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Buena Vista vacation rental checklist

Chaffee County, Colorado | Rules checked November 8, 2026

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Buena Vista caps short-term rental licenses by zone, and nearly every residential zone is full, so most new applicants go on a waitlist. You can hold only one license (two per parcel at most), and the application needs a site plan and a floor plan. Licenses cost $250 new and $150 to renew, every October.

> The town adopted Ordinance 16 on September 22, 2026; it takes effect 30 days after publication. Existing licenses in good standing continue but lose their status if they lapse or the home sells.

Licensing steps

STATE OF COLORADO

- [ ] **Get a state sales tax license**
  If you rent rooms or a home for stays under 30 days, Colorado requires a sales tax license from the Department of Revenue. Platforms like Airbnb collect the state and state-administered taxes on their bookings; you file for anything booked directly.
  MyBiz Colorado: https://mybiz.colorado.gov/
- [ ] **Check for home-rule city taxes**
  Many cities and mountain towns collect their own sales and lodging taxes. Platforms aren't required by the state to collect these, so you may need a separate city tax license and returns.
- [ ] **Get your county or city rental license**
  Most Colorado mountain counties and towns, and Denver, require a short-term rental license or permit, often with an inspection, an occupancy limit, posted information, and a local responder. Pick your area for the rules.

CHAFFEE COUNTY, COLORADO

- [ ] **Get a state sales tax license**
  Needed for any rental unless a platform covers all your taxes.
- [ ] **Then your town or area**
  Towns set their own rental licenses and collect their own taxes, and the county's rules cover only areas outside town limits. Pick your area.

TOWN OF BUENA VISTA

- [ ] **Check your zone and the cap**
  Look up your zoning on the town map, then ask the Town Clerk what's open: caps run 1% to 11% of homes by zone, and most residential zones had no openings in late 2026. Homes with a qualifying live-in onsite representative, and properties in the MU-MS zone or the South Main PUD, don't count against the cap. Deed-restricted homes can't be licensed.
- [ ] **Draw the site plan and floor plan**
  Submit a legible site plan and floor plan with the application; digital or hand-drawn both work, and the town posts examples.
- [ ] **Apply by mail or in person**
  New applications open November 16, 2026 at 8 a.m.; mailed applications received by then are opened in random order that afternoon. Include proof of a certificate of occupancy and at least $1,000,000 of insurance that covers rental use. Licenses end when the home sells.
  Buena Vista short-term rentals: https://www.buenavistaco.gov/2520/Short-Term-Rental

- [ ] **Renew every October**
  Renewals ($150) are taken October 1-30 and aren't automatic. More than one sustained enforcement action in a year can block renewal.
- [ ] **Taxes on each stay**
  Stays under 30 days owe 2.9% state and 2.75% Chaffee County sales tax plus Buena Vista's town sales tax. Airbnb and other platforms collect the state and state-administered taxes on their bookings; for direct bookings, file with the Colorado Department of Revenue. The town says homes listed only on Airbnb, VRBO, or Evolve don't need their own state sales tax license; if you book anywhere else, get one. Ask the town about any town lodging tax.

Fees

$250 the first year, $150 a year after

New license	**$250**
Renewal (yearly)	**$150**

Who to contact

Town Clerk: bvclerk@buenavistaco.gov
Buena Vista Town Hall: 719-395-8643

Buena Vista asks for drawings with your application.
Make the site sketch, floor plans, and evacuation maps to scale from your measurements at FireEscapePlan.com.

Official sources

Colorado Department of Revenue: Sales & Use Tax Topics: Rooms & Accommodations-
. https://tax.colorado.gov/sales-use-tax-topics-rooms-accommodations

Colorado Department of Revenue: Sales Tax Guide and Colorado Sales/Use Tax Rates (DR 1002)-
. https://tax.colorado.gov/sites/tax/files/Sales%2011.pdf

Town of Buena Vista: Short-Term Rental. https://www.buenavistaco.gov/2520/Short-Term-Rental