



BRIAN HEAD

Brian Head Town
PO Box 190068 - 56 North SR 143
Brian Head, UT 84719
435-677-2029
Brianheadtown.utah.gov
License Intake: Amanda Hunter
ahunter@bhtown.utah.gov
Licensing Officer: Nancy Leigh
nleigh@bhtown.utah.gov

Renewal Application for Nightly Rental License Ending September 2024

*Please complete the following information. *Required field.*

If new rental units are added, please submit the Owner Affidavit and Proof of insurance for each unit with application along with applicable fees.

NOTICE – ALL RENTAL MANAGEMENT COMPANIES:

A list of current rentals & insurance certificates must be submitted with renewal application.

GENERAL INFORMATION:

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

*Owner's Name: _____

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

Contact Phone No: _____

*Email Address: _____

RENTAL PROPERTY RENEWAL AND/OR NEW UNITS ADDED:

Note: Rental Management Companies must submit a list of current rental properties.

☐ Renewal Unit ☐ New Unit If more than one unit, please attach list.

Physical Address of rental (include name of condo & unit # if applicable): _____

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

*Square Footage: _____ *Maximum Occupancy Limit: _____
(per Iron County's records) (1 person per 200 square foot for calculation per Fire Code)

DEDICATED RESPONSIBLE PARTY: ☐ Owner ☐ Rental Management Company

Owner's Name: _____ Rental Mgmt. Co: _____

Phone No: (home office) _____ Cell: _____

Email Address: _____

BUSINESS INFORMATION:

Sales Tax ID# _____ -STR *Must have a sales tax ID# in order to operate a business in Brian Head Town. Copy of Sales Tax Certificate is required.*

*Advertising listing No: (Airbnb, VRBO, Flipkey, etc.) *Listing Number or email link*

*Cleaning Service Used: _____

Contact Information of Cleaning Services: _____

Nightly Rental Fees: *(effective July 1, 2023)*

Nightly Rental Renewal:	\$122 includes one (1) unit
Additional Nightly Rental Units Renewal:	\$26 per unit
Additional New Nightly Rental Unit:	\$32 per unit
Fire Inspection Fee:	\$30 per unit
Nightly Rental Disproportionate Fee:	\$298 per cabin
(Annual fee due upon renewal or new unit)	\$108 per condo

- A separate license will be issued for each additional unit.
- All documents must be submitted BEFORE a license will be issued.
 1. Renewal Application completed & signed
 2. Updated Insurance Certificate with current date.
 3. Copy of Sales Tax Certificate
- 2nd year fire inspections will be notified of inspection needed.

Licenses are to be posted within the unit.
- **All Town fees must be current before a license is issued.**

All licenses expire September 30th. New license year begins October 1st. Renewal application must be received no later than October 31st 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 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

ADMINISTRATION

- Fees Paid: _____
- Rental Management Company current rental pool list submitted: Yes___No___
- Renewal Application Completed Yes___ No___
- Fire Inspection Current: Yes___ No___
- New Units Added to License: Yes___ No___
- Total Number of Units: _____
- If new units added:
 - Number of Parking Spaces Identified: _____ (*Single-Family Residential only*)
 - Max Number of Occupancy Limit: _____
 - Square Footage for occupancy calculation: _____ 1 person per/200 sq. feet - Per Iron County's records.
 - Owner Affidavit Signed if new unit(s) added Y___ N___
 - Proof of Insurance Submitted if new unit(s) added Y___ N___
- Current on Enhanced Service Quarterly Reports: Yes ___ No___ If No, last quarter submitted: _____ as of _____
(Date)

- ☐ Application Approved: Yes No
- ☐ If denied, date of letter: _____

Business License No: _____

Business License Officer Signature