

**APPLICATION FOR**  
**RICH COUNTY SHORT TERM RENTAL**  
**BUSINESS LICENSE**

Address of property to be operated as a short term rental:  
(please complete a separate application for any additional property)

Owner's Name:

Owner's Mailing Address:

Owner's phone number:

Property Management Company (if applicable):

Property Management Company address (if applicable):

Property Management Company phone number (if applicable):

Emergency Contact Name and Phone #:  
(must live within 60 minutes of property & be available 24/7)

Contact Person's E-mail address:

Utah State Tax Number:  
(must be registered to Rich County)

The following information and documentation must be provided with the application:

- A. Completed application signed by the Owner.
- B. Proof of ownership for each unit.
- C. Site plan drawn to scale for each unit, including the parking area with each parking space mapped out.
- D. Proof of valid insurance for each unit being licensed for short term rentals.
- E. Floor plan drawn to scale with dimensions.
- F. Street address for each unit.
- G. If direct vehicular access from the property to a public street is not shown on the site plan, the application must include a current access easement from the owners of each property over which vehicles must pass to access the Property.
- H. Copies of currently valid state sales tax collection and accounting numbers in the name of the owner or the property management company.
- I. The name, address, and contact information including a 24-hour contact phone number of a person living with 60 minutes of the property(s), who may be the owner or owner's agent, and who can be contacted in the event of an emergency.
- J. Proof of inspection by the Rich County Building Inspector.
- K. Proof of inspection by the Rich County Fire District Chief.
- L. A signed acknowledgement on the application, that the owner, property management company, and/or owner's agent, if any, have read all of the county regulations pertaining to the operation of a short term rental.
- M. The owner shall sign the application certifying the accuracy of the information submitted and agreeing to comply with all regulations. If there is a property management company or other agent of the owner managing the short term rental, the agent or an authorized officer of the property management company, or both, shall also sign the application certifying the accuracy of the information submitted and agreeing to comply with all regulations.

By signing this document, I represent that I have read the Rich County Short Term Rental Ordinance (available on the county website) and that I will conform to all the requirements contained therein.

I understand that this license does not supersede my obligation to follow any applicable Homeowner Association CC&R's.

I certify that the representations made on this application are true and correct to the best of my knowledge.

I understand that it is my responsibility to contact the Rich County Planning and Zoning Administrator at any point that I make a change to a rental unit which might affect the information I have provided on my application.

The license fee will be determined based on the maximum occupancy requested and approved. The fee will need to be paid prior to the issuance of the license. The fee for the first year is \$25 per person multiplied by the approved occupancy.

The annual license must be renewed each year. The renewal fee for applications to renew received before March 31 of each year is \$15 per person multiplied by the approved occupancy. For applications to renew received after that date, the fee is \$25 per person.

\_\_\_\_\_  
Signature of the Owner of property

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Management Company (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Agent/Contact Person

\_\_\_\_\_  
Date

Application reviewed: _____	
<input type="checkbox"/> Approved.	Date: _____
<input type="checkbox"/> Returned to applicant (incomplete).	
<input type="checkbox"/> Denied.	