



SUMMIT COUNTY NIGHTLY RENTAL PROCESS AND APPLICATION

A Summit County Nightly Rental License is required of both the owner of a property that is rented out on a short-term basis (less than 28 days) and any individual or company that manages properties that are rented out on short-term basis.

Notice Regarding Homeowner's Associations: Please note that if your property is located within the boundaries of a Homeowner's Association (HOA), your HOA may prohibit nightly rentals. Summit County may issue a Nightly Rental permit regardless of HOA restrictions and it is the burden of the applicant to verify this information. Please check with your HOA regarding their rules.

All nightly rental applications will go through the same process as a commercial business license and are subject to Ordinance 191-B & 852

Register your business with the State.

1

Visit http://corporations.utah.gov/online_bus_reg.html (this is recommended for all nightly rentals and is required for all persons with multiple properties and management companies. This needs to be done before applying for a Nightly Rental License and you will get a state registration number. There is a transient room tax on all nightly rentals. Report form: <http://tax.utah.gov/forms/current/tc-62t.pdf>

2

Submit a Summit County Business License Application (www.clerk.summitcounty.org). All nightly rentals and management companies are considered Commercial Business, the license fee is \$200.00. You will need a list of all owners and properties being rented.

3

Once you have completed the online application it will be sent to the Clerk's Office for review. After initial review the Clerk's Office will send you an email for payment. You can either pay online, send a check, or pay in person. We accept cash, checks, or credit cards for payment. The application normally takes about a week but can take up to 30 days to be approved as it will need to be approved by the Planning, Health, Assessor, Sheriff and Fire Departments. They may ask questions about your business to verify that your business meets all licensing requirements.



If you are running a commercial business in the Snyderville Basin (area surrounding Park City) **you will need to contact the Park City Fire Department 435-940-2532 and schedule an inspection.** A license cannot be issued until an inspection is completed. There are no exceptions to this.

We will process your application and then mail out your business license or in the event it was denied a statement of why it was not approved. Each license is effective through January 15th of the following year that it is issued. Each December you will be issued a renewal notice.