



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:

1. 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**.

The screenshot shows the 'My Work' section of the Civic Access interface. The 'MY LICENSES' tab is selected and highlighted. Below the tab is a table of licenses. The first row is highlighted, and the 'Renew' button next to it is circled in yellow. The second row also has a 'Renew' button.

License Number	Renew	Name	DBA	Address	Status	Type	Applied
STR-000099-2022	Renew	TEST Company f...	test	13133 E ARAPAHOE RD Ce...	Issued	Short Term Rental	12/02/2022
CL-002946-2022	Renew	TEST USER		13133 E Arapahoe RD E Ce...	Issued	Contractor - Electrical	11/18/2022

Renew License Steps

Step 1 - Type:

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

Dashboard Home Apply My Work Today's Inspections Map Pay Invoices Search Calendar

Renew License - Short Term Rental *REQUIRED

1 Type 2 Attachments 3 Review and Submit

LICENSE DETAILS

Note: For Individual Property Owners please use your name as the Company Name and complete any applicable fields.
For Location please select Residential or Commercial.
Leave Description blank.

License Type Short Term Rental

Description TEST Company for BL STR

[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**.

Renew License - Short Term Rental *REQUIRED

1 Type 2 Attachments 3 Review and Submit

Attachments

**** Please ensure the required documents are submitted. Missing documentation may result in processing delays.**

- Copy of CO Driver's License or CO Identification card
- Completed **Property Inspection Checklist** (PDF)
- Completed **Good neighbor Handout**
- **Proof of ownership** (copy of recorded deed from Arapahoe County that shows the applicant is the owner of the property)
- **A scale plan** for the licensed, or to-be licensed, premises depicting the following requirements:
 - (1) Identification of the minimum of two (2) off-street parking spaces.
 - (2) Identification of the trash receptacle areas
 - (3) proof that the applicant has a contract with a waste disposal company for at least as often as weekly collection of trash
 - (4) proof that the receptacles are adequately screened from view of the street and any neighboring properties.

1. Identification of proposed occupancy limits of the short-term rental.
2. Identification of the required Good Neighbor posting location.

- **Completed insurance form affidavit.** Proof of required liability insurance coverage or have licensee attest that licensee will conduct each short-term rental transaction only through a hosting platform that provides equal or greater insurance coverage for each short-term rental use

Renew License Steps

Step 2 – Attachments (continued)

<p>Completed Good Neighbor Handout</p> <p>Add Attachment</p> <p>+</p> <p>Supported: .pdf, .jpg, .png, .jpeg, .doc, .docx, .xls, .xlsx, .zip, .csv</p> <p>REQUIRED</p>	<p>Copy of CO Driver's License</p> <p>Add Attachment</p> <p>+</p> <p>Supported: .pdf, .jpg, .png, .jpeg, .doc, .docx, .xls, .xlsx, .zip, .csv</p> <p>REQUIRED</p>	<p>Neighboring agreement</p> <p>Add Attachment</p> <p>+</p> <p>Supported: .pdf, .jpg, .png, .jpeg, .doc, .docx, .xls, .xlsx, .zip, .csv</p> <p>REQUIRED</p>	<p>Proof of Ownership</p> <p>Add Attachment</p> <p>+</p> <p>Supported: .pdf, .jpg, .png, .jpeg, .doc, .docx, .xls, .xlsx, .zip, .csv</p> <p>REQUIRED</p>
<p>Scaled Plan</p> <p>Add Attachment</p> <p>+</p> <p>Supported: .pdf, .jpg, .png, .jpeg, .doc, .docx, .xls, .xlsx, .zip, .csv</p> <p>REQUIRED</p>	<p>Select Type</p> <p>▼</p> <p>Add Attachment</p> <p>+</p> <p>Supported: .pdf, .jpg, .png, .jpeg, .doc, .docx, .xls, .xlsx, .zip, .csv</p>		

Step 3 – Review and Submit:

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

Renew License - Short Term Rental

REQUIRED

✓

Type

✓

Attachments

3

Review and Submit

Submit

Locations	
Location	13133 E ARAPAHOE RD, Centennial, CO, , 80111
Parcel Number	2075-24-4-13-002
Basic Info	
Type	Short Term Rental
Description	TEST Company for BL STR
Applied Date	12/08/2022
Contacts	

Renew License Steps

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	BL Attachment 1.pdf
Copy of CO Driver's License	BL Attachment 2.pdf
Neighorly 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.

Renew License Steps

DashboardHomeApplyMy WorkToday's InspectionsMapPay InvoicesSearch🔍Calendar0

✔ Your license application was submitted successfully. Please click the Add to Cart button to pay for the invoiced fees to complete the process.

License Number: STR-000099-2022

Add to Cart

test

• License cannot be printed at this time. License has unpaid fees.

• License cannot be printed at this time. License has not been issued.

License Details | Tab Elements | Main Menu

License Details

License Type:Short Term Rental

District:District 1

Applied Date:12/08/2022

Account Number:

Issued By:

Period Start Date:

Status:Submitted - Online

Expiration Date:

Description:TEST Company for BL STR

Business

Locations

Fees1

Attachments

Contacts

More Info

Fee Summary | Remaining Fees | Paid Fees | Next Tab | License Details | Main Menu

Fee Summary

Total Fees:\$200.00

Paid Fees:\$0.00

Unpaid Fees:\$200.00

Add to Cart

Updated: 12/8/2022