

# STR License Application Guide


Updated 6/25/2025

# STR License Application Guide

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

**Important Note:** Before you begin this process, you **MUST** have/create an account in CityView, the [City of Steamboat Springs' Web Portal](#).

Once your registration is complete, you will be able to sign in/enter the portal and begin the licensing application process.

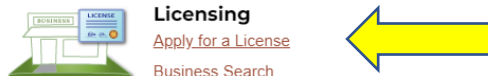
 **Important Note:** City view does not allow you to save your work – **you must complete and submit the application in one session** in order for your information to be saved and processed.

# Let's Begin. City of Steamboat Springs Web Portal

## [Sign into your CityView account.](#)

Once you have done so, you will see the Welcome page displayed.

Scroll down to the **Licensing** icon:



**Licensing**  
[Apply for a License](#)  
[Business Search](#)  
[Submit a Complaint](#)  
[Check Status of Complaint](#)  
[Upload Submittals](#)  
[Renew a Business License](#)

Click on **Apply for a License**.



**Important Note:** City view does not allow you to save your work – you **must complete and submit the application** in one session in order for your information to be saved and processed.



City of Steamboat Springs

GOVERNMENT DEPARTMENTS SERVICES COMMUNITY HOW DO I?


City Clerk  
Code Enforcement  
Engineering  
Planning & Community Development

### City of Steamboat Springs Web Portal

**Welcome Paula Ross**  
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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 lineups.

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.

 <p><b>Code Enforcement</b> <a href="#">Submit a New Complaint</a> <a href="#">Case Search</a></p>	 <p><b>Building Department</b> <a href="#">Apply for Permit</a> <a href="#">Estimate Fees</a> <a href="#">Request an Inspection</a> <a href="#">Request a Meeting</a> <a href="#">Application Search</a> <a href="#">Upload Submittals</a></p>
 <p><b>Public Works</b> <a href="#">Apply for an Public Works Permit</a> <a href="#">Estimate Fees</a> <a href="#">Request an Inspection</a> <a href="#">Request a Meeting</a> <a href="#">Application Search</a> <a href="#">Upload Submittals</a></p>	 <p><b>Sign Permits</b> <a href="#">Apply for Sign Permit</a> <a href="#">Estimate Fees</a> <a href="#">Request an Inspection</a> <a href="#">Request a Meeting</a> <a href="#">Application Search</a> <a href="#">Upload Submittals</a></p>
 <p><b>Planning Department</b> <a href="#">Apply for Planning Application</a></p>	 <p><b>Licensing</b> <a href="#">Apply for License</a></p>

# Business License

## Step 1: Description of Business

Begin by entering the **Property Owner's** name where it says Business Name.

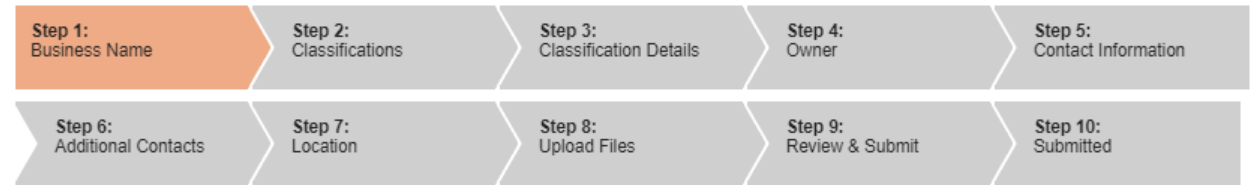
The **Property Owner's/Business Name** can be:

- An individual's name
- A couple
- A Trust
- An LLC, S Corp, Corp, etc.

**The Business Name must match the name on the title of the property.**

The **"license type"** cell is prepopulated. Click on the arrow on the right-hand side of the cell and scroll down to select **Short-Term Rental**.

In the last cell, **"describe what your business does"**, simply write **"STR"**. No further description is needed.



### Business License Application - Basic Information

TMPLC20230000056

Required information is indicated with an asterisk (\*).

The application is not submitted until all information is collected and you press the "Submit Application" button on the Summary Tab. If you exit the process any time before then, there will be no record of the application in the system.

#### ▼ Description of Business



Business Name:\*

Limit 100 characters

Choose the license type:\*



Please describe what your business\*  
does:

STR

Limit 4000 characters

#### ▼ **24 by 7 Responsible Party**

Name:

Phone No.:

Email:

## Step 1: Short Term Rental Details

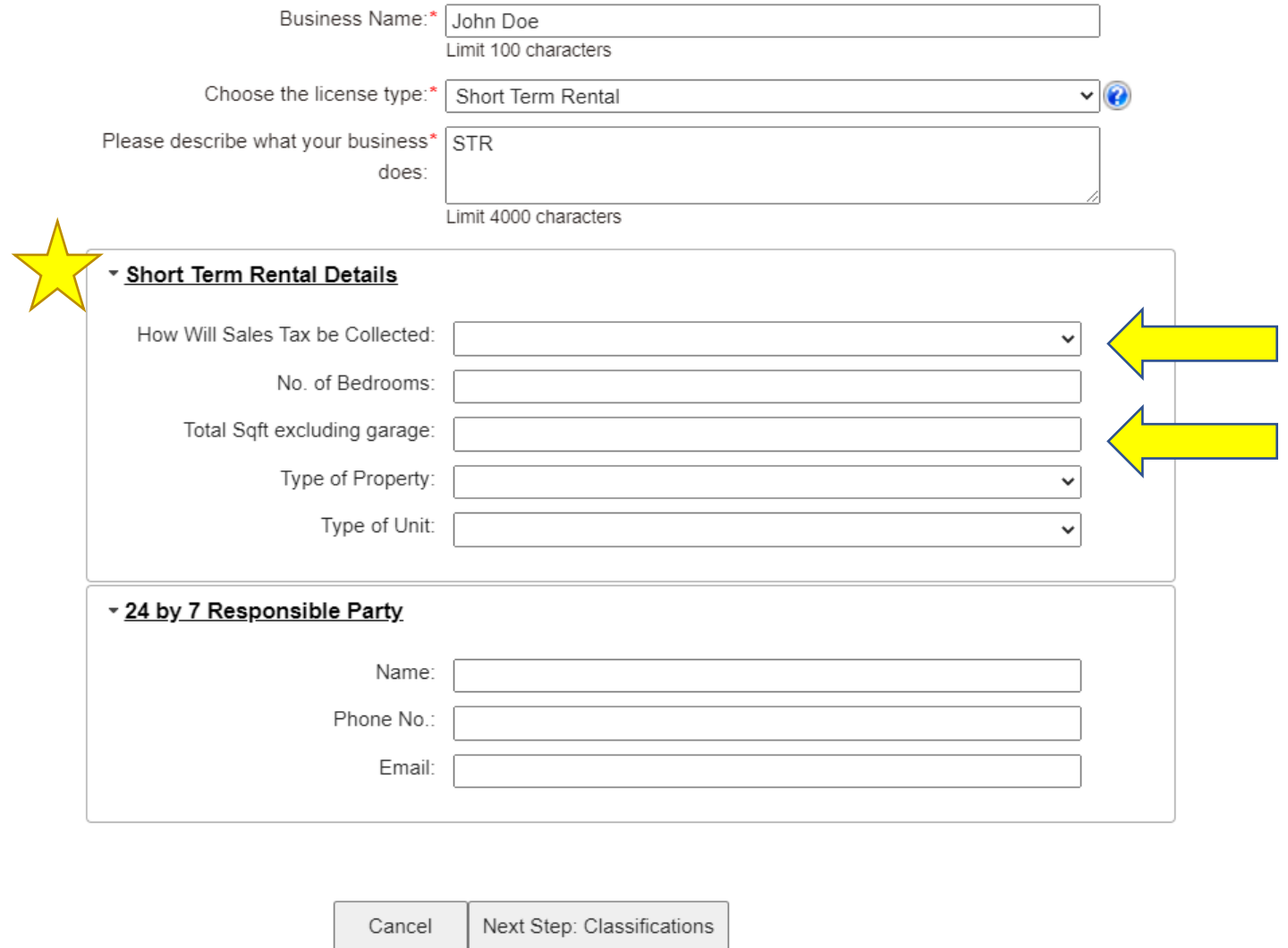
Once you select “Short Term Rental” as the license type, a new box will appear: **Short Term Rental Details**.

The first cell: **How Will Sales Tax be Collected** is prepopulated with 3 choices:

- AirBnB or Vrbo
- Property Manager
- Self Remittance

**Make your selection based on your Primary collection method.**

**Note:** In the **Total Sqft** cell, **Hosted STRs** should only enter the Total Square feet of the guestroom.



The screenshot shows a web form for 'Short Term Rental Details'. At the top, there are three input fields: 'Business Name' (containing 'John Doe'), 'Choose the license type' (a dropdown menu with 'Short Term Rental' selected), and 'Please describe what your business does' (containing 'STR'). Below these is a section titled 'Short Term Rental Details' which contains five more input fields: 'How Will Sales Tax be Collected' (a dropdown menu), 'No. of Bedrooms', 'Total Sqft excluding garage', 'Type of Property', and 'Type of Unit'. A yellow star is placed to the left of the 'Short Term Rental Details' section header. Two yellow arrows point to the right towards the 'How Will Sales Tax be Collected' and 'Total Sqft excluding garage' fields. Below this section is another section titled '24 by 7 Responsible Party' with three input fields for 'Name', 'Phone No.', and 'Email'. At the bottom of the form are two buttons: 'Cancel' and 'Next Step: Classifications'.

Business Name:\* John Doe  
Limit 100 characters

Choose the license type:\* Short Term Rental

Please describe what your business\* does: STR  
Limit 4000 characters

**Short Term Rental Details**

How Will Sales Tax be Collected: [dropdown]  
No. of Bedrooms: [input]  
Total Sqft excluding garage: [input]  
Type of Property: [dropdown]  
Type of Unit: [dropdown]

**24 by 7 Responsible Party**

Name: [input]  
Phone No.: [input]  
Email: [input]

Cancel Next Step: Classifications

## Step 1: Short Term Rental Details

The cell: **Type of Property** is prepopulated with 3 choices:

- Investment Property
- Primary Residence
- Second Home

**Choose the one that most accurately represents your property.**

The cell: **Type of Unit** is prepopulated with 3 choices:

- Duplex
- Multi-Family
- Single Family Home

**If you own a property in a building that is larger than a duplex (e.g., a condo or a unit in a tri-plex+) you will choose “Multi-Family”.**

Business Name:\* John Doe  
Limit 100 characters

Choose the license type:\* Short Term Rental

Please describe what your business\* does: STR  
Limit 4000 characters

**Short Term Rental Details**

How Will Sales Tax be Collected:

No. of Bedrooms:

Total Sqft excluding garage:

Type of Property:

Type of Unit:

**24 by 7 Responsible Party**

Name:

Phone No.:

Email:

Cancel Next Step: Classifications


## Step 1: 24 by 7 Responsible Party

At the bottom of the page, in the box titled, **24 by 7 Responsible Party**, you will provide the:

- **Name**
- **Phone Number**
- **E-mail Address**

of the **Local, Steamboat Springs-based individual or management company** who is responsible for responding to all issues/complaints.

Business Name:\*   
Limit 100 characters

Choose the license type:\*  

Please describe what your business\* does:   
Limit 4000 characters

**Short Term Rental Details**

How Will Sales Tax be Collected:

No. of Bedrooms:

Total Sqft excluding garage:

Type of Property:

Type of Unit:

**24 by 7 Responsible Party**

Name:

Phone No.:

Email:




## Step 1: Complete!

When you have finished filling in all the cells on this page it should look like this.

### — ▾ Description of Business —

Business Name:\*   
Limit 100 characters

Choose the license type:\*  

Please describe what your business\*  
does:

Limit 4000 characters

#### ▾ Short Term Rental Details

How Will Sales Tax be Collected:

No. of Bedrooms:

Total Sqft excluding garage:

Type of Property:

Type of Unit:

#### ▾ 24 by 7 Responsible Party

Name:

Phone No.:

Email:

## Step 2: Classifications

The second step in the process is identifying the type of Short-Term Rental you have.

You will see each button has a blue question mark to the left of it.

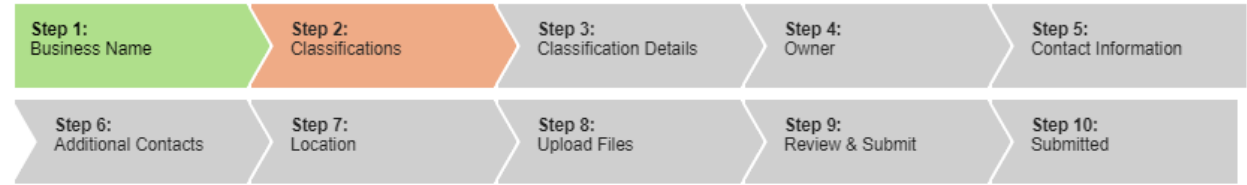
**If you are uncertain about what type of short-term rental license you need, click on the blue question mark for a more detailed explanation.**

**Hosted Short-Term Rental**  
Additional Information

---

The use of one guestroom located within a dwelling unit offered, provided, used, or operated as a lodging accommodation to guests in exchange for remuneration or other consideration for a period of less than 30 consecutive days while the owner or other permanent resident is residing and present in the dwelling unit. The guestroom shall not exceed 400 square feet net floor area.

**Select The Box That Describes The Classification Of Your Property.**



### Business License Application - Classifications

TMPLC20230000060

Required information is indicated with an asterisk (\*).

– ▾ Please select one or more classifications that apply to your business \_\_\_\_\_

- Hosted Short-Term Rental
- Short-Term Rental
- Temporary Short-Term Rental

Previous Step: Business Name    Next Step: Classification Details

## Step 3: Business Owner

When you get to this step, you will see **Your name (the applicant)** and information prepopulated at the top of the page. This is because the application is pulling that information from **Your CityView** account.

You will also see the button next to “Use my name and address” has been auto-selected.

- **If You Are** the property owner and you are filling out this form, you may scroll to the bottom and proceed to the Next Step.
- **If You Are Not** the property owner, you **Must** scroll down and click on the button that says, “Enter the owner name and address”.

### Business License Application - Business Owner

TMPLC20230000060

Required information is indicated with an asterisk (\*).

Use my name and address



Paula Ross  
137 10th Street  
Steamboat Springs CO 80487  
pross@steamboatsprings.net

Primary: (970) 871-8278  
Preferred Contact Method: Email

Search the address book

Search for a person:

Begin typing a name and/or address above and we will search the address book for a matching contact. If the correct name and address appears, please select it from the list.

Enter the owner name and address



Preferred Contact Method:\*

Owner's Full Name:\*

Street Address:\*

## Step 3: Business Owner

If you are not the property owner, you **must** scroll down and click on the button that says, “Enter the owner name and address”.

This section **Must** be filled out with the **Owner’s** personal information (see example).

**Note:** This is not the same information that was entered in Step 1 - “Business Owner”.

This section should include:

- The owner’s name, mailing address, e-mail and phone number; **Or**
- The name, mailing address, e-mail, and phone number for the **Primary Contact** of the Trust, LLC, S-Corp, Corp, etc.

**The address of the STR should only be used if the unit is the owner’s Primary Residence.**

### Enter the owner name and address

Preferred Contact Method:\*

Owner's Full Name:\*

Street Address:\*

Address Extra Line 1:

Address Extra Line 2:

City/State/Zip:\*

Email Address:\*

Type*	Contact Number*	Ext.
<input type="text" value="Cell"/>	<input type="text" value="303-123-4567"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

(\*Please note: at least one contact number is required)

Previous Step: Classifications

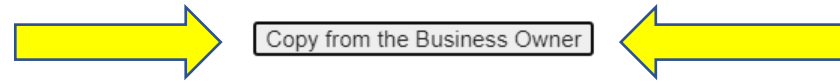
Next Step: Contact Information

Powered by CityView 

## Step 4: Contact Information

**This Step Is Redundant.** The **Only** thing you need to do on this page is click on the button at the top of the page that says, “Copy from the Business Owner”.

The information you have just entered will be copied again to this page.



-or-

Search for a person:

Begin typing a name and/or address above and we will search the address book for a matching contact. If the correct name and address appears, please select it from the list.

### – ▾ Mailing Address and Contact Numbers

Preferred Contact Method:\*

Street Address:\*

Address Extra Line 1:

Address Extra Line 2:

City/State/Zip:\*

Email Address:\*

Contact Number(s):

Type*	Contact Number*	Ext.
<input type="text"/>	<input type="text"/>	<input type="text"/>

(\*Please note: at least one contact number is required)

## Step 5: Additional Contacts

Under the blue bar in the middle of the page, you will see the Business Owner's name and address.

Just below that information is a link to **"Add New Contact"**.

**You must click on this link to add complete information about your Property Manager and/or the Local 24 by 7 Contact, even if you are that person.**

**Everyone Must Have A "Manager" Linked To Their Account.**

**Note:** Other than the two contacts highlighted above, no one else needs to be added. This section is for **Local** contacts who are directly tied to the management and oversight of your home.

Welcome Paula Ross

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### Business License Application - Additional Contacts

TMPLC20230000061

Type	Contact
Business Owner	John Doe, Address:1234 Smith Lane

[Add New Contact](#) | [Add Business From Address Book](#)



Previous Step: Contact Information

Next Step: Location

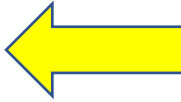
## Step 5: Additional Contacts

The “**Contact Type**” cell is prepopulated. Click on the arrow on the right-hand side of the cell and scroll down to select “**Manager**”.

Next, enter the **specific contact information** for the Manager contact.

### This Section Should Include:

- Any owner/applicant that is also acting as the property manager;
- Representative(s) of a local rental management company;
- The local 24 by 7 responsible party/parties;
- Any other **local** contact who is directly tied to the management and oversight of the property.

Contact Type:\*  

Preferred Contact Method:\*

Full Name:\*

Street Address:\*

Address Extra Line 1:

Address Extra Line 2:

City/State/Zip:\*

Email Address:

Contact Number(s):

Type*	Contact Number*	Ext.
<input type="text" value="Cell"/>	<input type="text" value="970-123-4567"/>	<input type="text"/> <input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

(\*Please note: at least one contact number is required)

## Step 6: Location

You **Must** enter the property address in the “Search for an address” cell.

Once you find the property and click on it, the information will populate into the cell below, and you may move on to the next step (see page 16 in this guide).

**Note: Condominiums Must have a unit number.**

**If you cannot find your address or your condominium unit number does not appear in the system** (see example to the right) you **Must** use the unit’s Property Identification Number.

Detailed instructions for finding your PIN are located on the next page of this guide.

### Business License Application - Location of Business

TMPLC20230000056

A valid address, parcel number, or road segment/adjacent address within the city limits must be provided.

[Find location in Map](#)



Search for an address:

2590 LONGTHONG RD

Begin typing a street address or Parcel ID Number above and we will search existing locations within the jurisdiction. If your location appears, please select it from the list.

Find Locations Near Me

[Can't find address?](#)

The location you have selected:

2590 LONGTHONG RD

Previous Step: Additional Contacts

Next Step: Upload Files

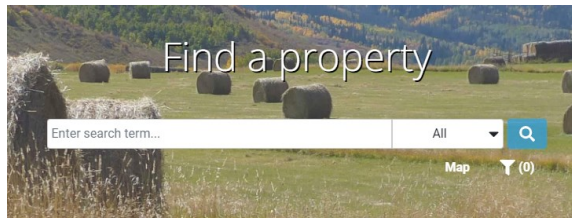
Powered by [CityView](#) 

## Step 6: Location Property Identification Number (PIN)

PINs (aka Parcel Numbers) can be found in the owner's/unit's property records on the [County Assessor's website](#).

Once you are on that site, click on **“Property Search – NEW”** in the blue column on the left side of the screen.

A screen will appear to Find a property



Type the owner's name OR the partial address. Several options should appear on the screen. Choose the one that matches the owner/property.

**You will see the Parcel # below the photo in Key Information.**

Key Information				Assessment De
Account #	R0425909	Parcel #	177300112	Actual
Tax Area	25 - *RE2* SS City Limits_Mountain / Mtn. Village Areas_But Not Ski			Land Value
				\$0

# Step 7: Upload Documents

## It Is Critical You Complete This Step!

The last step in the application process, is uploading the Applicant Acknowledgement Form, Self-Inspection, and Parking and Snow Storage Plan.

[Print Requirement Items](#)

Submittal #1) Short-Term Rental Submittal (02/15/2023)

Type	Status	Date Verified
▼ Applicant Acknowledgement Form	Pending	
Select a new document for this requirement:	<input type="button" value="Browse.."/>	
▼ Self-Inspection	Pending	
Select a new document for this requirement:	<input type="button" value="Browse.."/>	
▼ Parking and Snow Storage Plan	Pending	
Select a new document for this requirement:	<input type="button" value="Browse.."/>	

[Follow this link for each of these documents.](#) If you are applying for a Hosted STR or Temporary STR, you Must upload additional documents (p. 17).

If the property is owned by a business entity or trust, you will also have to upload an additional document (p. 17)

**Note:** At this point, CityView allows you to submit an application without these documents. **However**, if you do so, this **Will** result in delay, and the application will not be processed/reviewed until it is complete.

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## Business License Application - Upload Documents

TMPLC20230000061

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 7: Upload Additional Documents

## It Is Critical You Complete This Step!

Some applications will require the upload of additional documents.

- Business entities or trusts **Must Include** a Business Entity Ownership Affidavit
- Hosted STRs **Must Include** a Floor Plan identifying STR guestroom
- Temporary STRs **Must Provide** proof of Primary Residence, **including:**
  - A copy of property owner's driver's license or other government issued identification;
  - **And at least 2** of the following:
    - Proof of voter registration
    - Valid motor vehicle registration
    - Federal or state tax return

The screenshot shows a web form titled "Upload Additional Documents". It includes a "Browse" button for selecting documents, a text area for providing a short description of the documents, and "Previous Step: Location" and "Next Step: Review & Submit" buttons. At the bottom, it says "Powered by CityView".

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### Business License Application - Upload Documents

TMPLC20230000061

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  - 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 is correct, click on the **“Submit Application”** button on the bottom of the screen.

## Business License Application - Review & Submit

TMPLC20230000056

Please review the information below and if it is correct, press the submit application button to submit your application.

### Business Information

Business Name: John Doe Condo, LLC

License Type: Short Term Rental

Contacts: Property Owner

MILLER, KAELA C, Address:310 LITTLE MOON TRL

New Contact: Business Owner

John Doe

1234 Smith Lane

Denver CO 80203

Cell: (303) 123-4567

Preferred Contact Method: Email

New Contact: Manager

Jane Doe

4567 Oak Dr.

Steamboat Springs CO 80487

Cell: (970) 123-4567

Preferred Contact Method: Email

Locations: Address

310 LITTLE MOON TRL

Property

236700001

Purpose/Description of Business: STR

Classifications: Short-Term Rental

### Short Term Rental Details

How Will Sales Tax be Collected: AirBnB or Vrbo

No. of Bedrooms: 3

Total Sqft excluding garage: 2300

Type of Property: Investment Property

Type of Unit: Single Family Home

### 24 by 7 Responsible Party

Name: Jane Doe

Phone No.: 970-879-0000

Email: janedoe@mypropertymanager.com

### Mailing Address

Preferred Contact Method: Email

Street Address: 1234 Smith Lane

Address Extra Line 1:

Address Extra Line 2:

City/State/Zip: Denver

COLORADO

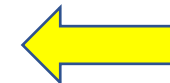
80203

Email Address: johndoe@gmail.com

Contact Numbers: Cell: (303) 123-4567

Previous Step: Upload Files

Submit Application



Cancel Application

# Congratulations!

Your application has been submitted.

**Please make a note of your application number and print this page for your records.**

Follow the prompts to pay the license application fee.

**Note:** We will review complete applications in the order they are received. Incomplete applications will result in delay.

Once approved, you will receive a copy of your license via email. Please print a copy and post it in your STR unit.

[Home](#) > City of Steamboat Springs Web Portal

## City of Steamboat Springs Web Portal

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### Business License Application - Submitted

Application Number: LCSTR20230023

Print This Page

Thank you for your application. Please note that your application will not be processed until the Application Fee has been paid. Once paid your application will be reviewed. We will contact you if we require further information or a decision has been made.

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

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