

Renewing a Short-Term Rental (STR) License

Overview

Renewing a short-term license on Civic Access, previously known as Citizen Self Service (CSS), allows for a citizen (a user) to update information for a business, upload required documents, and generate an invoice if funds are due.

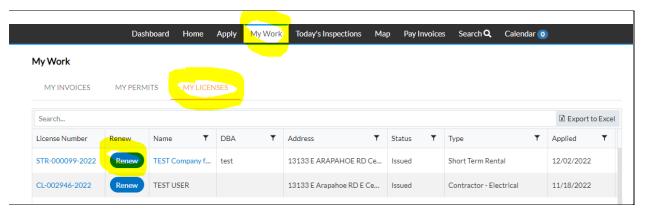
Navigation

To renew a business license in Civic Access as a user:

- Log into Civic Access (https://energovweb.centennialco.gov/Energov_prod/selfservice#/home)
- 2. Navigate to the license in one of the following ways:
 - a. Click **Dashboard** on the menu bar.
 - b. Click **Renew** on the card for the desired license in the My Licenses section.

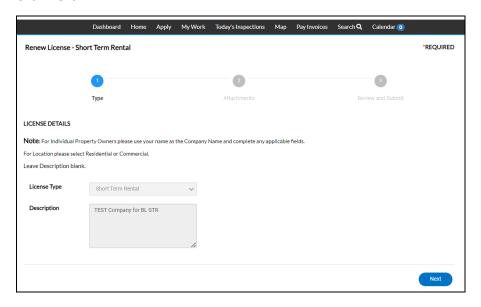
Click on Dashboard and scroll down to "My License" section. Click Renew button.

- c. Or click My Work on the menu bar.
 - i. Click the MY LICENSES tab.
 - ii. On the row with the desired license, click **RENEW**.



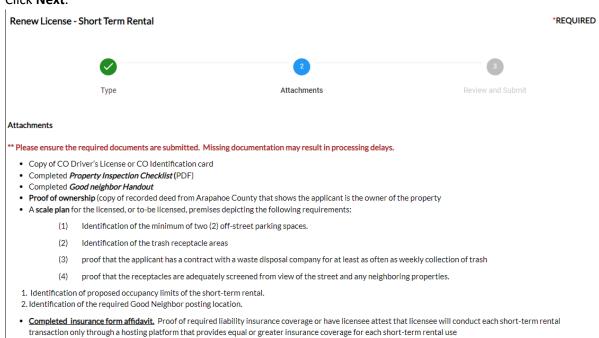
Step 1 - Type:

- 1. Complete any required fields.
- 2. Click Next.

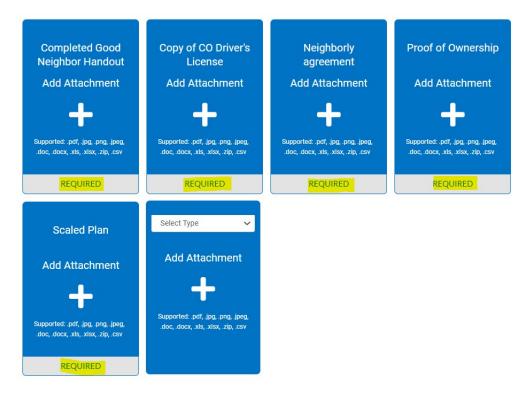


Step 2 - Attachments:

- 1. Click **Add** (plus button) to upload any required documents.
 - a. Navigate to the location of the file on your computer or drive.
 - b. Select the file.
 - c. Click Open.
- 2. Click Next.

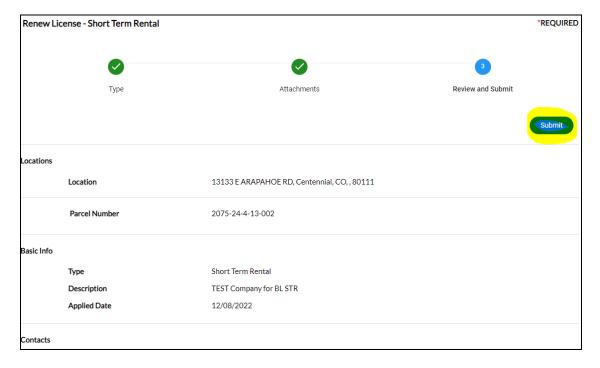


Step 2 – Attachments (continued)



Step 3 - Review and Submit:

- 1. Review the renewal application.
- 2. If any corrections are required, click Back.
- 3. Click Submit.



Updated: 12/8/2022

Estimated Fees

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
Short Term Rental Application Fee	\$50.00
Short Term Rental Annual Fee	\$150.00

Total: \$200.00

Attachments

Completed Good Neighbor Handout

Copy of CO Driver's License

BL Attachment 2.pdf

Neighborly agreement

BL Attachment 3.pdf

Proof of Ownership

BL Attachment 4.pdf

Scaled Plan

BL Attachment 5.pdf

NOTE: Fees are not due upon submission as the City of Centennial needs to review the application. Citizens cannot print the license until after it is issued.

