



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 per year. The fee is not pro-rated
- Annual Renewal Cycle – all licenses expire on April 30th each year. The renewal cycle takes place March 1- April 30 and the fee is \$250.
- Designation of a 24/7 Emergency Contact who is available 24 hours per day/7 days per week to respond to and resolve complaints.
- There is a maximum occupancy of 2 individuals per bedroom plus 4 additional individuals. For example – if you have a 2-bedroom unit, your maximum occupancy is 8.

STR Requirements

- A parking plan will need to be submitted with the application - either a photograph notating the parking, a survey plat, or a written narrative showing/describing the allowable parking
- A life safety affidavit, which must be signed by the STR owner, is part of the application process and attests 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 24/7 Emergency Contact
 - 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 homeowner's association (HOA) policies specific to the property
- Additional Restrictions
 - Parking – no motor vehicles parked on landscaped areas, public streets or public right-of-ways; no person permitted to stay overnight in a parked vehicle; owner to submit parking plan to town and share with guests
 - 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 – 20-day correction period 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 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.