



BUSINESS LICENSING
220 E Morris Ave, Ste 150
South Salt Lake, UT 84115
(801) 483-6063 ext 3 businesslicense@sslc.gov

**THIS APPLICATION IS
NOT A LICENSE TO
CONDUCT BUSINESS.**

SHORT-TERM RENTAL (STR) BUSINESS LICENSE APPLICATION

Applications must include ALL of the following to be accepted:

1. This completed application;
2. Detailed written description and/or drawing of the property which identifies the use of each room in the proposed STR;
3. Site plan or drawing of the proposed STR showing the location of the required off-street parking spaces;
4. Printed proof of the business name registration with the Utah Department of Commerce;
5. State Sales Tax Certificate for Transient Room Tax (TRT) with "South Salt Lake" designated;
6. Non-refundable application fees, paid at the time the complete application packet is submitted.

SECTION 1: BUSINESS INFORMATION

Rental Business Name: _____

Rental Property Address: _____

Property Owner(s): _____

(The Fee Title Owner individual(s), ownership group, and/or business entity as recorded with the Salt Lake County Assessor.)

Owner Contact Name (if owner is a group or business entity): _____

Mailing Address: _____

Phone Number: _____ **Email Address:** _____

Number of rooms available for rent? _____ **Number of people the STR will accommodate?** _____

Land Use Category (District): ☐ Downtown ☐ R1* ☐ Residential Multiple ☐ Riverfront MPMU*

*For R1 or MPMU owners only, the proposed STR must be the Owner's Primary Residence, and the Owner will remain as the primary occupant of the home for at least 183 days per calendar year, or the Owner's Primary Residence must be within 30 miles of the STR. The owner shall also provide proof of Primary Residency in the form of a document from at least two (2) of the following categories that show the applicant's name and address:

- ☐ Utility bill dated within the last sixty (60) days;
- ☐ Correspondence from any government agency dated within the last sixty (60) days;
- ☐ Voter registration card dated within the last calendar year;
- ☐ Social Security statement dated within the last sixty (60) days;
- ☐ Bank statement dated within the last sixty (60) days;
- ☐ Automobile registration documentation dated within the last calendar year;
- ☐ Income tax forms dated from the most recent tax filing period;
- ☐ Insurance documentation or insurance bill dated within the last calendar year;
- ☐ Current active business license or permit issued by South Salt Lake, a state, or federal agency;
- ☐ College or school correspondence dated within the last sixty (60) days;
- ☐ W-2 from the most recent tax filing period;
- ☐ Official payroll documentation issued by an employer within the last sixty (60) days, such as a pay stub, a form submitted for tax withholding purposes, or a payroll receipt.

SECTION 2: ADDITIONAL CONTACTS

Applicant Name: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Property Manager Name/Company: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

The property manager or owner's designated representative must be available by phone 24 hours a day and must be able to respond to the property site within 30 minutes, 24 hours a day, 7 days a week.

SECTION 3: NOTIFICATIONS AND VERIFICATION OF AUTHORITY

1. Decisions on applications are made based upon the information provided by the applicant and on the application materials, reviews of the aforementioned documents, and any property inspections performed.
2. It is unlawful for any person or entity to engage in or operate a STR in South Salt Lake, or to use any property for such business without first obtaining the required STR business license from South Salt Lake.
3. It is the applicant's responsibility to determine and comply with any/all requirements from the City of South Salt Lake and any/all other regulatory agencies regarding this type of business.
4. STR business licenses are not transferable if there is a change in ownership.
5. A building inspection is required after application approval. Any and all deficiencies noted by the inspector must be corrected before a business license will be issued.

I affirm that: I am the property owner or owner's designated representative of the STR for which application is being made, and that the information on this form and on all supporting documents is both complete and accurate to the best of my knowledge. Further, I acknowledge that the property owner is currently in compliance with all legal requirements regarding STRs, has paid all applicable taxes, fees, and other charges regarding STRs, and agrees to continuously comply with all requirements regarding STRs.

Signature

Print Name

Date

SECTION 4: FEES

*Payment is due at the time of application and annually on December 31st.
Proof of property and sales tax remittance must be submitted annually at license renewal.*

Short-Term Rental (STR) Business License - \$169.00 base plus \$7.00 per unit

OFFICE USE ONLY

DATE RECEIVED

LICENSE #

ZONING APPROVAL

DATE

BUILDING APPROVAL

DATE