



## Step by Step Process for Nightly Rentals

Brian Head Town, Utah

### NEW NIGHTLY RENTAL CODE IN EFFECT AS OF JULY 9, 2019

On July 8, 2019, the Brian Head Town Council adopted a revision to the Nightly Rental Licensing Code and became effective July 9, 2020. An amendment to the Nightly Rental Code was made on August 11, 2020. Listed below are the requirements for operating a nightly rental in Brian Head:

### APPLICATION & REVIEW PROCESS

1. Nightly Rental Business License Application must be completed in full. This application is specific to nightly rental businesses. The Nightly Rental License Application is also required for renewing a business license annually.
2. The owner or rental management company will need to know and/or submit the following when completing an application:
  - a. **Owner Affidavit must be completed and submitted with application:** The property owner must sign the Owner Affidavit even if a rental management company is operating the rental on behalf of the owner. The Affidavit states the owner is aware of the Town ordinances regulating nightly rentals and the owner can identify a rental management company to operate their nightly rental on their behalf. No license will be issued without the Owner Affidavit.
  - b. **Proof of Insurance submitted with the application:** All nightly rentals must provide proof of insurance. This can be the declaration page of your insurance showing the address and owner of the nightly rental. This will need to be included with your application and Owner Affidavit that is submitted to the Town. Homeowner Association insurance policies are not sufficient for this requirement, they cover the outside of the building and not the inside of the condo.
  - c. **Physical address of the rental property:** If rental is a condo, please ensure the condo complex and unit # is listed on the application.
  - d. **Number of bedrooms** in cabin / condo. This information is required, and an application will be considered incomplete if this information is not identified.
  - e. **Cabins: Parking Spaces on-site must be identified and posted.** The owner or rental management company will need determine the number of parking spaces on-site. Please note, the rental property must be able to park vehicles on the property both winter/summer seasons, if the parking spaces are not available year round and vehicles have parked on the Town's roads, the license holder will receive a violation. The Town adopted a new code in 2019 relating to on-street parking in which no parking is allowed on any town road/street between November 1<sup>st</sup> through April 30<sup>th</sup>. If vehicles are parked on town roads/streets, the vehicle may be cited and/or towed. The Town has provided an overnight parking map identifying where vehicles may park and is part of the fire inspection.
  - f. **Cabins: Maximum occupancy limits** must be posted near the main entryway. The calculation is based off the Fire Code of one (1) person per 200 square feet. As part of the application process, the owner/rental management company must identify the square footage on the application and is part of the fire inspection.
  - g. **Good Neighbor Policy/Overnight Parking Map:** All rentals must post a Town approved Good Neighbor Policy and Parking Map near the main entry way and visible at all times. This is one of the requirements for the fire inspection.

