Short-Term Rental Licensing Guide

If you are interested in renting your home for periods of less than 30 consecutive days, you qualify as operating short-term rental lodging within the City of Black Hawk.

As an owner of a short-term rental property, you are required to obtain a Short-Term Rental License and remit taxes on the gross sales received from your short-term rental.

- Read the attached Ordinance regarding the regulations of short-term rentals
- Obtain a Short-Term Rental License from the City of Black Hawk’s Clerk’s Office
  1. Complete the Application for a Short-Term Rental License Form
  2. Complete and Notarize the Short-Term Rental Self-Compliance Affidavit/Affidavit of Inspection
  3. Complete the Short-Term Rental Local Agent & Owner Authorization Form and provide a copy of the designated agent’s driver’s license
  4. Read and Sign the Good Neighbor Guidelines
  5. Submit application documents and application fee of $100 to the City Clerk’s office

- Schedule Building and Fire Department Inspections

- Be aware of the Tax Rate to Collect:
  1. City of Black Hawk Lodging Tax Rate 2.0%
  2. City of Black Hawk Sales Tax Rate 6.0%
  3. State of Colorado Sales Tax Rate 2.9%

  **Total Tax %** 10.9%

- Post your Short-Term Rental License Number on all advertising (print, online, etc.)
- Verify that all of the Health and Safety Standards required are in place at your property.

- Submit your taxes to the City of Black Hawk.

- License term shall be for a period of one (1) year from the date of issuance.

- An application for renewal shall be submitted not less than thirty (30) days prior to the date of expiration of the existing license.

- Schedule on-site inspection with Fire and Building Departments via an email sent to Planning-Inspections@cityofblackhawk.org