

STR License Renewal Guide

Updated 6/25/2025

City of Steamboat Springs STR License Renewal Guide

This guide provides a step-by-step overview of the Short-Term Rental License Renewal Process. It is designed to make the process as simple as possible.

Important Note: Before you begin this process, you **must** have your e-mail and password to log into your CityView account on the [City of Steamboat Springs' Web Portal](#).

If you did not apply for your STR license yourself, please contact your property management company or the applicant to ensure your renewal is getting done and will be processed on time.



Renewals Filed After The Expiration Date Will Be Denied.

Let's Begin.

City of Steamboat Springs Web Portal

[Sign into your CityView account](#)

Once you are in, you should see the Welcome Page with **“Welcome”** followed by **your name**.

Under Welcome, you should see **“My Items”** – third in the list from the left.

Click on **“My Items”**


Home > City of Steamboat Springs Web Portal

City of Steamboat Springs Web Portal


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The City's new web portal is now online. Apply for permits, check the status of applications and inspections, submit complaints, check on planning applications and apply for business licenses - all from the comfort of home. No more lines!


The CityView Portal is the first step in the City's plan to improve its service offerings for citizens. Watch for more updates coming soon.




Code Enforcement
Submit a New Complaint
Case Search



Building Department
Apply for Permit
Estimate Fees
Request an Inspection
Request a Meeting
Application Search
Upload Submittals



Public Works
Apply for an Public Works Permit
Estimate Fees



Sign Permits
Apply for Sign Permit
Estimate Fees
Request an Inspection

My Items: My Business License Applications

In the drop-down menu that appears, open **“My Business License Applications”** at the very top.

Your license reference number and your name should appear in the box below. There is a button that says, **“Renew this License”***

Select the “Renew this License” button.

*If you do not see the **“Renew”** button, your renewal is outside the 60-day renewal window, and you will need to keep checking back in.

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




My Items

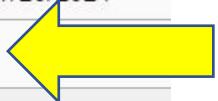
[Click Here](#) to view the items in your shopping cart.

[Expand All](#) | [Collapse All](#)

My Business License Applications

Show Active 

Reference Number 	Name 	Address 	Status 	Date Created 
LCSTR20240015	Paula Ross	1180 REDWOODS DR	Active	01/26/2024
<div style="display: flex; justify-content: space-between;">Upload SubmittalsRemove Fees from My CartRenew this LicenseShare</div>				
LCSTR20240012	Paula Ross	1180 REDWOODS DR	Full Approval	01/26/2024
<div style="display: flex; justify-content: space-between;">Upload SubmittalsRenew this LicenseShare</div>				
LCSTR20240011	Paula Ross	1180 REDWOODS DR	Full Approval	01/26/2024
<div style="display: flex; justify-content: space-between;">Upload SubmittalsRenew this LicenseShare</div>				



Step 1: Update License Details

On this page you should see your Application Number, License Type, and Business Name at the top of the page.

The information you entered in your original STR application should prepopulate. Update as necessary.

Please Note: The “preferred method of contact” Must say e-mail.

If nothing has changed, scroll to the bottom of the page and click on “**Next Step: Upload Files**”

Update License Details

LCSTR20230663

[Return to Status Page](#)

License Details ☺

Application Number: LCSTR20230663
License Type: Short Term Rental
Business Name: John Doe Condo, LLC

Description:*

Limit 4000 characters



Preferred Contact Method:*

Mailing Address:*

Address Extra Line 1:

Address Extra Line 2:

City/State/Zip: *



Step 2: Upload Documents

At least two (2) documents **Must** be uploaded to complete your renewal.*

- **Self-Inspection Checklist Affidavit** – this form **Must** be notarized
- **License Renewal Form** – **All** owners **Must** sign this form after checking the affirmation statements.

Current Submittal ☺

Submittal #3) License Application Submittal (01/18/2024) [Print Requirement Items](#)

Type	Status	Date Verified
☑ Self-Inspection ?	Pending	
Select a new document for this requirement:		
<input type="button" value="Browse"/>		
☑ Renewal Form ?	Pending	
Select a new document for this requirement:		
<input type="button" value="Browse"/>		

Previous Submittals ☺

Owners in Zones B & C **may** have additional documents to upload. If your home is not located in either of these zones, scroll down and click on **“Next Step: Review & Submit”**

NOTE: CityView allows you to submit your renewal without these documents. **However**, if you do so, this **Will** result in delay, and your renewal may not be processed prior to your expiration date.

*These documents are NOT linked to this Guide. To find the documents, please [visit our website](#)

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Business License Renewal - Upload Documents

LCSTR20230663

Note: This step is optional. Documents may be uploaded at a later time from the Upload Submittals link located on the main page.

▾ Guidelines For Electronically Submitting Documents:

- Submitted documents should be under 50MB in size.
- Accepted file extensions:
 - pdf, dwg, cad, jpg, docx, xlsx
- Recommended naming conventions:
 - Keep filename consistent.
 - Avoid the use of non-friendly filenames. (ex. k9dk38fj3.pdf)
 - Avoid inappropriate language in filenames.

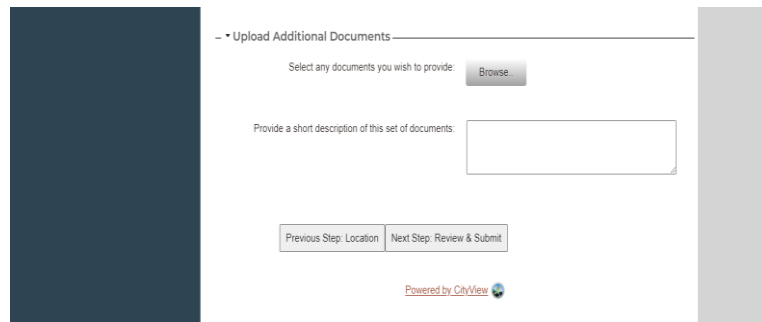
Once you have chosen the files you wish to upload, please click the "Next Step" button located at the bottom of the page, to complete your submission.

Step 2: Additional Documents

Some applications require additional documents.

- **Properties approved for Legal Nonconforming Registration Must Provide** documentation, including proof of bookings/stays and evidence of sales tax collection and remittance during the past twelve-month period.*
- **Properties needing a reissuance of a STR License due to a transfer or change of ownership pursuant to Steamboat Springs Revised Municipal Code Section 12-577, Must Provide** a License Transfer Request Form and supporting documents.

*If your home is in Zone B or C but you had an active VHR permit prior to the adoption of the revised code, you **do not** have to complete this step.



When done, scroll down and select **“Next Step: Review & Submit”**

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- Recommended naming conventions:
 - Keep filename consistent.
 - Avoid the use of non-friendly filenames. (ex. k9dk38fj3.pdf)
 - Avoid inappropriate language in filenames.

Once you have chosen the files you wish to upload, please click the "Next Step" button located at the bottom of the page, to complete your submission.

Step 8: Review and Submit

Once you have completed your application, you will be able to review all your information. If everything looks correct, click on the **“Next Step: Submitted”** button on the bottom of the screen.

City of Steamboat Springs Web Portal

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1 Update Information 2 Upload Files 3 Review & Submit 4 Submitted

Business Information ☺

Business Name: John Doe Condo, LLC
License Type: Short Term Rental
Contacts: Business Owner
Paula Ross, Address:137 10th Street, Phone:(970) 871-8278
Emergency Contact
Paula Ross, Address:137 10th Street, Phone:(970) 871-8278

Purpose/Description of Business: STR
Classifications: Short-Term Rental

Mailing Address ☺

Preferred Contact Method: Email
Street Address: 137 10th Street
Address Extra Line 1:
Address Extra Line 2:
City/State/Zip: Steamboat Springs
COLORADO
80487

Address Extra Line 1:
Address Extra Line 2:
City/State/Zip: Steamboat Springs
COLORADO
80487
Email Address: email@address.com
Contact Numbers: Primary: (970) 871-8278

Uploaded Documents ☺

Name	Related Submittal Requirement
2277 AA.jpg	Renewal Form
2277 SI 2.jpg	Self-Inspection

Previous Step: Upload Files Next Step: Submitted

Powered by CityView

Congratulations!

Your renewal has been submitted.

Print This Page for your records, and follow the prompts to pay the license renewal fee.

Note: We will review renewals in the order they are received. **Incomplete renewals may result in delay or cancellation.**

Once approved, you will receive a copy of your license via email. Please print a copy, post it in your STR unit, and update your advertising to reflect any new information.

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Business License Renewal - Submitted

Application Number: LCSTR20240015

[Print This Page](#)

Thank You! Your License Renewal information has been submitted.

There are fees totaling **\$300.00** owing on this application.

Click [My Shopping Cart](#) to pay your fees.

Business Information ☺

Business Name: Paula Ross

License Type: Short Term Rental

Contacts: Business Owner

Pay Fees:

Your renewal has been submitted, and you've clicked on "My Shopping Cart" to pay your fees.

Select the fee you want to pay by clicking the "Pay" checkbox next to each fee.

Then scroll down and click on "Make Payment".

My Shopping Cart

LCSTR20230663 ☺

[Remove Fees from My Cart](#)

Please select the fees you wish to pay now by checking the "Pay" checkbox on the fees below.

[Select All Fees](#) [Deselect All Fees](#)

Fee Type	Amount	Amount Paid	Pay?
Short-Term Rental	\$300.00	\$0.00	<input checked="" type="checkbox"/>
Totals:	\$300.00	\$0.00	
Amount Payable Online:	\$300.00		
Total Selected:	\$300.00		
Total Amount Owning:	\$300.00		
Total Selected Amount:	\$300.00		

[Make Payment](#) 