

Short-Term Rental License Ordinance -Frequently Asked Questions (FAQ)

The Short-Term Rental Ordinance 41-2020 was adopted by City Council on November 17, 2020 to promote the health, safety, and welfare of the public.

WHAT DOES THE ORDINANCE REQUIRE?

- Short-Term Rental properties must be licensed with the city of Littleton.
- Properties must be inspected and be in compliance with city codes at all times.
- Limit on number of occupants.
- Restrictions on where short-term rentals can be.
- Off street parking spaces must be maintained on the property.
- Owners must contact all surrounding neighbors to share information and provide the Good Neighbor Letter.
- Owners must ensure the renters are following Good Neighbor Guidelines at all times.

HOW IS THE LICENSE APPLIED FOR AND IS THERE A FEE?

The Business Sales/Use Tax License application is available online and there is a \$200.00 fee. All owners of the property must sign the application.

HOW LONG IS THE LICENSE VALID AND CAN IT BE REVOKED?

The license is valid for one year and must be reapplied for in the first quarter of each year. The license can be revoked or suspended for violation of city code or verified complaints pertaining to the operation of the short-term rental.

ARE THERE DIFFERENT TYPES OF SHORT-TERM RENTAL LICENSES?

There are two types of licenses depending on the use of the property; a Short-Term Primary Rental License (owner occupied) and a Short-Term-Non Primary Rental License (the owner does not reside at the property).

WHAT HAPPENS IF A LICENSE HAS NOT BEEN OBTAINED?

The short-term rental cannot be operated without a license. The city may institute any appropriate legal action or proceedings for injunctive or other relief to compel compliance with the requirements of this ordinance. These proceedings may include a summons to appear in Littleton Municipal Court.

WHY IS A PROPERTY INSPECTION REQUIRED?

The property owner is required to inspect the property to ensure code compliance and safety for the public. The owner shall use the inspection form provided by the city and submit the completed, signed form for review and approval. The city may inspect the property to verify compliance and if the inspection is refused the license will be denied.

HOW MANY RENTERS CAN OCCUPY THE DWELLING?

The maximum number of occupants in the dwelling is eight (8), with a maximum of two (2) per bedroom.

ARE SHORT-TERM RENTALS EVER PROHIBITED?

Short-term rentals are not allowed in accessory dwelling units, temporary structures, or recreational vehicles. Neighborhoods with homeowner's associations may have covenants that prohibit short-term rentals.

HOW MANY OFF-STREET PARKING SPACES ARE REQUIRED?

The rental property must have two (2) off street parking spaces that are properly surfaced in accordance with city code. This information is required to be listed in any advertisement or listing.

WHAT IS THE GOOD NEIGHBOR HANDOUT LETTER AND GUIDELINES?

The owner is required to contact all close by neighbors to give out the Good Neighbor handout letter, which identifies the short-term rental and includes owner contact information. The Good Neighbor Guideline document is for occupants and provides emergency contact information as well as rules and guidelines to be a good neighbor. The document is required to be posted inside the house next to the main entry.