Welcome to the Citizen Portal page. This website allows users to submit various types of applications or code complaints. This website will also allow users to search existing permit information for any address within the city of Longmont.

This guide demonstrates how to apply for a Short Term Rental License. Please describe the rental property as well as you can. Our staff will contact you if there are questions about your work area or application.

The Home Page

After loading the website, you will be directed to the home page. Please log into the account that is registered to you or your company. After logging in the home page will change to a profile page. Which will show all of your permits and applications in progress.
1. After logging into your account locate the “Licenses” tab and click on it to enter the Licenses page of the system.

2. On this page you should see any permits that are linked to your account, search fields to look up older permits, and the “Start an Application” text to apply for a new license. Click on the “Start an Application” text. Please note that a Sales and Use Tax license is required for the Short Term Rental application. If you do not have one please apply for one through this portal.

3. Please read and accept the disclaimer to continue to the application.

Starting an Application

Online Application

Welcome to Longmont’s Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office. 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

While the City of Longmont attempts to keep its Web information accurate and timely, the city neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer viruses or propriety rights. Web materials have been compiled from sources believed to be subject to change without notice from the provider.
4. Please select the Short Term Rental option to start your application. Remember that a Sales and Use tax License is required for this application.

Click the circle then click "Continue Application"
Please follow the steps to submit a Short Term License application.

1. On this page there will be an “Address” field that is available. The best way to search for this field is to type the street number and click search. The system will check for any addresses within the city of Longmont. If you are not finding your address please call 3036518332.

   Address Information

   Enter the street number

   Search

   Clear

2. A screen will appear with all addresses that match the street number or name you provided. For example: “385” resulted in 4 address. Select the address that matches the location of the Short Term Rental. For those that have more than one page of addresses please use the “Next” button towards the bottom on the list to advance to the next page of addresses. If the address you are looking for is not found please make sure the address is within the city of Longmont.
After selecting the address that matches, the owner fields and parcel information will generate. If everything is correct please click the select button. Do not make changes to this section, if the owner information does not match please leave it the way it is. There will be a “Contacts” section to enter the current owners. If your address is not in our system please call Building Inspection to verify the address (303)651-8332.
4. The address information will populate the fields. Please verify that these are correct.

5. Press “Continue Application” to proceed.

Owner

Owner Name:  
UNM BANK NA

Address Line 1:  
1670 BROADWAY ST

Address Line 2:

City:  
DENVER
State:  
CO
Zip:  
80202

Search  Clear

Continue Application »

General Information Pt. 2

On this page you will be required to include contact information for the license. The required types are “Applicant”, “Contact”, and “Owner”. There is an option to include the “Manager” if you have one. This would be the main contact for a company that manages your property. If you have contact information saved in your account, then choose the “Select from Account” button to bring in that information (Skip to step 6 of this section). If not, please click “Add New” to create a new contact.

1. To add a new contact please select the “Add New” button.
2. Select the type of contact you want to add. **Remember that there are several contact types required.** Click “Continue” to proceed.

3. Enter the applicant information in the provided fields. Please be aware of spelling. Click continue to proceed.

4. Repeat the process for the other types of contacts required. Enter the contact person’s information in the form and click continue to add in the main contact information.
5. After doing this for all contact types there should be green check marks next to each required type. Click the “Continue Application” button to continue. Skip to the next section of this guide.

6. If you have contact information saved on your account and you are the main contact, please use the “Select from account” button.
7. Choose the associated contact from the list. Click “Continue” to proceed.

8. Next choose the type of contact this person will be. **Remember that there are multiple required contact types.** Click “Continue” to proceed.

9. Repeat steps 6, 7, and 8 for all other contact types. After doing this for both contact types there should be green check marks next to each required type. Click the “Continue Application” button to continue.
Step 1: Step 1 - Contacts

Contact List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the pencil icon.

Required Contact Type Minimum
Applicant 1
Contact 1
Owner 1

Select from Account Add New

✓ Contact added successfully.

Showing 1-3 of 3

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Business Name</th>
<th>Contact Type</th>
<th>Work Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adrian Lewis</td>
<td>Applicant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adrian Lewis</td>
<td>Contact</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adrian Lewis</td>
<td>Owner</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Continue Application »
This next section will be everything specific to the type of Short Term Rental you will be applying for. Please answer all the questions to your best ability. In the locations of bedroom section please describe the layout and which floor the rooms are located on.

1. After answering all of the questions please press “Continue Application” to proceed.

### Short Term Rental Application

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
</tr>
</thead>
</table>

### Step 2: Application Information

Rental Information

**GENERAL INFORMATION**

- **Type of Residence:** Apartment
- **Type of Rental:** Owner Primary Dwelling
- **Number of Bedrooms:** 3
- **How many bedrooms will be rented:** 1
- **Locations of Bedrooms:** Southwest corner of first floor.
- **Sales and Use Tax License Record Number:** SALE20190000X

[Continue Application »]

### Documents

This section will allow you to upload any documents that need to be attached with the application. As of right now the only document required is a Fire escape plan.

1. To attach documents please click the “Add” button to begin.

[Add]

[Continue Application »]
2. Click add again in the window that generates. Please take note that the maximum upload size is 500MB.

File Upload

The maximum file size allowed is 500 MB. html, htm, mhtml, exe are disallowed file types to upload.

Add

Continue Remove All Cancel

3. Navigate to the file(s) you want to upload and click open to add it to the application.

4. If you have more documents to add to the application, click the “Add” button again. When you are done uploading documents click the “Continue” button to proceed.
Click to proceed

Continue  Add  Remove All  Cancel
5. The document will be uploaded but not attached to the application. To complete the process please select the type of file it is and describe the file in detail. Most document types can be “Application”, but please list drawings as “Drawings” and etc.

Attachment

Click this button to remove any document you don't want.

6. Click save after entering the information.
7. The page will show you a verification that the document was uploaded. Click “Continue application” to proceed. If you have uploaded a document in error please call the Building Inspection department to get it deleted.
This page will be the last page before your application is submitted. Please look over each section and make sure you have everything correct. To edit a section click the blue “Edit” button to the right of each section. Scroll to the very bottom of the page and click the box under the certification. Click the “Continue application” button to SUBMIT your application.
Please keep the record number provided at the end of the application for your records. Please continue to check on your permit status to complete payment and complete the permit issuance.

**Step 5: Record Issuance**

Your application has been successfully submitted. Please print your record and retain a copy for your records.

Thank you for using our online services.

**Your Record Number is STR-APP180015.**