



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. A Nightly Rental Application, Owner Affidavit and proof of insurance on the cabin/condo is to be submitted 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 plus there is a \$30 per unit fire inspection fee that can be paid with the application fee.
2. The owner of the property must complete and sign the Owner Affidavit. Nightly Rental Management Companies must obtain each property owner's signature as part of the application process.
3. If you are a new business, you will need to determine the type of business, i.e. Corporation, Limited Liability Corporation, Sole Proprietorship. When completing the rental application, it will ask for either an EIN# or Social Security Number. Sole proprietorship is your social security number and all other types have an Employer Identification Number that is issued by the Department of Commerce. When you apply for a sales tax ID# you will need to know what type of business beforehand. 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>
4. As part of the application process 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. A sales tax ID# is required regardless of those businesses using Airbnb or Vrbo, which collects the state taxes on the owner's behalf.
5. Enhanced Service Business License Fee Collection: Brian Head assesses a 1.5% tax exempted fee on all taxable sales and is remitted directly to the Town on a quarterly basis. Please note those who plan to use Airbnb or Vrbo, they DO NOT collect the 1.5% fee, it is the owner's responsibility to collect and remit this fee to the Town on a quarterly basis. An explanation of this fee is available on the Town's website under "Businesses".
6. A fire inspection for ALL nightly rental units must be conducted. The fire inspection requirements can be found on the Town's website under "Businesses" tab or under the "Forms & Publication" tab on the home page. Fire inspections will be conducted biennially (once every 2 years). A fee of \$30 per unit/cabin will be assessed for each fire inspection and if a cabin/unit fails the inspection, a re-inspect fee of \$30 will be charged. 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.
7. 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 30th.

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.