



# How to License Your Short-Term Rental in Sheridan

## Commonly Asked Questions:

**Q. Can I list my house as a rental on Airbnb or VRBO?**

**A.** Yes, the City of Sheridan allows short-term rentals, however the City requires that a rental license be obtained through the City prior to renting your property on websites such as Airbnb, VRBO, HomeAway etc.

**Q. Can I rent out my RV as a short-term rental?**

**A.** No, the City does not allow RVs, tents, etc. to be rented out.

**Q. Is there a limit to how many rooms I can rent out?**

**A.** Yes, the City allows one residential rental license per residential property. The license allows for the rental of the entire property or a single room.

**Q. Is an onsite inspection required for my home prior to renting it out?**

**A.** No, an onsite inspection will not be required for your home. However, the compliance checklist will need to be completed and signed for approval.

## Application Process:

- 1 Set up an account on MUNIRevs**

The City of Sheridan has partnered with MUNIRevs to provide an online business licensing and tax collection system. You will need to set up an online account to apply for a business license. We provide a step-by-step tutorial to register on our website which can be found at [ci.sheridan.co.us/Business-Licenses](http://ci.sheridan.co.us/Business-Licenses).
- 2 Pay fees and fill out City of Sheridan Rental Compliance Checklist**

Once you have registered through MUNIRevs you will need to pay your licensing and/or sales tax fees. Upon paying your fees, you will receive a rental compliance checklist, which you will need to complete prior to the issuance of a license. This checklist includes general safety regulations that need to be completed prior to issuance of a license.
- 3 Contact City Department Inspectors for license review**

Once you have completed the compliance checklist, you will be provided with a list of inspectors that you will need to contact for final approval/inspection.
- 4 License Approval**

Once you have received approval from all inspectors, you will be notified through MUNIRevs of your license approval. Please print out your license and save it for your records.

## Taxes and Fees:

The business license is renewed every year. In addition to a business license, the City requires a sales tax license for the collection of the 3.5% Sheridan sales tax if the rental is less than 30 days.

For long-term rentals only a rental license is required.



### Questions?



For questions on licensing contact our Business License Administrator, Jenna DiRubbo at [jdirubbo@sheridangov.org](mailto:jdirubbo@sheridangov.org) or 303-438-3313.



For questions regarding the remittance of sales tax contact our Tax Administrator, Heidi McKelrath at [hmckelrath@ci.sheridan.co.us](mailto:hmckelrath@ci.sheridan.co.us) or 303-438-3308.