



Town of Fairplay
901 Main Street • P.O. Box 267
Fairplay, Colorado 80440
(719) 836-2622 phone
(719) 836-3279 fax
www.fairplayco.us

SHORT-TERM RENTAL UNIT APPLICATION CHECKLIST

- Applicant clearly identified, including the corporate owner if applicable.
- Copy of driver's license if the property owner is an individual.
- Copy of registration with Colorado Secretary of State if the property owner is an entity.
- Applicant contact information complete and any additional emergency contact information provided.
- Local contact person / designated agent or representative identified and contact information complete. If same as the applicant, write in "Same As Applicant."
- Copy of recorded warranty deed, special warranty deed, quitclaim deed of other applicable proof of ownership for the subject property (applicant / owner must be one and the same).
- Copy of Property-Liability Insurance in an amount not less than \$500,000.
- Copy of State Sales Tax License.
- Proof of Payment of Park County Property Taxes.
- Type of STR identified – Entire Residence, 1 Room or Multiple Rooms in a Residence, Unit in a Mixed-Use Structure, or Other with an explanation.
- Diagram of premises, that includes at a minimum: Dimensions, sidewalks, parking, adjacent roads, entrances/exits, pathways, kitchens, bedrooms, bathrooms, heating units, trash and recycling areas, snow storage areas, outdoor fire amenities, pet facilities, and off-street parking spaces identified and other special amenities.
- Copies of annual inspection certificates for wood burning, wood pellet, lp, or natural gas stoves, furnaces or boiler units.
- Copies of certificate(s) for Fire & Safety Inspection Checklist. **See attached list. (Another one may be provided by NWFPD or other inspecting authority)*
- Town sign-off that property is in compliance with all planning, zoning, building, and other municipal codes.
- Provided Town Staff with details on how tax will be paid.

ADDITIONAL FORM(S) REQUIRED WITH RENEWAL APPLICATION

- Affidavit, signed by the licensee and notarized, attesting, under penalty of perjury, to the duration and frequency of the prior year's short-term rental history, including the specific number of rooms and nights rented in the prior year, as well as confirmation of payment of all applicable sales and lodging occupation taxes.



TOWN OF FAIRPLAY
SHORT-TERM RENTAL UNIT



FIRE & SAFETY INSPECTION CHECKLIST

(Call 836-3150 or stop by the NWFPD station and ask for the Officer on Duty to schedule inspection)

- Address numbers are visible and easy to read from the road to the front of the building. (Code requires a height of each number to be 3" or larger).
- All exit doors are free of obstructions inside and out, including personal items, shrubbery, snow and ice, etc; lock from the inside without a key or special instructions; and open/close easily.
- All storage/housekeeping is neat and orderly.
- Extension cords are not used as a substitute for permanent wiring and do not extend through walls, ceiling, floors, under doors or floor coverings, or anywhere they may be subject to damage.
- Approved covers are in place on all electrical switch, light fixtures, and outlet boxes; working GFCI outlets in kitchens and bathrooms.
- All circuit breakers are labeled (in English) to show what they control, and access to circuit breaker panels is not obstructed in any manner.
- All multi-plug adaptors and surge protectors are UL listed and plugged directly into a wall outlet.
- All water heaters have a pressure relief valve, relief valve discharge pipe, and at least 3 feet of clear space all around.
- All natural-gas appliances have individual shut-off valves.
- All combustibles are stored at least 3 feet away from gas appliances.
- An approved smoke detector is present in each sleeping room, as well as in the area immediately adjacent to sleeping rooms and in the basement and attic (if applicable). Batteries are installed, functioning, and regularly tested.
- Sleeping rooms have two means of egress and 2nd story rooms have fire safety ladders.
- In buildings with any appliances supplied by natural gas, LP gas, or any type of wood-burning or wood-pellet stove or fireplace, an approved carbon monoxide detector is present no more than 15 feet from the sleeping area. Batteries are installed, functioning, and regularly tested. Note that ONE carbon monoxide detector per group of bedrooms in a sleeping area is adequate, but if there are sleeping areas on multiple levels, there must be one per level. There is at least 3 feet of clear space on all sides.
- A 2A10:BC fire extinguisher near the kitchen but not in it, near any wood-burning device, and in garages. Please do not. Must be mounted in a visible location or have a "fire extinguisher inside" sticker affixed to the cabinet containing it.
- A clear Emergency Evacuation Plan is posted.