



Clerk/Auditor
197 East Tabernacle
St. George, Utah 84770
Phone: (435) 634-5712

SHORT TERM RENTAL BUSINESS LICENSE APPLICATION CHECKLIST

It is the purpose of the County to review Short Term Rental applications for completeness, compliance with County regulations, and the health, safety and welfare of residents and guests. Please refer to Title 10 Zoning Regulations adopted October 5, 2021, for more information.

Short-Term Rental (STR) Definition: Property that is occupied, possessed or used by any person or entity for transient lodging where the term of occupancy, possession, or use is offered for twenty-nine (29) consecutive calendar days or less, for direct or indirect compensation or other consideration.

APPLICATION CHECKLIST

- Washington County Assessor's office owner-occupied Primary Residential Exemption. <https://www.washco.utah.gov/departments/assessor/residential-exemption/>
- Federal Identification Number for partnerships and corporations. <https://www.irs.gov/>
- State of Utah sales tax license, and business entity registration. <https://www.utah.gov/business/>
- Completed Short Term Rental Business License Application.
- Completion of Health and Safety Check by County Building Department, verifying that building codes are met, smoke detectors, carbon monoxide detectors, fire extinguishers and other life-saving measures are installed and operable per adopted IRC.
- Payment of \$135.00 application fee, which includes Health and Safety Check (\$75.00 of the fee is only applicable for existing dwellings. This will be waived for new dwellings with an issued building permit).
- Photos of the exterior of the dwelling, and photos of required parking.
- Site Plan showing setbacks, dwelling size, number of bedrooms, required parking stall locations, pull through lane for large vehicles (if applicable), and trash disposal locations.
- Southwest Utah Public Health Department septic permit, if applicable. (435)986-2580
- 24/7/365 contact information for owner and property management company (if one is being used).
- Proof of insurance (with a landlord endorsement allowing short term rental).
- Compliance Declaration signed by all Owners.
- Compliance declaration signed by the property manager (if one is being used).

CONDITIONS OF APPROVAL

- The Short Term Rental Business License is not transferrable to any other location or applicant.
- A Short Term Rental Business License is required to operate a Short Term Rental in Washington County.
- Only one (1) Short Term Rental Business License shall be granted to a property.
- The Short Term Rental must not exceed the size limits for the zone where the property is located.
- The exact address, and proof of ownership of the subject lot or parcel, must match the application. Any proposed license shall be issued in the name of the owner. If the owner is an entity, the name, address, email and phone number of all the principals and the registered agent for the purposes of acceptance of service.
- Completion of any required inspections by all relevant County departments is required prior to issuing a Short Term Rental Business License
- Any real or suspected deficiency in building codes may trigger an inspection from a county building official.
- Additional off-street parking must be provided at rate of one (1) graveled or paved parking stall per bedroom. All Short Term Rental guests and their visitors must park on-site, not on the street.
- Off-street parking may not be in tandem to the required parking for the primary dwelling.
- The owner, or a local property manager, shall be available to respond 24 hours a day, 365 days a year by telephone and when necessary, in person, within two (2) hours to respond to an issue raised by a guest, County official, law enforcement officer, or neighbor. If the County or law enforcement is unable to reach the owner or property manager it is considered a violation, and a violation notice may be issued.
- All Short Term Rental s shall adhere to all County ordinances.
- The owner, or a designated property manager, shall ensure that renters adhere to the noise ordinances of the County.
- The owner's and designated property manager's contact information must be posted on the front outside of the unit, visible from the street, and inside the unit. Photo should be provided when application is approved.
- The owner and/or property manager shall post within the Short Term Rental in a highly visible area the following:
 - County issued Short Term Rental Business License.
 - 24/7/365 owner's and designated property manager's contact information.
 - Parking requirements, including site map of approved off-street parking areas.
 - Garbage receptacle location, pick-up dates and instructions for placing receptacles for pick-up during stay.
 - The Washington County Good Neighbor Brochure.
 - Contact information for Washington County Sheriff and applicable Fire District.

SHORT TERM RENTAL BUSINESS LICENSE APPLICATION

APPLICANT INFORMATION					
Owner(s):			Application Date:		
Mailing Address:					
24 Hour Contact Phone Number:			Email:		
<u>Responsible principal and the registered agent for the purposes of acceptance of service if the owner is an entity:</u>					
Property Manager (if applicable):					
Mailing Address:					
24 Hour Contact Phone Number:			Email:		
<u>Responsible principal and the registered agent for the purposes of acceptance of service if the property manager is an entity:</u>					
Name of Business (Name must be registered with the State of Utah):					
Type of Organization: Proprietorship () Partnership () Corporation () If corporation, attach Articles of Incorporation showing owners					
SSN/Federal Tax #		Utah State Sales Tax #		Utah Business Entity #	
PROPERTY INFORMATION					
Exact Property Address:					
Parcel No:			Zone:		
PLEASE ANSWER THE FOLLOWING QUESTIONS:			PLEASE CIRCLE ONE		
Are you the property owner and do you reside at the property?				Yes	No
In the event of temporary absence, do you intend to return and resume permanent residency?				Yes	No
Is the STR within an accessory dwelling unit (ADU) on the property or within the main residence?					
How many bedrooms does the STR unit have?					
How many bathrooms does the STR unit have?					
Please attach a detailed floor plan of the STR, including all living areas, bedrooms, bathrooms, etc.				<input type="checkbox"/> Attached	
You are required to have one (1) off-street parking space per bedroom and a pull-through lane if expecting guests with trailers. Street parking is not permitted. Does the STR unit have at least one (1) off-street parking stall per bedroom?				Yes	No
Please attach a site plan showing location of STR on the property with setbacks, septic system (if applicable), parking locations, and trash receptacle location.				<input type="checkbox"/> Attached	
There are square footage limits on the size of the STR unit, determined by the zone where your property is located. What is the square footage of the unit you are short term renting?					
Where is the entrance to the STR? Is it the primary entrance, a new entrance, an existing entrance, or a second level entrance?					
OFFICE USE ONLY					
Clerk/Auditor Approval:	Initials:	Date:	Application Processing Fee	\$10.00	
Com Dev Approval:	Initials:	Date:	Building Inspection Fee	\$75.00	
Health/Safety Approval:	Initials:	Date:	Annual STR License Fee	\$50.00	
Business License #		Date:	Clerk:		

COMPLIANCE DECLARATION

(OWNER – ALL OWNERS MUST SIGN)

(Short Term Rental Ownership, Conflict with Private Restrictive Covenants)

On this _____ day of _____, 20____, in the State of Utah, County of _____,

I (we) _____, hereby affirm, under penalty

of Utah Code, Title 76, Chapter 8, Part 5, that I (we) am (are) the legal owner(s) of the property located at

_____, or is further described by the attached Exhibit A and known as Parcel

_____ on the County of Washington Tax Records (the “property”).

(If the owner is an entity, a responsible principal for the entity must sign this Compliance Declaration.)

I (We) hereby affirm that all statements, pictures, and information provided in my (our) Short Term Rental Business License Application are true and correct.

I (We) also affirm that the property is my (our) primary residence, except for bona fide temporary absences not exceeding 182 days per calendar year. I (We) understand and acknowledge that the Washington County Ordinances require an owner to obtain a Short Term Rental Business License from Washington County if they intend to operate a Short Term Rental, as defined by Washington County Code, within their primary residence. I (We) understand that said Licenses are only valid while I (we) am (are) the legal owner(s) of said property and maintain permanent residency therein with the primary residential exemption. I (We) understand that if I (we) change primary residency, or cease to maintain primary residency at this location, I (we) will lose my (our) Short Term Rental Business License. Any future owners of said property, successors, heirs, and/or assigns would be required to obtain separate approval and licenses. I (We) will inform future owners of this restriction before entering into any transaction to transfer ownership of said property and failure to do so will result in automatic termination of the Licenses upon transfer of the property.

I (We) also affirm that said property is NOT subject to any private covenant, condition, or restriction that would prohibit the use of said property as a short term rental. I (We) understand that said Licenses are only valid while I (we) am (are) the legal owner(s) of said property and that if new private restrictions are imposed upon me (us) that restrict me (us) from operating an STR, then I (we) will notify the County accordingly. I (we) understand that this may prohibit this property from being issued a STR license and business license for a short term rental.

I (We) also affirm that I (we) have read, in its entirety, County Ordinance 10-13-23, and understand that I (we) am (are) responsible to comply with the provisions in the ordinances, including, but not limited to, the requirement that I (we) or a local property manager appear at the address of the short term rental license to address guest, county, or emergency services issues, and the required response time is two (2) hours, with availability 24 hours a day, 7 days a week and 365 days a year. My (our) failure to do so is a violation of the ordinances, and may result in penalties as outlined in the ordinances, including, but not limited to fines, criminal prosecution, or suspension, revocation, or non-renewal of the licenses.

I (We) affirm that I (we) am (are) making this unsworn declaration pursuant to Utah Code Ann. 78B-18a-101, et. seq., and that criminal penalties may follow if I (we) have made a false statement pursuant to Utah Code Ann. 76-8-501, et. seq.

Signed on this _____ day of _____, 20____

Signature of Owner

Signature of Owner

Printed name of Owner

Printed name of Owner

COMPLIANCE DECLARATION

(PROPERTY MANAGER – ALL PROPERTY MANAGERS MUST SIGN)

(Short Term Rental Property Management)

On this _____ day of _____, 20____, in the State of Utah, County of _____, I (we) _____, hereby affirm, under penalty of Utah Code, Title 76, Chapter 8, Part 5, that I (we) am (are) the property manager(s) of the property located at _____, or as further described by the attached Exhibit A and known as Parcel _____ on the County of Washington Tax Records (the “property”).

(If the local property manager is an entity, a responsible principal for the entity must sign this Compliance Declaration.)

I (We) hereby affirm that I (we) have read the documents referenced herein, and all statements, pictures, and information provided in the Short Term Rental Business License Application are true and correct.

I (We) also affirm that I (we) am (are) the authorized property manager(s) for the property described herein. I (We) understand and acknowledge that the Washington County Ordinances require all owners to obtain a Short Term Rental Business License from Washington County if they intend to operate a short term rental, as defined by Washington County Code, on their property where they primarily reside, and that the owner may retain a local property manager to manage the short term rental. I (We) understand that said licenses are only valid while the property is properly managed as a short term rental. If I (we) fail to properly manage the property the owner(s) will lose the Short Term Rental Business License. I (We) also understand that if the property is sold, any future owners of said property, successors, heirs, and/or assigns would be required to obtain separate approval and licenses.

I (We) also affirm that I (we) have read, in its entirety, County Ordinance 10-13-23, and understand that I (we) am (are) responsible to comply with the provisions in the ordinances, including, but not limited to, the requirement that I (we) appear at the address of the short term rental license to address guest, county, or emergency services issues, and the required response time is two (2) hours, with availability 24 hours a day, 7 days a week and 365 days a year. My failure to do so is a violation of the ordinances, and may result in penalties as outlined in the ordinances, including, but not limited to fines, criminal prosecution, or suspension, revocation, or non-renewal of the licenses.

I (We) affirm that I (we) am (are) making this unsworn declaration pursuant to Utah Code Ann. 78B-18a-101, et. seq., and that criminal penalties may follow if I have made a false statement pursuant to Utah Code Ann. 76-8-501, et. seq.

Signed on this _____ day of _____, 20____

Signature of Property Manager

Signature of Property Manager

Printed name of Property Manager

Printed name of Property Manager