



## Nightly Rental License Application General Information Brian Head Town, Utah

### GENERAL INFORMATION FOR NIGHTLY RENTAL BUSINESSES

If you are interested in renting your cabin or condo for a period of less than 30 consecutive days, you must first obtain a Nightly Rental Business License from the Brian Head Town Clerk.

### APPLICATION & REVIEW PROCESS

1. If you decided that you would like to rent out your cabin/condo you will need to complete the Nightly Rental Application and submit it along with the applicable fees to the Brian Head Town Clerk, PO Box 190068, 56 North Hwy. 143, Brian Head, UT 84719. The current licensing fee for a nightly rental is \$160 for a new application and \$80 for renewal.
2. As a new business, you will need to determine the type of business, i.e. Corporation, Limited Liability Corporation, Sole Proprietorship, etc. You will need to know this before applying with the Utah Department of Commerce as one of the first steps before applying for a Utah State sales tax number. If you are unsure of what type of business you want, you can access information on business types online at Utah Department of Commerce: <https://corporations.utah.gov/bizorg.html>
3. In addition to the nightly rental application, a sales tax ID# is required. You can apply for a sales tax ID# online at <https://tax.utah.gov/business>. Please note the business name you register with the Tax Commission must be the same business name identified on your nightly rental application. Also, your sales tax number must be associated with your Brian Head location since Brian Head's taxes are different than other cities taxes.
4. The owner of the property must complete an Owner Affidavit stating the information contained within the affidavit is true and correct to the best of your knowledge and, as an owner of the property, you agree to abide by the requirements and restrictions of applicable zoning, land use and building codes. The Nightly Rental Affidavit is part of the application process which can be found within this guide. Nightly Rental Management Companies must obtain each property owner's signature as part of the application process.
5. The Town will be conducting a new fire inspection for ALL nightly rental units initially that will take place over a two-year period. Then fire inspections will be required biennially (once every 2 years) going forward. A fee of \$30 per unit/cabin will be assessed for each fire inspection. The fire inspection requirements can be found within this guide. All items must be in compliance before a business license is issued. Fire inspections may be scheduled through the Town Clerk, please call or email when ready for a fire inspection and let the Town Clerk know how the cabin or condo unit is to be accessed for the inspection.
6. After you have successfully completed all the steps required, the Town Clerk will issue your nightly rental business license. Please note that all business licenses expire annually on September 30<sup>th</sup>.

If you have additional questions regarding the nightly rental application process, please review the Frequently Asked Questions, or call 435-677-2029 and speak with the Town Clerk or email at [nleigh@bhtown.utah.gov](mailto:nleigh@bhtown.utah.gov).