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Woodland Park vacation rental checklist

Teller County, Colorado | Rules checked November 8, 2026

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Woodland Park licenses short-term rentals by the calendar year. Homes you live in full time can be rentals anywhere in the city; others only in its commercial zones. Every application needs a site diagram of off-street parking, and the approved parking plan must be posted. Up to 12 guests, and a contact who responds within an hour.

> Two cited violations in a year can cost you the license for at least two years.

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.

TELLER COUNTY, COLORADO

- [ ] **Then your town or area**
  Cities and towns make their own rental rules inside their limits; the county's rules apply only outside them. Pick your area.

CITY OF WOODLAND PARK

- [ ] **Check whether you qualify**
  If the home is your full-time primary residence (two documents such as your driver's license and voter registration), it can be a rental anywhere in the city, but a resident must be on site during stays. Otherwise it must be in the NC, CC, SC, or CBD zones.

- [ ] **Draw the parking plan**
  Draw a site diagram marking off-street guest parking, at least two spaces plus one per bedroom beyond two, each at least 9 by 18 feet (and owner parking for a primary residence). Once approved, put it in the rental agreement and post it in the home.

- [ ] **Apply at least 30 days ahead**
  Send the application with the deed, parking diagram, tax receipts, residence proof, and signed Good Neighbor Guidelines, and pay the $100 application fee plus the license fee. Don't advertise before the license is issued.
  Woodland Park STR application:
  https://woodlandpark.gov/DocumentCenter/View/6668/2026-Short-Term-Rental-Application

- [ ] **Renew each year**
  Licenses run January to December. Renewal needs your listings showing the license number in the title, last year's booking list, paid sales and lodging taxes, and no more than one cited violation in the past year.

☐ **Taxes on each stay**
Stays under 30 days owe 2.9% state, Teller County, and Woodland Park sales and lodging taxes. Airbnb and other platforms collect the state and state-administered taxes on their bookings; for direct bookings, file with the Colorado Department of Revenue. Woodland Park checks that city sales and lodging taxes are paid at renewal; ask the city whether platforms collect them for you.

Fees

$100 application plus the yearly license fee

Application	**$100**
STR business license (yearly)	**Set by council resolution**

House rules for guests

Guests: 2 per bedroom + 2, up to 12

Parking: Off-street; no overnight street parking

Local contact: Responds within 60 minutes, 24/7

Trash: Bear-resistant cans

Who to contact

Woodland Park City Hall: 719-687-5202

Woodland Park 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 Woodland Park: Ordinance No. 1472, Series 2024 (Chapter 5.22 Short-Term Rentals)-
. https://woodlandpark.gov/DocumentCenter/View/4806/Ordinance-1472-Series-2024---Approved

City of Woodland Park: 2026 Short Term Rental Application-
. https://woodlandpark.gov/DocumentCenter/View/6668/2026-Short-Term-Rental-Application