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# Aspen vacation rental checklist

Pitkin County, Colorado | Rules checked November 8, 2026

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Aspen requires a yearly short-term rental permit ($394, or $148 per unit in a lodge) plus a $150 business license, and new Classic permits are capped by zone with a waitlist. Owners self-inspect and post a fire escape plan. Taxes run 17.35% or 22.35% depending on the permit, and Airbnb doesn't collect the city's share.

## 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.

### PITKIN COUNTY, COLORADO

- [ ] **Get a state sales tax license**
  Every rental owner needs one unless a platform covers all your taxes. In Aspen and Snowmass Village, platforms don't collect the town taxes, so you'll file with the town too.

- [ ] **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.

### CITY OF ASPEN

- [ ] **Pick the right permit**
  Owner-Occupied permits are for your primary residence (two proofs of residency) and allow 120 rental nights a year. Classic permits have no night limit but are capped in residential zones, with a $394 nonrefundable waitlist fee. Lodging Exempt permits are for lodge and condo-hotel managers. A 90-day Temporary permit lets a new owner honor the prior owner's bookings.

- [ ] **Self-inspect and draw the fire escape plan**
  Complete the city's self-inspection checklist: smoke alarms in and outside every bedroom, carbon monoxide alarms outside bedrooms and on each floor, egress windows in every bedroom, a 5-pound ABC extinguisher mounted in the kitchen, a posted address, and a fire escape plan posted where guests can see it, showing the layout, all rooms and exits, and arrows to the exits.

- [ ] **Apply in Localgov**
  Since June 2026, apply at tax.localgov.org with the HOA affidavit and approval letter, self-inspection affidavit, public notice affidavit, reservations affidavit, and proof of ownership. Get a city business license too.
  Aspen STR permit: https://aspen.gov/1624/Short-Term-Rental-Permit

- [ ] **Renew every year**
  Permits expire at year end. The renewal window runs November 15, 2026 to January 14, 2027; a missed renewal ends the permit, and a new application may land on the waitlist. You must show at least one short-term stay a year in your tax filings.
- [ ] **Taxes on each stay**
  Stays under 30 days owe 17.35% (owner-occupied or lodge-exempt) or 22.35% (Classic), including Aspen's 2.4% sales tax, 2% lodging tax, and 5% or 10% STR excise 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. Airbnb doesn't collect Aspen's taxes: file the city's sales, lodging, and excise taxes monthly in Localgov by the 20th, even with no stays.

## Fees

$544 a year for most owners ($394 permit plus $150 business license)

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| STR permit, Classic, Owner-Occupied, or Temporary (yearly) | **$394** |
| STR permit, Lodging Exempt (yearly) | **$148 per unit** |
| Classic waitlist | **$394 (nonrefundable)** |
| City business license (yearly) | **$150** |

## Inspection checklist

- [ ] **Smoke alarms.** Inside each bedroom, outside each sleeping area, one per floor; new batteries yearly.
- [ ] **Carbon monoxide alarms.** Outside each bedroom and one per floor.
- [ ] **Egress windows.** In every bedroom; ladders in basement window wells.
- [ ] **Fire extinguisher.** One 5-lb ABC, mounted in the kitchen.
- [ ] **Fire escape plan.** Posted; shows layout, rooms, exits, and arrows.
- [ ] **Posted.** Permit, business license, and Good Neighbor Guide.

## Who to contact

**Aspen STR Support:** 970-505-7738
**STR team:** strs@aspen.gov
**Aspen City Hall:** 970-920-5000

**Aspen 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

City of Aspen: Short Term Rental Permit. https://aspen.gov/1624/Short-Term-Rental-Permit

City of Aspen Community Development: Self Inspection Checklists & Affidavit, Short-term Rental Program-
. https://aspen.gov/DocumentCenter/View/14603

City of Aspen Finance: Lodging and STR Taxes. https://www.aspen.gov/1427/Lodging-and-STR-Taxes

Airbnb: Aspen, CO: occupancy tax help article. https://www.airbnb.ca/help/article/888