



Brian Head Town
PO Box 190068 - 56 North SR 143
Brian Head, UT 84719
435-677-2029
Brianheadtown.utah.gov
nleigh@bhtown.utah.gov – Town Clerk

Nightly Rental License Application

Nightly Rental is any place providing temporary sleeping accommodations to the public for a period less than thirty (30) consecutive days, including, without limitation, a hotel, motel, lodge, condominium unit, single-family residence, bed and breakfast, boarding house, inn, resort, rooming house, recreational lodging unit, private campground or timeshare project.

GENERAL INFORMATION:

Owner/Applicant: _____

Business Name: _____
(Name as filed with Tax Commission)

Mailing Address: _____ City _____ State: _____ Zip: _____

Phone No: _____ Cell: _____

Email Address: _____

RENTAL PROPERTY INFORMATION:

Note: Rental Management Companies must submit a list of current rental properties including owner name/address/telephone number and affidavit of property owner consent to rent.

Physical Address: _____
Include the name of condo complex & unit number, if applicable)

Number of Bedrooms: _____ Number of parking spaces on-site: _____
(Single Family Residential only)

Square Footage: _____ Maximum Occupancy Limit: _____
(1 person per 200 square foot for calculation)

DEDICATED RESPONSIBLE PARTY: Owner Rental Management Company

Name: _____ Rental Mgmt. Co: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone No: (home office) _____ Cell: _____

Email Address: _____

BUSINESS INFORMATION:

Sales Tax ID# _____-STR Federal EIN or Social Security No: _____

Business Type (mark one) Corporation Limited Liability Corporation

Limited Liability Partnership Sole Proprietorship

If Corporation or LLC, State of Principal Office, Name and address of Officers: _____

Advertising listing No: (Airbnb, VRBO, etc.) _____

Cleaning Service Used: _____

Fees:	New Nightly Rental Application: New	\$150 (includes one (1) unit)
	Additional Units:	\$16 per unit after initial unit
	Renewal Nightly Rental:	\$90 per unit (includes one (1) unit)
	Fire Inspection Fee	\$30 per unit
	Renewal Fee:	\$30 per unit
	Fire Inspection Fee:	
	Fire Re-Inspection Fee:	

When submitting your application, please be sure to include:

1. **Nightly Rental Application** – completed & signed.
2. **Owner Affidavit** – completed & signed.
3. **Proof of insurance** – insurance declaration page showing physical address & owner name. (please do not send entire policy)

Documents may be emailed to nleigh@bhtown.utah.gov or mailed to Brian Head Town c/o Business Licensing

All licenses expire September 30th. New license year begins October 1st. Renewal application must be received by October 1st 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 30th 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

OFFICE USE ONLY

BUILDING/ZONING/PW DEPT:

Zone: _____
Permitted Use: Yes / No
Conditional Use Permit: Yes / No
Non-Conforming Use: off Yes / No

Completed

PUBLIC SAFETY DEPT

Fire Inspection Completed: Yes / No
Inspection Date: _____
Re-Inspection: _____

Completed

Name of Inspector: _____

ADMINISTRATION DEPT

- All Fees Paid: Y / N Amount Paid: _____
- Application Completed & Signed: Y / N
- Owner Affidavit Signed
- Proof of Insurance Submitted: Y / N
- Number of Bedrooms Identified: _____
- Square Footage for occupancy calculation: _____ One (1) person per 200 sq. feet.
- Number of Parking Spaces Identified: _____ (Cabins only)
- Max Number of Occupancy Limit: _____

Application Approved: Yes No

If denied, date of letter: _____

Business License No Issued: _____

Business Licensing Officer Signature