



CARIBOU COUNTY
PLANNING & ZONING DEPARTMENT
Caribou County, 159 South Main Street, Room 105, Soda Springs, ID 83276
(208) 547-1780 ▪ naskew@co.caribou.id.us ▪ www.cariboucounty.us

Short-Term Rental Renewal Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email _____

Short-Term Property Information

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Type of Rental: _____
Is this property Owner-Occupied: _____

Number of Bathrooms: _____
Intent for the current upcoming year: _____

Rental Marketplaces (Where the Property is Listed)

Example: AirBNB, Listing # 1234

Website: _____
Listing Number: _____

Website: _____
Listing Number: _____

Website: _____
Listing Number: _____

Safety Information

Include Number of:

Smoke Detectors: _____

Carbon Monoxide: _____

Fire Extinguishers: _____
Date(s) of Expiration: _____

Include with Application

Please attach the following with the submission of application:

- Photographs of Smoke Detector Locations
- Photographs of Carbon Monoxide Locations
- Photographs of Fire Extinguishers and dates of expiration
- Site Plan (Layout of property) including available parking for renters
- Application Fee of \$100.00
- Property Deed to show proof of ownership

Submitting Application

Please submit application and supporting documentation to Nellie Askew, Planning & Zoning Administration.

- Email Submissions: Email application and supporting documentation to naskew@co.caribou.id.us
- Online Submissions: Locate the online portal at www.cariboucounty.us/departments/building_planning_zoning/applications
- In person or mail in submissions: Submit application and supporting documentation to Caribou County Courthouse 159 South Main Street, Room 105, Soda Springs, Idaho 83276.

If you have any questions or need assistance when submitting the application and supporting documentation, please do not hesitate to reach out.

What is Required on Site

Once the application is approved and permit issued, rules and permit are required to be posted on site at all times throughout permitting year. If you need a copy of the rules and requirements, please reach out to Planning & Zoning Administrator, they will be able to provide you with a copy.

Understanding & Acknowledge

By signing below, I hereby acknowledge that I have completely read, understand, and agree to abide by the Caribou County Code 13.65 Short-Term Rental. I, as the owner of this short-term rental will maintain, update, and inform Caribou County Planning and Zoning of any changes to the property or information provided on this application throughout the allotted year of my permit. I understand that it is my responsibility to renew said permit each year within the time framed allowed in Caribou County Code 13.65.040. I understand that in the event of any violation and the provisions outlines in this code may result in either the suspension or revocation of the short-term rental approval and permit. I certify that my answers are true and complete to the best of my knowledge.

Signature: _____

Date: _____