



Park County Short-Term Rental Application Checklist

Property Documentation

1. **Copy of Deed** (Quitclaim Deed/Warranty Deed)
2. **Property Tax Receipt** (confirming current tax status)
3. **Copy of Current State Sales Tax License**
4. **Certificate of Occupancy**

System and Safety Documentation

5. **Approved Septic System Documentation** (bedroom count and max occupancy)
6. **Detailed Floor Plans** (including locations of doors, windows, smoke detectors, CO detectors, and egress)
7. **Verification of Structural Integrity** (roofs, floors, walls, foundations, etc.)
8. **Functional Safety Equipment** (smoke detectors, CO detectors, and fire extinguishers)

Operational Plans

9. **Parking Plan** (must comply with ordinance restrictions)
10. **Trash Handling Plan**
11. **Snow Removal Contract/Instructions**

Signage and Advertisement

12. **Picture of Address Post** (per Park County Land Use Regulations)
13. **Online Advertisement Links** (including the required short-term rental license number)

Renter Information

14. **Good Neighbor Guidelines** (including noise control, parking, and fire safety instructions)
15. **Emergency Contact Information** (for law enforcement, fire, and ambulance services)

Additional Documentation

16. **Statement of Authority** (if applicable, for LLC, Trust, Corporation, etc.)
17. **Park County Short-Term Rental Property Affidavit** (with notarizations)

Inspection and Enforcement

18. **Acknowledgment of County Inspection Rights**
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