



5400 West Civic Center Drive, Suite 1
Highland, UT 84003
Phone (801) 772-4510 Fax (801) 756-6903
www.highlandcity.org

SHORT-TERM RENTAL BUSINESS LICENSE APPLICATION

BUSINESS LICENSES ARE VALID JULY 1ST THROUGH JUNE 30TH. RENEWAL LETTERS ARE MAILED PRIOR TO JUNE 30TH EACH YEAR. PRINT CLEARLY OR TYPE AN ANSWER TO EVERY QUESTION. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

BUSINESS INFORMATION

Business Name (if applicable): _____

Property Address: _____

Number of bedrooms in the property: _____ Number of parking spaces available for renters: _____

Will the property be owner-occupied? Yes _____ No _____ Is the property located within an HOA? Yes _____ No _____

If property is located within an HOA, I certify that I have received approval from the HOA to operate a short-term rental: _____
(initial)

PROPERTY OWNER INFORMATION

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

NON-OWNER OPERATOR INFORMATION (if applicable)

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

RESPONSIBLE PARTY (This person MUST be available 24 hours a day 7 days a week)

Complete this section ONLY if the responsible person is different from the property owner or non-owner operator.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

REGISTRATION AND TAX NUMBERS

Business Registration Number: _____

State Sales Tax Number: _____ Federal EIN: _____

FIRE INSPECTION

Prior to submitting this application, you must have a fire inspection performed by Lone Peak Fire Department. To schedule this inspection, please call (801) 763-5365.

CONDITIONS

For a complete list of conditions, please refer to Highland City Municipal Code 5.24

- Operators of short-term rentals must continuously maintain a Highland City business license and pay all taxes and fees relating to such business, including, without limitation, the transient room tax.
- Short-term rentals must be rented for a minimum of two consecutive calendar nights, unless the property is owner occupied.
- Occupancy in any short-term rental property shall not exceed the lesser of: 2 adults and 2 related children per bedroom; or total occupancy of no more than 12 persons in the entire property; or maximum occupancy allowed by fire code.
- Short-term rental properties shall be properly maintained so as not to detract from the general appearance of the neighborhood.
- No signs shall be visible from the exterior of the premises that advertise the use of the property as a short-term rental.
- Short-term rental properties shall be kept free from garbage and trash cans shall not be left at the curb for longer than a 24-hour period.
- The operator of the short-term rental property shall ensure that its guests do not create unreasonable noise or disturbances, engage in disorderly conduct, or violate federal, state or city law, rule or regulation.
- Parking by occupants or guests of the short-term rental shall be contained in the property's garage, carport, or driveway. No parking by occupants or guests shall be permitted on the street or property's yard.
- Operator of the short-term rental is not exempt from any applicable Conditions, Covenants and Restrictions pertaining to a Home Owner's Association.

I understand all Highland City business license applications may be evaluated by the police, fire, health, and zoning. The privilege to have a business license in Highland is granted only by the City Administrator through authority of the Mayor and City Council. At least 10 working days are required for a review period. This period may be extended if necessary to complete the review. I further understand that if the license is denied for any reason, the entire application fee may not be refunded, as the fee may be used to partially defray review and administration costs. A license will only be issued upon completion and satisfaction of all application requirements, review process and approval of the City Administrator. Approval of license is based on the applicant's continual compliance to all Highland City codes governing such businesses and may be revoked if applicant is found in violation.

Applicant's Signature: _____ Date: ____/____/____

Zoning Approval: _____ Date: ____/____/____

Comments: _____

Fire Inspection: _____ Date: ____/____/____

City Administrator Approval: _____ Date: ____/____/____

OFFICE USE ONLY

Application Date: ____/____/____ License No: _____ Fee: \$ \$90.00 Date Pd: ____/____/____

Check _____
Card _____
Cash _____