



**To: Owner or agent of short-term rental property within the Town of Winter Park**

**Re: Annual Fire & Life Safety Inspection**

By Ordinance No. 624, Series 2024, in cooperation with the East Grand Fire Protection District ("EGFPD") the Town required short-term rentals (STRs) located within the Town to complete a fire & life safety inspection and obtain an inspection certificate beginning April 1, 2025, and annually thereafter.

To comply with this ordinance, STR owners will be required to complete a fire & life safety self-inspection using the SnapInspect app provided by EGFPD. The app will ask the user a series of questions to ensure compliance with fire & life safety requirements. The STR owner or agent must be inside the STR property when using the app to complete the self-inspection. After the self-inspection is complete, the owner or agent will receive further information and instructions from EGFPD regarding the issuance of an inspection certificate, which then must be shared with the Town.

**However, for this year only, because of the initial surge in demand for the completion of inspection certificates for the Town's 2025-26 STR renewals, the Town will accept an affidavit, found here <https://wpgov.com/wp-content/uploads/2025/08/2025-Fire-Life-Safety-Affidavit.pdf> in lieu of the SnapInspect generated inspection certificate.**

Please review and complete the affidavit at the time of your STR renewal and prior to the expiration of your STR registration. In completing the affidavit, you will represent to the Town that you have done the following:

1. Created a Community Connect account profile with the EGFPD and remit payment of inspection fees due to EGFPD online at the East Grand Fire Community Connect Page available at <https://www.communityconnect.io/info/co-eastgrand> ; and
2. Followed the instructions to download the SnapInspect app. It can take up to 5 business days to receive a link to the app via email.

Please return the completed affidavit to [str@wpgov.com](mailto:str@wpgov.com) or by U.S. mail to **Town of Winter Park**, 50 Vasquez Road, P.O. Box 3327, Winter Park, CO 80482. You may then complete the SnapInspect self-inspection process at your convenience through the app, and you are encouraged to do so.

For the 2026-27 STR renewals, completion of the entire SnapInspect self-inspection process through issuance of the inspection certificate will be required. Additional instructions will be sent next year to explain the complete process.

Additional information about the Town's STR requirements can be found at [wpgov.com/good-neighbor](http://wpgov.com/good-neighbor). Please call or email with questions regarding the Town's STR registration requirements.