



What You Need to Know About Short-Term Rentals (STRs) in Frisco

- Each STR unit is required to have a short-term rental license and pay taxes.
- The STR license application fee is \$250 (effective 8/1/21).
- All licenses expire annually on April 30. The renewal cycle takes place between April 1-30 and the renewal fee is \$250.
- Each STR must designate a responsible agent who is available 24 hours per day, seven (7) days per week to respond to and resolve complaints.
- The Town of Frisco allows a maximum occupancy of two (2) occupants per bedroom, plus 4 additional occupants. For example, if you have a 2-bedroom unit, the maximum allowable occupancy is eight (8) people.

Short-Term Rental License Cap

- On October 11, 2022, Town Council adopted [Ordinance 22-10](#), limiting the maximum allowable number of STR licenses that may be issued within Town boundaries to 25% of the residential housing stock. There are 3,600 residential housing units in Frisco, therefore a maximum of 900 STR licenses may be issued. The Ordinance is effective as of October 17, 2022.
- Once 900 STR licenses are issued, all subsequent STR applicants must fill out a form and pay a \$25 fee to get on the waitlist.

STR Requirements

- A parking plan will need to be submitted with the application - either a photograph notating the parking or a written narrative showing/describing the allowable parking
 - Motor vehicles may not be parked on landscaped areas, public streets or public right-of-ways;
 - No person is permitted to stay overnight in a parked vehicle
 - Owner must submit parking plan to Town and share with guests
- A life safety affidavit, which is signed by the STR owner, must be submitted with the application attesting to the following requirements:
 - Premises conforms to the applicable requirements of the Town's building, technical and safety codes adopted by reference in [Chapter 65](#) of the Town of Frisco Municipal Code
 - Smoke detectors, carbon monoxide detectors and fire extinguishers are properly installed and maintained in an operable condition
 - All wood burning fireplaces, stoves and chimneys are cleaned on an annual basis
- Renters must be provided with an information notice, which will include address, emergency information and other information in a conspicuous location
 - Contact information for police, fire, and ambulance services
 - 911 for emergencies
 - 970-668-8600 for non-emergencies ex: noise complaint
 - The physical address of the STR property
 - Contact information for the Responsible Agent

- Town of Frisco STR license #
- The location of fire extinguishers and fire escape routes
- Location, by photograph or narrative, for vehicle parking and maximum number of parked vehicles permitted for the property
- Alternative parking locations (if any) for vehicles exceeding the maximum number of parked vehicles permitted for the property
- Location of trash and recycling receptacles and the rules and regulations regarding disposal - shall comply with [section 127-17](#) of the Town code
- Snow removal instructions or information
- Policies regarding noise - shall comply with [section 127-53](#) of the town code – noise ordinance
- Policies regarding pets
- Applicable homeowners’ association policies specific to the property
- No person shall camp outdoors overnight
- No overnight use of recreational vehicles or trailers
- Advertising for STRs must include reference to Town of Frisco STR license number and approved maximum occupancy
- Guests may be held responsible for failure to follow parking, trash/recycling, occupancy, noise, and nuisance, camping and temporary structures guidelines.
- Owners are solely responsible for complying with STR requirements regarding the renters’ information notice, life safety standards and advertising requirements.

Denial, Revocation and Suspension

- A STR license may be suspended for up to 150 days for the following reasons:
 - If found guilty in Municipal Court of more than one violation of Town Code within one year
 - Operating in violation of building, fire, health, or safety codes – based on official investigation and determination –A 20-day correction period is allowed
 - Failure to file or pay applicable sales and lodging taxes
 - Failure to pay annual license application fee
- A STR license may be revoked up to 1 full year for the following reasons:
 - More than one license suspension within past year
 - False or misleading application materials
 - Operation of STR during a suspension
 - Any conditions that would have warranted a denial of license at the time of application

Appeal

An applicant or licensee may appeal a denial, suspension, or revocation of the STR property license to the Town Manager and shall be entitled to a hearing before the Town Manager. Said appeal shall be made in writing, stating the grounds for appeal, within five (5) working days of the denial, suspension, or revocation of the license. In the event of a suspension or revocation hearing, the business may continue to operate during the hearing process.