



**NIGHTLY RENTAL LICENSE APPLICATION**

ACTIVITY NUMBER (office use only)	FEDERAL ID # or SS# (Required):	STATE SALES TAX # (Required):
OWNER NAME (Required):	OWNER ADDRESS (Required):  CITY, STATE & ZIP CODE:	OWNER TELEPHONE # (Required):  OWNER EMAIL:

LOCATION OF NIGHTLY RENTAL:	MAILING ADDRESS (for renewal):  CITY, STATE & ZIP CODE:
	EMAIL ADDRESS (for renewal notices):

PROPERTY MANAGEMENT COMPANY OR LOCAL CONTACT INFORMATION (required): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE & ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER AND EMAIL OF LOCAL CONTACT THAT CAN RESPOND ONSITE WITHIN 60 MINUTES IF DIFFERENT THAN ABOVE

\_\_\_\_\_

IS THIS A LOCKOUT UNIT? YES OR NO	DESCRIBE PARKING SPACES PROVIDED NUMBER/LOCATION (2/ GARAGE, 2/DRIVEWAY, ETC):	IS THIS PROPERTY SUBECT TO DEED RESTRICTIONS THAT PROHIBIT NIGHTLY RENTALS? YES OR NO
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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 of the property for which application for a business license is made and acting as agent of the owner of said property, I recognize, and understand that residential buildings, which may be used as nightly rentals, including all single family homes, may not have been constructed in a manner to meet building code requirements for commercial buildings; I do herein agree and represent to Park City Municipal Corporation that said residential units will not be used for any purpose other than the intended single family residential use; I certify that the information provided and representations made are complete and correct to the best of my knowledge and my application is in accordance with Park City ordinances. This license shall be **VOID** if information or representation provided by licensee is incorrect or later changes and I fail to update such information within TEN business days of the change of information. 1) That **THIS IS NOT A LICENSE**, but merely an application for a license to do business within Park City. 2) That if my application is approved, I shall be notified and issued a license certificate which must be displayed at my place of business at all times. 3) That all Business Licenses **EXPIRE ON SEPTEMBER 30<sup>TH</sup> EACH YEAR**. 4) That the granting of this license to do business within Park City does not discharge or replace any other licensing or registration requirements I may have under City, County, State or Federal laws.

PRINT NAME	SIGNATURE	DATE
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**Fee Schedule [www.parkcity.org](http://www.parkcity.org)**  
**\*Fees are calculated after building inspection. Prorated quarterly-see fee proration schedule.**



**SOLICITUD DE LICENCIA DE ALQUILER POR NOCHE**

NÚMERO DE ACTIVIDAD (solo para uso de la oficina)	NÚMERO DE IDENTIFICACIÓN DEL EMPLEADOR FEDERAL O NÚMERO DE SEGURO SOCIAL (REQUERIDO):	NÚMERO DE IMPUESTO SOBRE LAS VENTAS DEL ESTADO (REQUERIDO):
NOMBRE DEL DUEÑO(S) (REQUERIDO):	DIRECCIÓN DEL PROPIETARIO (REQUERIDO):  CIUDAD, ESTADO, Y CÓDIGO POSTAL:	NÚMERO DE TELÉFONO DEL PROPIETARIO (REQUERIDO):  DIRECCIÓN DE CORREO ELECTRÓNICO DEL PROPIETARIO:
UBICACIÓN DEL ALQUILER POR NOCHE:  CIUDAD, ESTADO, Y CÓDIGO POSTAL:	DIRECCIÓN POSTAL (para avisos de renovación):  CIUDAD, ESTADO, Y CÓDIGO POSTAL:	DIRECCIÓN DE CORREO ELECTRÓNICO (para avisos de renovación):

ADMINISTRATIVA DE LA PROPIEDAD O NOMBRE DEL CONTACTO LOCAL  
 (REQUERIDO): \_\_\_\_\_

DIRECCIÓN POSTAL: \_\_\_\_\_

CIUDAD, ESTADO, Y CÓDIGO POSTAL: \_\_\_\_\_

NÚMERO DE TELÉFONO: \_\_\_\_\_

DIRECCIÓN DE CORREO ELECTRÓNICO: \_\_\_\_\_

NÚMERO DE TELÉFONO Y DIRECCIÓN DE CORREO ELECTRÓNICO DE EL CONTACTO QUE PUEDE RESPONDER A LOS PROBLEMAS EN UN PLAZO DE 60 MINUTOS, SI DIFERENTE AL ANTERIOR:  
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¿SE PUEDE DIVIDIR LA UNIDAD EN DOS UNIDADES SEPARADAS? SÍ O NO	DESCRIBE LOS ESPACIOS DE ESTACIONAMIENTO PROVISTOS (GARAJE, ENTRADA DE AUTO, ETC.):	¿ESTA PROPIEDAD ESTÁ SUJETA A RESTRICCIONES EN LA ESCRITURA QUE PROHIBEN LOS ALQUILERES NOCTURNOS? SÍ O NO
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Certifico bajo pena de perjurio y revocación de la licencia que soy el representante autorizado del dueño de la propiedad; que he leído, conozco y entiendo completamente la información y las disposiciones de esta licencia y la sección de la ordenanza adjunta que rige los alquileres nocturnos; que como representante legal de la propiedad para la cual se solicita una licencia comercial y actuando como agente del dueño de dicha propiedad, reconozco y entiendo que los edificios residenciales, que pueden ser utilizados como alquileres nocturnos, incluidas todas las viviendas unifamiliares, puede no haber sido construido de manera que cumpla con los requisitos del código de construcción para edificios comerciales; Acepto y declaro ante Municipal de la Ciudad de Park City que dichas unidades residenciales no se utilizarán para ningún otro propósito que no sea el uso residencial unifamiliar previsto; Certifico que la información proporcionada y las representaciones hechas son completas y correctas a mi leal saber y entender y mi solicitud está de acuerdo con las ordenanzas de la Ciudad de Park City. Esta licencia será **ANULADA** si la información o representación proporcionada por el titular de la licencia es incorrecta o cambia posteriormente y no actualizo dicha información dentro de los DIEZ días hábiles posteriores al cambio de información. 1) Que **ESTO NO ES UNA LICENCIA**, sino simplemente una solicitud de licencia para hacer negocios dentro de la Ciudad de Park City. 2) Que si se aprueba mi solicitud, se me notificará y se me emitirá un certificado de licencia que debe mostrarse en mi lugar de trabajo en todo momento. 3) Que todas las Licencias Comerciales **VENCEN EL 30 DE SEPTIEMBRE DE CADA AÑO**. 4) Que el otorgamiento de esta licencia para hacer negocios dentro de la Ciudad de Park City no elimina ni reemplaza ningún otro requisito de licencia o registro que pueda tener según las leyes de la Ciudad, Condado, Estado o Federal.

IMPRIMIR NOMBRE	FIRMA	FECHA
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## **NIGHTLY RENTAL LICENSE INSPECTION GUIDE** 06.08.2023

This guide is intended to be helpful to prepare for your nightly rental license inspection.

- This guide applies to nightly rentals. There is a separate inspection guide for commercial business licenses.
- This inspection is required for all nightly rental license applications.
- Common inspection items are listed below. The list is **not** inclusive of all inspection items.
- This inspection is not a substitute for a building permit.
- The nightly rental owner, property owner or their agent is responsible for complying with applicable codes.
- If you need additional assistance, please contact the Building Department, (435) 615-5101.

### **Before scheduling a nightly rental license inspection:**

- A. Apply for a nightly rental license through the Finance Department, (435) 615-5231.
- B. Walk-through your nightly rental to ensure the items below are ready for inspection.
- C. Building permits must be complete and issued a Certificate of Occupancy, or a Letter of Completion. An inspection will not be scheduled for properties with a Temporary Certificate of Occupancy.

**PLEASE CALL (435) 615-5105 WHEN YOU ARE READY FOR INSPECTION**

1. Smoke alarm in each bedroom, hallway outside of bedroom area and on each floor level.
2. Carbon monoxide detector in hallway outside of bedroom area and on each floor level.
3. Handrail on stairs with four or more risers.
4. Guardrails on decks and walking surfaces 30" or more above the ground or floor.
5. Each bedroom shall have an emergency escape and rescue opening, ie. a door that opens directly outside, or at least one window meeting all the following: min. opening area of 5.7 square feet, opening width of 20" and height of 24" and bottom sill not more than 44" above the floor.
6. Tempered glass in windows located in hazardous locations.
7. Adequate sanitary facilities.
8. GFCI protected outlets in kitchen and within 6 feet of bathroom sinks, bathtubs, and hot tubs.
9. Extension cords used as outlets, or a power strip connected to an extension cord are prohibited.
9. Gas appliances in sleeping areas are prohibited without specific modifications. Call us for details.
10. Fire extinguisher (Type 2A:10BC) with location signage. Tagged as serviced within the last year.
11. Water heaters (WH) & furnaces (F):
  - a. (WH) Approved straps, on top third and bottom third of tank. Expansion tank also strapped.
  - b. (WH & F) Sticker showing it is de-rated for altitude.
  - c. (WH & F) Proper venting and gas connections. (WH) installs post 2012 must have 4" vents.
  - d. (WH & F) Minimum 36" clearance in front of heater/combustion chamber.
12. All hot tub motors/heaters shall be GFCI protected. Hot tubs in a residential building with more than two dwelling units shall have a single shutoff switch within 5' to 50' away.
13. Common area emergency exit lighting and exit signs function on building power and on backup battery power (where applicable).
14. Common area fire extinguishers are serviced and tagged annually (where applicable).
15. Provide a copy of the following reports to the inspector (where applicable):
  - a. Single family fire riser/sprinkler system inspected and tagged annually.
  - b. Current copy of elevator "Utah State Certification of Inspection and Permit to Operate" (public use only).
  - c. Common area fire riser/sprinkler systems are inspected and tagged annually.
  - d. Common area fire riser/sprinkler systems have a 5-year hydrostatic test.
  - e. Common area fire alarm system has been tested and serviced annually.

NOTE: Common area items apply to multi-family residential buildings (ie. condominiums, hotels, etc.).

The following definitions and information are intended to assist you when completing the Nightly Rental License Application. If you need additional assistance, please contact [planning@parkcity.org](mailto:planning@parkcity.org)

**Lockout Unit.**

- LOCKOUT UNIT. A rental unit with exterior access and bathroom, but no kitchen. A kitchenette is okay.  
KITCHEN. Contains a sink, refrigerator, and stove (220V outlet).  
KITCHENETTE. Contains a sink, refrigerator, and a microwave oven.
- If your nightly rental is a lockout unit, please contact [planning@parkcity.org](mailto:planning@parkcity.org)

**Parking.**

- Compliance with parking requirements outlined in Land Management Code Chapter [15-3](#) is required.
- Parking spaces must be at least 9'x18'.
- Number/location of parking spaces on the nightly rental property must be indicated on the application and are verified at inspection.