

ACA Right of Way - Guide for Short Term Rentals

<https://aca.ci.longmont.co.us/CitizenAccess/>



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.

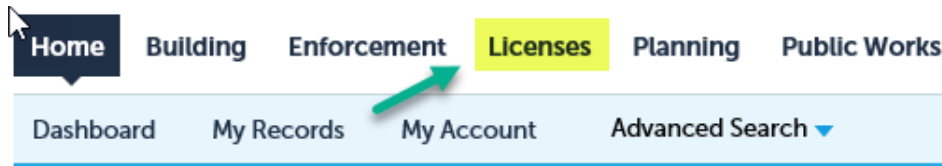
The screenshot shows the Citizen Portal home page. At the top, there is a navigation bar with links for Home, Building, Enforcement, Licenses, Planning, and Public Works. Below this is a secondary navigation bar with links for Dashboard, My Records, My Account, and Advanced Search. A green box highlights the "Hello, [redacted]" text, with a green arrow pointing to it from the text "Registered account name". Below this is a section titled "My Collection (0)" with a "View Collections" link. The text "You do not have any collections right now." is displayed. Below this is a section titled "Work in progress" with a "View All Records" link. A table lists the work in progress items:

Record Name	Record ID	Module	Creation Date	Action
RV Permit	18TMP-[redacted]	Licenses	1/2/2018 12:00:00 AM	Resume Application
PV System - Residential	17TMP-[redacted]	Building	12/20/2017 12:00:00 AM	Resume Application

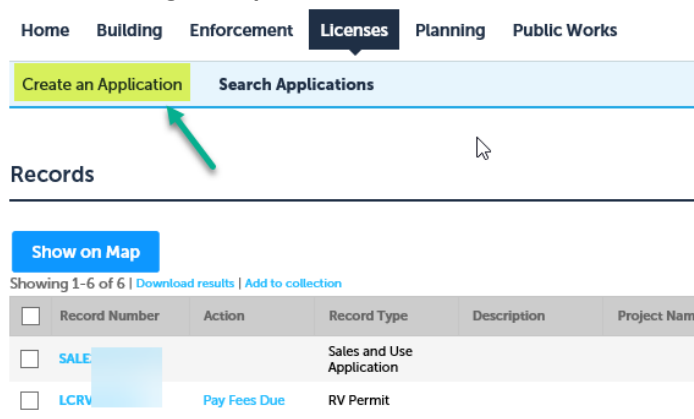
A green arrow points from the text "This area shows all permits that have been submitted by this account and all applications that have been saved but not submitted." to the "Work in progress" section.

Starting an Application

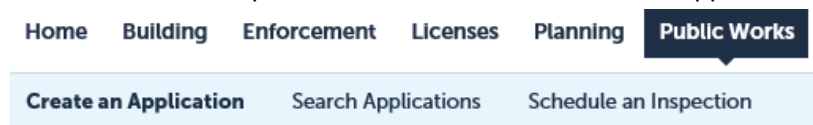
1. After logging into your account locate the “Licenses” tab and click on it to enter the Licenses page of the system.



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.**



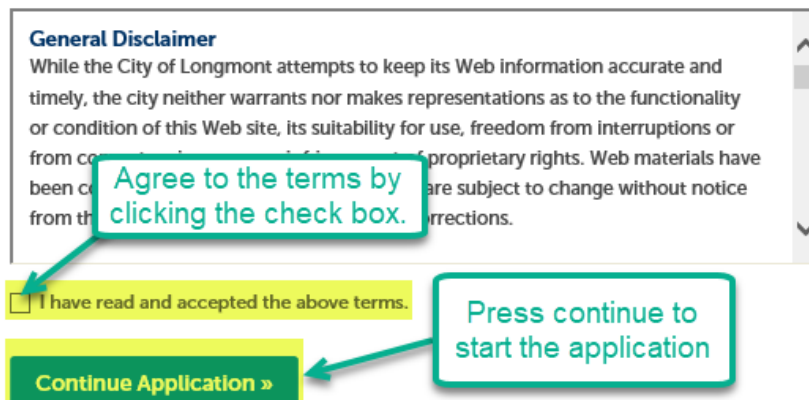
3. Please read and accept the disclaimer to continue to the application.



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.




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.

Home Building Enforcement **Licenses** Planning |

Create an Application Search Applications

Select a Record Type 

Choose one of the following available record types. For assistance or to ask a question, contact us at 800-368-7828.

 [Search](#)

- ▶ BACKYARD CHICKEN HENS
- ▶ CONTRACTOR
- ▶ RV PERMIT
- ▶ SALES AND USE TAX
- ▼ **SHORT TERM RENTAL**
 - Short Term Rental Application
- ▶ WOOD BURNING

[Continue Application »](#)

Click the circle then click "Continue Application"

Address Information

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.

Home Building Enforcement **Licenses** Planning Public Works

Create an Application Search Applications

Short Term Rental Application

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Step 1: Step 1 > Address
Search for your address. Please do not change any information after the search is completed.

Address

Enter the street number

Use map

*Street No.: Direction: --Select-- *Street Name: Street Type: --Select--

City: State: --Select-- *Zip:

Unit No.:

Click the search button

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.

Home **Building** Enforcement Licenses Planning Public Works

Address Search Result List ×

Addresses

Showing 1-4 of 4

Address	City	State	Zip
<input type="radio"/> 385 KIMBARK ST, LONGMONT CO 80501	LONGMONT	CO	80501
<input type="radio"/> 385 MAIN ST, 202, LONGMONT CO 80501	LONGMONT	CO	80501
<input type="radio"/> 385 MAIN ST, B, LONGMONT CO 80501	LONGMONT	CO	80501
<input type="radio"/> 385 MAIN ST, LONGMONT CO 80501	LONGMONT	CO	80501

--Select--

City: State: Zip:

3. 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 (3036518332).

Address Search Result List ×

Address	City	State	Zip
<input checked="" type="radio"/> 385 KIMBARK ST, LONGMONT CO 80501	LONGMONT	CO	80501
<input type="radio"/> 385 MAIN ST, 202, LONGMONT CO 80501	LONGMONT	CO	80501
<input type="radio"/> 385 MAIN ST, B, LONGMONT CO 80501	LONGMONT	CO	80501
<input type="radio"/> 385 MAIN ST, LONGMONT CO 80501	LONGMONT	CO	80501

Associated Parcels

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
<input checked="" type="radio"/> 131503407018	23	64	

Associated Owners

Showing 1-1 of 1

Name	Address
<input checked="" type="radio"/> UMB BANK NA	1670 BROADWAY ST DENVER CO 80202

Click "Select" to move forward

Please scroll down if you do not see the select button

- The address information will populate the fields. Please verify that these are correct.
- Press “Continue Application” to proceed.

Owner

Owner Name:

Address Line 1:

Address Line 2:

City: State: Zip:



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.

- To add a new contact please select the “Add New” button.

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Create an Application Search Applications

Short Term Rental Application

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Step 1: Step 1 > Contacts

Contact List

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

Required Contact Type	Minimum
Applicant	1
Contact	1
Owner	1



Showing 0-0 of 0

2. Select the type of contact you want to add. **Remember that there are several contact types required.** Click "Continue" to proceed.

Select Contact Type

*Type: --Select--

Continue Discard Changes

Select Contact Type

*Type: --Select--
Applicant
Contact
Contractor
Engineer
Owner

Continue Discard Changes

Select Contact Type

*Type: Applicant

Continue Discard Changes

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

Contact Information

*First: TEST *Last: TESTER

Full Name / Business Name

*Address Line 1: 34894

*City: Longmont *State: CO *Zip: 80501

Home Phone: 303-303-3003 Work Phone: Mobile Phone:

Fax:

E-mail: generic@mail@genenc.com

Continue Discard Changes

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.

Select Contact Type

*Type: --Select--
Applicant
Contact
Contractor
Engineer
Owner

Continue Discard Changes

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.

1 Step 1	2 Step 2	3 Review
----------	----------	----------

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 Edit button.

Required Contact Type	Minimum
Applicant	1
Contact	1
Owner	1

[Select from Account](#) [Add New](#)

✔ Contact added successfully.

Showing 1-3 of 3

Full Name	Business Name	Contact Type	Work Phone	Fax
Adrian Lewis		Applicant		
Adrian Lewis		Contact		
Adrian Lewis		Owner		

[Continue Application »](#)

6. If you have contact information saved on your account and you are the main contact, please use the “Select from account” button.

Home Building Enforcement **Licenses** Planning Public Works

[Create an Application](#) [Search Applications](#)

Short Term Rental Application

1 Step 1	2 Step 2	3 Review	4
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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 Edit button.

Required Contact Type	Minimum
Applicant	1
Contact	1
Owner	1

Select the Select from account button

[Select from Account](#) [Add New](#)

Showing 0-0 of 0

7. Choose the associated contact from the list. Click “Continue” to proceed.

Select Contact from Account

Select a contact to attach to this application.

If the contact has multiple addresses, you can select which to use in the

Showing 1-2 of 2

Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Individual	
<input type="radio"/> Associated Owner		UMB BANK NA

Associated Contact

Associated Owner

UMB BANK NA

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

Select Contact from Account

*Type:

- Select--
- Applicant
- Contact
- Contractor
- Engineer
- Owner

Select Contact from Account

*Type:

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.

Select Contact from Account

*Type:

Short Term Rental Application

1 Step 1	2 Step 2	3 Review
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Step 1: Step 1 > Contacts

Contact List

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

Required Contact Type	Minimum
✓ Applicant	1
✓ Contact	1
✓ Owner	1

[Select from Account](#) [Add New](#)

✓ **Contact added successfully.**

Showing 1-3 of 3

Full Name	Business Name	Contact Type	Work Phone	Fax
Adrian Lewis		Applicant		
Adrian Lewis		Contact		
Adrian Lewis		Owner		

[Continue Application »](#)

Application Details

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

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Step 2: Step 2 > Application Information

Please refer to [This Link] for Short Term Rental laws.

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:	SALE2018XXXXXX

[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.

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

Name	Type	Size	L
No records found.			

[Add](#)

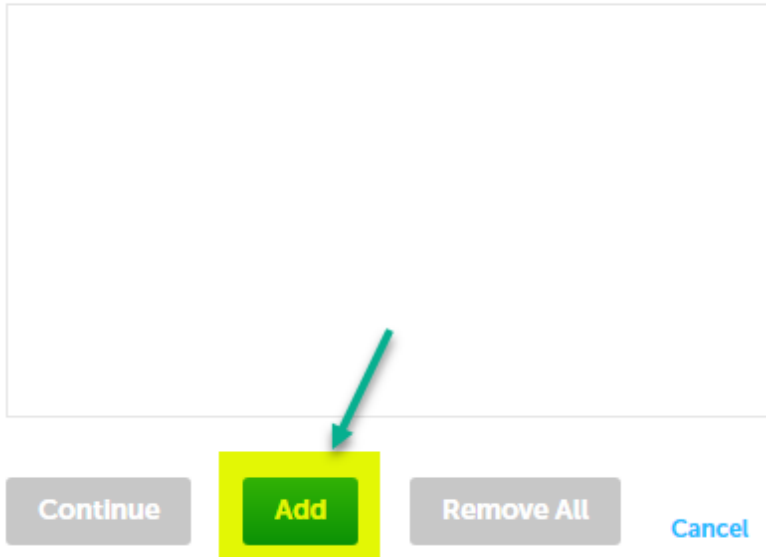
[Continue Application »](#)

2. Click add again in the window that generates. Please take note that the maximum upload size is 500MB.

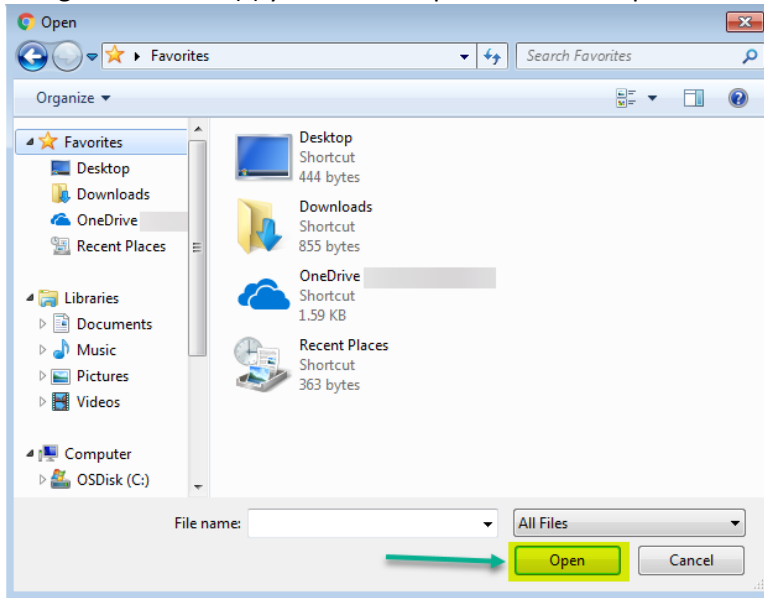
File Upload

The maximum file size allowed is 500 MB.

html;htm;mht;mhtml;exe are disallowed file types to upload.



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.

File Upload



The maximum file size allowed is 500 MB.

html;htm;mht;mhtml;exe are disallowed file types to upload.

TEST PDF.pdf 100%

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

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

Name	Type	Size	Latest Update	Action
No records found.				

* Type:
--Select--

File:
TEST PDF.pdf
100%

* Description:

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

Remove

Save Add Remove All

Continue Application »

Save and resume later

6. Click save after entering the information.

* Type:
Application

File:
TEST PDF.pdf
100%


* Description:
Test application PDF]

Save Add Remove All

Continue Application »

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.

Start an Application Search Applications

 **The attachment(s) has/have been successfully uploaded.**
It may take a few minutes before changes are reflected.

Pay Fees **Upload verification.** Insurance

* indicates a required field.

Attachment

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

Name	Type	Size	Latest Update	Action
TEST PDF.pdf	Application	1.14 MB	04/12/2018	Actions ▾

Add

Continue Application > **Click to proceed** **Save and resume later**

Review

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.

[Home](#) [Building](#) [Enforcement](#) **[Licenses](#)** [Planning](#) [Public Works](#)

[Create an Application](#) [Search Applications](#)

Short Term Rental Application

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Step 3: Review

[Continue Application »](#)

[Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Short Term Rental Application

Address

[Edit](#)

385 KIMBARK ST
BUNGALOW MONT CO 80501

Type: ... Owner Secondetting
Number of Bedrooms: 3
How many bedrooms will be rented: 1
Locations of Bedrooms: test
Sales and Use Tax License Record Number: SALE201800001

Attachment

[Edit](#)

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

Name	Type	Size	Latest Update	Action
No records found.				

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted.

I certify that fire extinguishers will be provided at all times in the kitchen, laundry, and utility areas.

I certify that evacuation routes will be shown to the inspector and provided to the guests upon arrival.

By checking this box, I agree to the above certification.

Date: 12/14/2018

[Continue Application »](#)

[Save and resume later](#)

Record Submittal

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.

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[Create an Application](#) [Search Applications](#)

Short Term Rental Application

1 Step 1	2 Step 2	3 Review	4 Pay Fees	5 Record Issuance
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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.**