



Brian Head Town  
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[nleigh@bhtown.utah.gov](mailto:nleigh@bhtown.utah.gov) – Town Clerk

## Renewal Application for Nightly Rental License 2021-2022

*Please complete the following information. \*Required field.*

If new rental units are added, please submit the Owner Affidavit and Proof of insurance for each unit with application.

### **NOTICE – RENTAL MANAGEMENT COMPANIES:** A list of current rentals must be submitted with renewal application.

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#### **GENERAL INFORMATION:**

\*Business Name: \_\_\_\_\_  
(Name as filed with Utah Tax Commission)

\*Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Phone No: \_\_\_\_\_

\*Email Address: \_\_\_\_\_

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#### **RENTAL PROPERTY RENEWAL AND/OR NEW UNITS ADDED:**

*Note: Rental Management Companies must submit a list of current rental properties.*

Renewal Unit       New Unit      If more than one unit, please attach list.

Physical Address of rental (include name of condo & unit # if applicable): \_\_\_\_\_

\*Number of Bedrooms: \_\_\_\_\_      Number of parking spaces on-site: \_\_\_\_\_

(Single Family Residentials only)

\*Square Footage: \_\_\_\_\_      \*Maximum Occupancy Limit: \_\_\_\_\_

(Single Family Residentials only)

(1 person per 200 square foot for calculation)

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**DEDICATED RESPONSIBLE PARTY:**       Owner       Rental Management Company

Owner's Name: \_\_\_\_\_      Rental Mgmt. Co: \_\_\_\_\_

Phone No: (home office) \_\_\_\_\_      Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

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**BUSINESS INFORMATION:**

Sales Tax ID# \_\_\_\_\_ -STR *Must have a sales tax ID# in order to operate a business in Brian Head Town.*

\*Advertising listing No: (Airbnb, VRBO, Flipkey, etc.) *Listing Number or email link*

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\*Cleaning Service Used: \_\_\_\_\_

Additional Services Provided (other than nightly rental): \_\_\_\_\_

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**Nightly Rental Fees:** *(effective August 11, 2021)*

Nightly Rental Renewal:	\$122 includes one (1) unit
Additional Nightly Rental Units Renewal:	\$26 per unit
Additional New Nightly Rental Unit:	\$32 per unit
Fire Inspection Fee:	\$30 per unit
Nightly Rental Disproportionate Fee	\$248 per cabin \$91 per condo

- As of August 11, 2021 the Nightly Rental Disproportionate Cost of Service Fee has been added as an annual fee to the fee schedule for nightly rental businesses.
  - A separate license will be issued for each additional unit.  
Licenses are to be posted within the unit.
  - **All Town fees must be current before a license is issued.**

*All licenses expire September 30<sup>th</sup>. New license year begins October 1<sup>st</sup>. Renewal application must be received no later than October 15<sup>th</sup> in order to avoid late fees.*

I certify under penalty of perjury and license revocation that I am the authorized representative of the property owner, that I have read, know and fully understand the information and provisions of this license and the accompanying ordinance section governing nightly rentals that as the legal representative for the property for which application for a business license is made and acting as the agent of the owner for said property I recognize and understand that residential buildings which may be used as nightly rentals, including all single family homes may have not been constructed in a manner to meet building code requirements for commercial buildings; I do hereby agree and represent to Brian Head Town that said residential units will not be used for any other purpose other than the intended single family use; I certify that the information provided and represented are complete and correct to the best of my knowledge and my application is in accordance with Brian Head Town ordinances. This license shall be void if information provided and representations provided by the licensee is incorrect or later changes and I fail to update such information within ten business days of the change of information. I acknowledge and understand the following:

- 1) **THIS IS NOT A LICENSE** but merely an application for a license to do business within Brian Head Town.
- 2) If my application is approved, I shall be notified and issued a **licensed certificate which must be displayed at my place of business at all times.**
- 3) That all business licenses expire on the 30<sup>th</sup> day of September of the year issued.
- 4) That the granting of this license to do business within Brian Head Town does not discharge or replace any other licensing or registration requirements that I may have under Town, County, State or Federal laws.

\_\_\_\_\_  
Signature of Applicant / Owner

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**OFFICE USE ONLY**

**ADMINISTRATION**

- Fees Paid: \_\_\_\_\_
  - Rental Management Company current rental pool list submitted: Yes No
  - Renewal Application Completed Yes No
  - Fire Inspection Current: Yes No
  - New Units Added to License: Yes No
  - Total Number of Units: \_\_\_\_\_
  - If new units added:
    - Number of Parking Spaces Identified: \_\_\_\_\_ (*Single-Family Residential only*)
    - Max Number of Occupancy Limit: \_\_\_\_\_
    - Square Footage for occupancy calculation: \_\_\_\_\_ 1 person per/200 sq. feet.
    - Owner Affidavit Signed if new unit(s) added Y N
    - Proof of Insurance Submitted if new unit(s) added Y N
  - Current on Enhanced Service Quarterly Reports: Yes No If No, last quarter submitted: \_\_\_\_\_ as of \_\_\_\_\_  

*(Date)*
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- Application Approved: Yes No
  - If denied, date of letter: \_\_\_\_\_

Business License No: \_\_\_\_\_

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Business License Officer Signature