



Brian Head Town  
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Brian Head, UT 84719  
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Brianheadtown.utah.gov  
[nleigh@bhtown.utah.gov](mailto: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.*

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### GENERAL INFORMATION:

Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

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

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### 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: \_\_\_\_\_  
\_\_\_\_\_

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

Name: \_\_\_\_\_ Rental Mgmt. Co: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

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

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**BUSINESS INFORMATION:**

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

Sales Tax ID# \_\_\_\_\_ 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, Flipkey, etc.) \_\_\_\_\_

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

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

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Fees:	New Nightly Rental Application:	\$160.00
	Renewal Nightly Rental:	\$80.00
	Fire Inspection Fee	\$30.00

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

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Signature of Applicant / Owner

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**OFFICE USE ONLY**

**BUILDING/ZONING/PW DEPT:**

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

\_\_\_\_\_  
Signature – Signed off

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**PUBLIC SAFETY DEPT**

Fire Inspection Completed: Yes / No  
Inspection Date: \_\_\_\_\_

\_\_\_\_\_  
Signature – Signed off

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**ADMINISTRATION DEPT**

- All Fees Paid
- Application Completed
- Number of Parking Spaces Identified: \_\_\_\_\_
- Max Number of Occupancy Limit: \_\_\_\_\_
- Square Footage for occupancy calculation: \_\_\_\_\_ 1 person per/200 sq. feet.
- Owner Affidavit Signed
- All Departments Signed Off
  
- Application Approved Yes No
- If denied, date of letter: \_\_\_\_\_

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

\_\_\_\_\_  
Business Licensing Officer Signature