



# Owner-Occupied Short-Term Rentals

## Business Registration Submittal Checklist



### **Owner-Occupied Short-Term Rental (STR) Business Registration Application Process**

A dwelling that is the Owner's primary residence for at least 275 days per year or an Accessory Dwelling Unit that is located on the same legal lot of record as the Owner's primary residence. A Dwelling used for Short-Term Rentals must have been legally constructed and permitted prior to applying for a Short-Term Rental. There are situations where the property does not have a legal lot of record or there is an un-permitted dwelling on the property and a permit, plat or variance may be required. For more information on legal lot of record or an un-permitted structure please refer to the Frequently Asked Questions (FAQ) link or contact the Growth Management Department at 505-986-6225.

#### **Fees:**

Business License Fee: \$35.00 cash or check

Notice to Neighbors: (fee may be required)

#### **Required Documents checklist:**

- Owner Occupied STR Business License Application
- Assigned 911 Address Forms  
To request an Assigned 911 Address Form, email [e911addressing@santafecountynm.gov](mailto:e911addressing@santafecountynm.gov). Include your full name, phone number, and complete address or property tax account number.
- Fire Self-Certification Form
- Proof of Primary Residence - Any ONE of the following items with the property address printed on the document will be accepted: Utility Bill, Voter Registration, Motor Vehicle Registration, Driver's License or other state-issued identification, IRS W2 Form, Bank Statement
- Warranty Deed (505-986-6280) **Public Notice Plats will not be accepted**
- Approved Survey Plat (505-986-6280)
- Proof of Property Taxes ([treasurer@santafecountynm.gov](mailto:treasurer@santafecountynm.gov) or 505-986-6245) **Tax Bills Will Not Be Accepted**
- State CRS Number ([GRT.TRDHelp@state.nm.us](mailto:GRT.TRDHelp@state.nm.us) or 1-866-285-2996)
- Water Meter Reading (if the property has water restrictions)
- Letter of Consent (if applying on Property Owners Behalf)
- Site Plan: (existing structures, driveway and access points, designated parking spaces, trash storage locations)
- Floor Plan: (Layout of the dwelling, all rooms labeled, STR area clearly identified)

#### **Process to apply for a Owner-Occupied Short-Term Rental:**

- 1) Applicants are required to obtain all documents from the document checklist above
- 2) Contact Staff via email ([str@santafecountynm.gov](mailto:str@santafecountynm.gov)) to set up appointment to submit a Short-Term Rental Application
- 3) At your scheduled appointment staff will review all submitted documents. **(applications will not be accepted if incorrect documents are submitted)**
- 4) If complete, the applicant will receive a Temporary 1 Month License, Notice to Renters, Notice to Neighbors (adjacent property owner and the HOA, if applicable must be notified)

**To submit your application online complete the steps above and email all documents to**  
[\*\*str@santafecountynm.gov\*\*](mailto:str@santafecountynm.gov)

**Click below for STR**  
[\*\*Frequently Asked Questions\*\*](#)