

Short-Term Rental (STR) Business Licensing Requirements

Springville City wants to make this a "One-Stop" process for business licenses. This office wishes to offer assistance with the application process and has designated this set of procedures to help you understand requirements for a STR.

All Licensing Fees must accompany the application. If for any reason your license should be denied, you will receive a refund of the fees paid less \$25.00 application fee.

Business Licenses expire annually on the last day of the month of issuance (i.e. license is approved 6/19/21, expires 6/30/22). Renewals are due by the last day of the expiry month. Renewal notices are sent as a reminder, but you are responsible for ensuring timely renewal payments.

The following information **MUST** be submitted with the application:

- Copy of U.S. Government issued Identification
 - I-9 forms of ID are accepted (Driver's License/Passport)
- Short-Term Rental Business License Fee

This form is to accompany a business license application. The receipt for payment of license fees thereof does not constitute being approved to operate a business. The actual license will be issued only when a business is in compliance with all local, state, federal, fire and building codes. All inspections are completed and signed off by the various City departments. Springville City shall not be held responsible for delays in processing an incomplete application, or for property improvements and other business expenditures occurring before the license applicant receives final approval. **Submittal of the application does not warrant or facilitate business operation.**

Signature

Date



SHORT-TERM RENTAL BUSINESS LICENSE APPLICATION

Short-Term Rental Property Owner: (Please print)	Short-Term Rental Owner Phone: ()
Short-Term Rental Owner/Mailing Address:	
Street: _____	City: _____ State: _____ Zip: _____
Short-Term Rental Owner Email: _____	
Short-Term Rental Address:	
Street: _____	City: _____ State: _____ Zip: _____
<p>U.S. Government/State issued identification verification must be obtained at time of application.</p> <p>This form is an application for a business license. The receipt for payment of license fees thereof does not constitute being approved to operate a business. _____The actual license will be issued only when business complies with all local, state, federal, fire & building codes, and all inspections are completed and signed off by the various City departments and the Business License Office gives approval. Springville City shall not be held responsible for delays in processing an incomplete application, or for property improvements and other business expenditures occurring before the license applicant receives final approval.</p> <p>I/We hereby agree to conduct said business strictly in accordance with the Laws and Ordinances covering such business, and swear under penalty of law that the information contained herein is true to the best of my knowledge.</p> <p>Under penalty of perjury, I state that I am either (a) a United States Citizen or (b) a qualified alien as defined by 8 U.S.C § 1641. I understand and acknowledge that providing false information on this application will subject me to penalties for perjury.</p> <p>X _____ Signature</p> <p>X _____ Signature</p> <p>PLEASE NOTE:</p> <ol style="list-style-type: none"> 1. Business Licenses expire annually on the last day of month of issuance. 2. License renewal fees are due on or before last day of anniversary month of license issuance. <p>*Business Licenses are closed after 1 month after expiration, when not renewed, and require signing an affidavit to reinstate within the year.</p>	<p>License Fees are as Follows:</p> <p><input type="checkbox"/> \$ 45 Short-Term Rental License Fee</p> <p><input type="checkbox"/> \$ 26 Replacement/Removal/Change Fee</p> <p><input type="checkbox"/> \$ 44 Relocation Fee</p> <p>\$ _____ (#2101) License Fee</p> <p>▪ MUST SUPPLY COPY OF PHOTO ID</p>
OFFICE USE ONLY	BUSINESS LICENSE DEPARTMENT USE ONLY
Zone: _____	City License # _____
Short-Term Rental Permit: _____ ()	Notes: _____
Building Inspection: _____	_____
Fire Inspection: _____	DATE RECEIVED: _____
Zoning Approval: _____	_____



Short-Term Rental (STR) Application

APPLICATION DATE: _____

- APPROVED
DENIED

PLEASE TYPE OR PRINT LEGIBLY:

Name of applicant: _____ Phone No. _____

Address of applicant: _____ City _____ State _____ Zip _____

Address of property to be considered (if different.) _____

Applicant Email: _____

COMPLIANCE QUESTIONS AND STATEMENTS FOR SHORT-TERM RENTALS
(Please initial by each statement and respond as necessary)

1. _____ Short-Term Rentals will be permitted only in the following zones: A1, R1-15, R1-10, R1-8, R1-5, R2, R-MHP, R-MF1, R-MF2, PO, VC and TC. (Please circle the zone above that applies to the short-term rental)

2. _____ Host shall be present and occupy the primary residence during the entirety of an STR stay.

Will Host be present and occupy the primary residence during the entirety of the STR stay?

- Yes
No

3. _____ "Short-term rental" or "STR" means a portion of a primary residence that is used for a temporary stay for a period of less than thirty (30) consecutive days by a renter. An STR shall not be a place that hosts events, parties or activities.

4. _____ The physical appearance of the dwelling, amount of traffic and parking, and other activities generated by the short-term rental shall not be contrary to the intent of the zone in which the short-term rental is located. All required off-street parking regulations must be met. (Note: STR under 2,000 sf, one additional off-street parking space, and STR over 2,000 sf, two additional off-street parking spaces)

What is the total square footage of the home?

How many off-street parking spaces exist? _____

5. _____ The short-term rental shall be registered with and licensed by the business license division of the City, and with all applicable state agencies.

6. _____ The short-term rental shall, and the structure in which it is conducted shall, comply with all fire, building, plumbing, electrical, and health codes.

7. _____ The short-term rental shall not exceed (60) decibels at any property boundary of the host's primary residence from the hours of 10:00 p.m. to 7:00 a.m., and shall not exceed eighty (80) decibels at any property boundary of the host's primary residence for longer than one (1) hour during the hours of 7:00 a.m. to 10:00 p.m. Host shall be responsible to make sure the noise requirements are followed during an STR stay.

8. _____ Any person aggrieved by a decision of the Community Development Director pursuant to this code, may appeal that decision to the Board of Adjustment as provided by Section 11-2-305 of City Code.

All short-term rental licenses issued shall be valid for a period of one year from the date of issuance. Applications for the renewal of a short-term rental shall be made annually in accordance with the renewal process of a City Business License to the Community Development Director.

Any permit issued may be revoked by the Community Development Director upon failure of the permit holder to comply with any of the conditions listed in this application and Springville City Code Section 11-6-133. Any person aggrieved by a decision of the Community Development Director may appeal that decision to the Board of Adjustment as provided by Section 11-2-305 of Springville City Code.

I, the undersigned, do hereby make application for a short-term rental license, pursuant to the provisions of Section 11-6-133 of Springville City Code.

Signature of Applicant: _____ Date: _____

FOR OFFICE USE ONLY

Fees Paid on ____/____/____ Short-Term Rental business license issued on ____/____/____

Building Safety/Fire Inspection Completed on ____/____/____ by: _____
Inspector

Reviewed by: _____ Date: _____

Planning Division Approval Date: _____