is correct to the best of my knowledge. I also acknowledge that additional taxes and fees may be imposed on existing, new and future Short-Term Rentals.</p> <p>I also understand that failure to include applicable application material(s) may result in the rejection of my application or delays in the approval process. I also certify that the signature(s) affixed to this application are those for the property owner and/or legal authorized agent. If I am the agent, I am including an owner's affidavit.</p> <p>I also understand that the Owner and Agent will sign the Short-Term Rental license application that will include required conditions pursuant to Ouray Land Use Code.</p> <p>I understand that this application may be open for public inspection as required by the Colorado Open Records Law (C.R.S. 24-72-202, et seq) and that my personal information contained on this application may be available to the public for review.</p>	
Property Owner Name - Printed:	Date:
Property Owner Name - Signature:	Date:
Agent Name - Printed:	Date:
Agent Name - Signature:	Date:

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## SHORT-TERM RENTAL (STR) LICENSE - INSPECTION CHECKLIST

**STR INSPECTION CHECKLIST TO BE COMPLETED BY CITY OF OURAY BUILDING OFFICIAL.**

INSPECTION INFORMATION
Date:
Inspector:
STR Address:

YES	NO	SHORT-TERM RENTAL REQUIREMENT
		Parking per City Code
		Carbon monoxide detector operational
		Smoke detector operational
		Street address posted on property
		Full cut-off lights per Dark Sky Lighting regulations
		Signage meets STR regulations
		5# ABC fire extinguisher mounted in kitchen area
		Trash and recycling (bear proof) and stored in location that is not visible from public way
		Property free from litter or junk
		* Proper fire separation per City Code (when applicable)
		* Ingress and egress from dwelling and bedrooms per Building Codes
		* Handrails on stairs
		* Guardrails off decks or porches 30 inches off-grade
		* Sanitation bathroom and hot water
		Posting of Required Information: <ol style="list-style-type: none"> <li>1. Contact information for the owner or responsible party.</li> <li>2. The STR address and license number.</li> <li>3. Maximum number of guests.</li> <li>4. Location of fire extinguishers.</li> <li>5. A copy of the noise ordinance.</li> <li>6. Parking and snow storage rules.</li> <li>7. Trash disposal information.</li> <li>8. How to sign up for emergency notifications.</li> <li>9. Information on any City fire bans, or water use restrictions.</li> <li>10. Map showing locations where trailer and large vehicle parking is allowed.</li> </ol>
* These items are considered "structural." If Building Inspector finds these items don't pass inspection, the STR application will move to the back of the waitlist (per section D-2 of Exhibit A, Resolution no. 12, Series 2021).		

PASSED INSPECTION? (YES / NO) _____
COMMENTS:

## SHORT-TERM RENTAL (STR) LICENSE - INSPECTION GUIDELINES

### **BEDROOM WINDOW EGRESS:**

The second exit required in a bedroom is usually a window. The dimensions of the openings are to ensure the residents an escape route, but equally important, they are designed to allow a firefighter with a backpack to enter.

This opening must be 24 inches high and 20 inches wide to meet the required 5.7 sq.ft. opening (at minimum, calculated in table bt-6). As you'll see, you cannot have an opening less than 20" wide – if your opening is only 20" wide, the height must be 41" to get the 5.7 sq. ft.. (5.7 x 144 = 820.8 sq. in.) You cannot have an opening 2" wide by 410.4" tall, nor an opening 820.8" wide by 1" tall. See the width and height combinations below that will work. The window sill must not be higher than 44 inches above the finished bedroom floor.

#### **Bedroom windows must have the following:**

Minimum opening of 5.7 square feet (see table bt-6)
Opening: 20 inch minimum width & 24 inch minimum height (see table bt-6)
Emergency escape to public way
No windows < 3 feet to property line
Security bars must have approved release hardware
Window sill height 44 inch maximum above finished floor

Table BT-6

bt-6: Bedroom Window Egress, Minimum Height & Width Requirements (inches)																													
<b>Width</b>	20	20.5	21	21.5	22	22.5	23	23.5	24	24.5	25	25.5	26	26.5	27	27.5	28	28.5	29	29.5	30	30.5	31	31.5	32	32.5	33	33.5	34
<b>Height</b>	41.0	40.0	39.1	38.2	37.3	36.5	35.7	34.9	34.2	33.5	32.8	32.2	31.6	31.0	30.4	29.8	29.3	28.8	28.3	27.8	27.4	26.9	26.5	26.1	25.7	25.3	24.9	24.5	24.0

*Ground-level bedroom egress windows may be 5.0 sq.ft. in total area; the minimum height of 24" and minimum width of 20" would remain required, per building codes.*

### **SMOKE ALARMS & CARBON MONOXIDE ALARMS**

#### **R314.3 Location - Smoke alarms shall be installed in the following locations:**

In each sleeping room
Outside each separate sleeping area in the immediate vicinity of the bedrooms
On each additional story of the dwelling, including basements and habitable attics, but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level

When more than one smoke alarm is required to be installed within an individual dwelling unit, the alarm devices shall be interconnected in such a manner that the actuation of one alarm will activate all of the alarms in the individual unit.

#### **R314.4 Power Source**

Smoke alarms shall receive their primary power from the building wiring when such wiring is served from a commercial source, and when primary power is interrupted, shall receive power from a battery.

Wiring shall be permanent and without a disconnecting switch other than those required for overcurrent protection. Smoke alarms shall be interconnected.

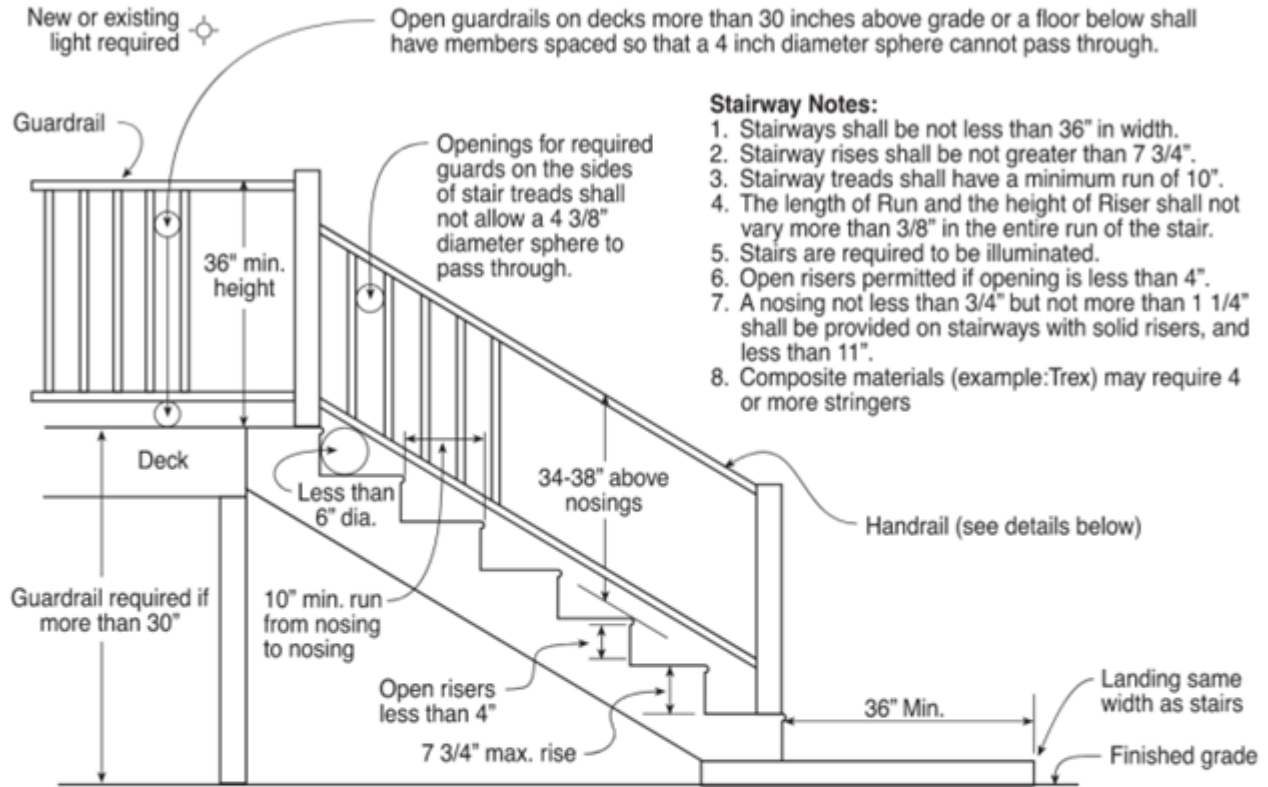
#### **R315.1 Carbon Monoxide Alarms**

For new construction, an approved carbon monoxide alarm shall be installed outside of each separate sleeping area in the immediate vicinity of the bedrooms in dwelling units within which fuel-fired appliances are installed and in dwelling units that have attached garages.

Colorado State Law takes it one step further by saying the C.O. Alarms must be within 15 feet of the sleeping rooms. The Ordinance says we must abide by the State Law.

# HANDRAILS & GUARDRAILS

## Stairs, Handrails, and Guards (aka Guardrails):



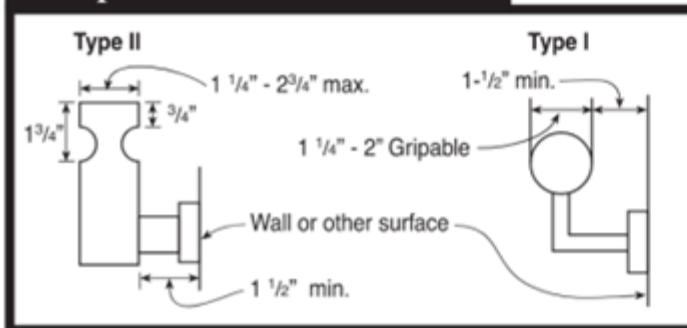
### Stairway Notes:

1. Stairways shall be not less than 36" in width.
2. Stairway rises shall be not greater than 7 3/4".
3. Stairway treads shall have a minimum run of 10".
4. The length of Run and the height of Riser shall not vary more than 3/8" in the entire run of the stair.
5. Stairs are required to be illuminated.
6. Open risers permitted if opening is less than 4".
7. A nosing not less than 3/4" but not more than 1 1/4" shall be provided on stairways with solid risers, and less than 11".
8. Composite materials (example:Trex) may require 4 or more stringers

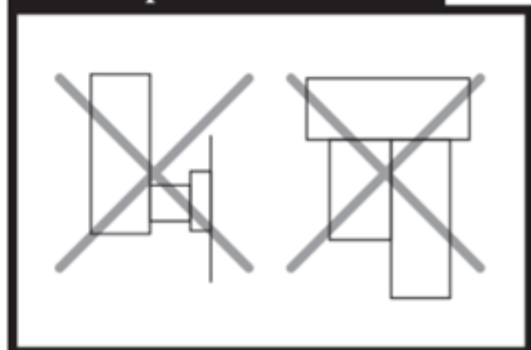
### Handrail Notes:

1. Handrails shall be continuous on at least one side of stairs with 4 or more risers.
2. Top of the handrails shall be placed not less than 34 inches nor more than 38 inches above stair nosings.
3. The handgrip portion of handrails shall be not less than 1-1/4 inches nor more than 2 1/4 inches in cross section for non circular handrails.
4. Handrails shall be placed not less than 1-1/2 inches from any wall or other surface.
5. Handrails to be returned to wall, post or safety terminal (per 311.7.8.4 IRC)

### Acceptable Handrail Details



### Unacceptable Handrails



## FIRE EXTINGUISHER

A 5 lb. ABC, non-expired Fire Extinguisher must be mounted in a visible location somewhere in the kitchen.



## GENERAL

Please understand that the City of Ouray cannot list all Life-Safety requirements from our adopted building codes. The City Building Inspector will look at woodstove clearances and hearth extensions if a woodstove is present and make certain a dwelling unit's gas-fired appliances have adequate clearance, adequate combustion air, etc.