



G R E A T E R S A L T L A K E

Municipal Services District

Short-term Rental License Application Guide

1. Application Creation

Before starting the application process, please check with the MSD's Planning Staff on whether this use is allowed in your zone. Please call the MSD Planning Department at 385-468-6729.

If a short-term rental is permitted in your zone, please make the following steps:

1. Create a Cityworks account (if you haven't already) by going to this link: bit.ly/cw-portal
2. Once you created an account, create an application.
 - a. Go to "Create" → "Business License" → "Short-term Rental Business License"
 - b. Once you open the application page, please insert all the requested information.

2. Process

For a short-term rental you will apply for a business license. Your application will first be reviewed for land use compliance. Once all the land use documents have been verified, the application will be processed for an initial land use payment and land use review. The following agencies will be reviewing your application for health, safety, and accessibility standards:

1. A **Planner** on the MSD staff will review the application for compliance with zoning regulations.
2. The **Salt Lake County Health Department** will verify adequate water and sewer service.
3. The **United Fire Authority** will review for compliance with applicable safety codes.
4. A **Plans Examiner** on the MSD staff will review the plans for building code compliance.

After the land use is reviewed and approved, the Greater Salt Lake Municipal Services District, Business Licensing Department will review your application. Once all the business licensing documents have been verified, the application will be processed for payment. Once payment has been completed a passing **Fire and Building inspection** is required to proceed with issuing the business license.

3. Land Use Review and Required Documents

Land use Requirements:

1. Must provide a site plan that shows (for site plan examples see attached):
 - a. Property boundaries
 - b. Home and driveway location
 - c. Parking spaces available (measured at least 9 x 18 feet)
 - d. Floor plans for each floor with labels of each room use.
 - i. Please distinguish, if any, floors, or rooms will not be used for the rental.

Health Requirements

1. Water Connection or Availability Letter (less than a year old)
2. Sewer Connection or Availability Letter (less than a year old)

Building Requirements:

1. Floor plans for each level of the home that show the following:
 - a. Fire extinguisher, CO and Smoke Detectors
 - b. Window types and sizes in the bedrooms (please see attached example)

Fire Requirements:

1. Show fire extinguisher, CO, and Smoke Detectors on floor plans.
2. Please schedule a fire inspection with your local area fire marshal. *Please check with the MSD Planning Staff on who your area fire marshal is:*

Shawn Peterson: 385-290-2883 or slpeterson@unifiedfire.org

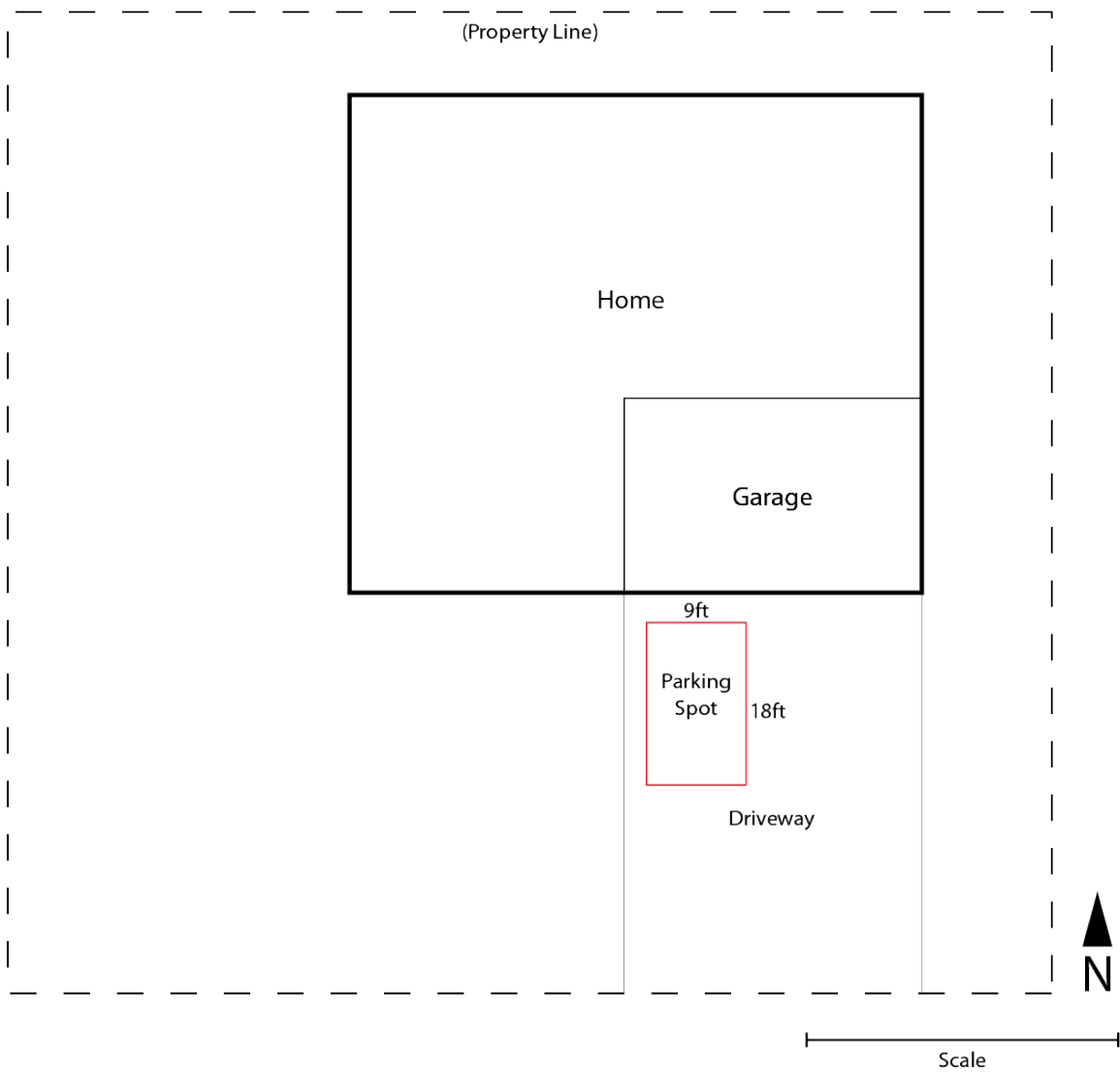
Dan DeVoogd: 801-743-7232 or ddevoogd@unifiedfire.org

7. Business License Review (Please See Attached)

1. Name Registration
2. Verify Ownership – If you are not on the title, you do not qualify for an STR
3. Signed Terms and Conditions set forth by the Town of Brighton (see attachment)
4. Certificate of Liability Insurance for the rental unit
5. Sales tax license showing that it is coded to the Town of Brighton
6. Applicant will show that they have notified the surrounding properties within a 300 foot radius of their short-term rental

Planning Requirement Examples

1. Site Plan

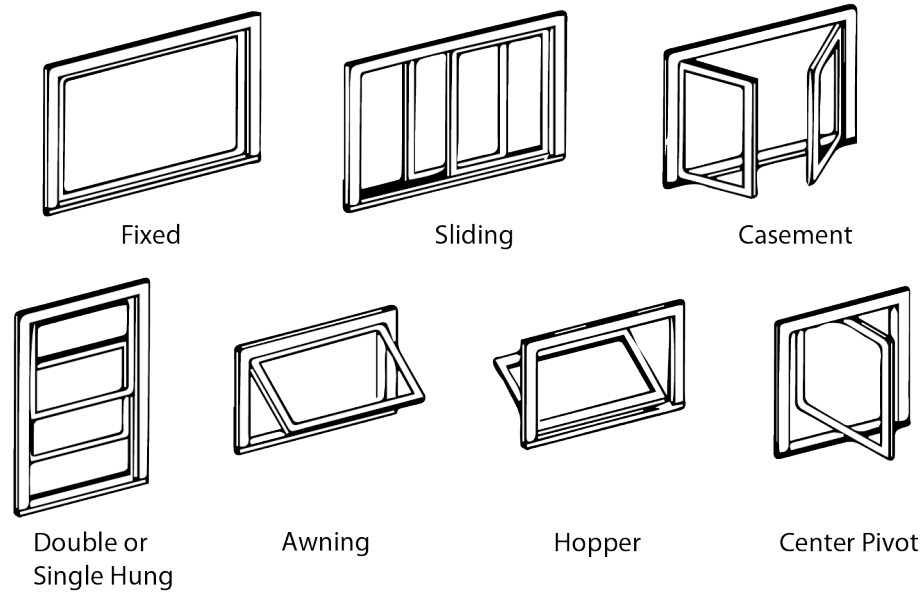


2. Floor Plan

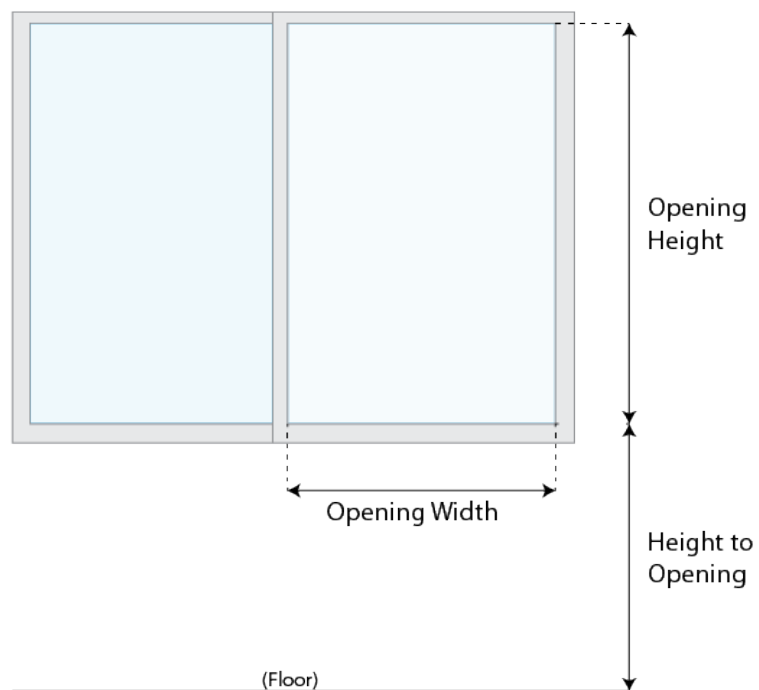


Building Requirement Examples

1. Window Type



1. Window Measurements





BUILDING/FIRE CODE INSPECTIONS OF NIGHTLY (SHORT-TERM) RENTALS

In order to receive a Short Term Rental Business License, all short-term rentals in the Town of Brighton must comply with current fire, building and safety code pursuant to Section 5.19.040. The Building and Fire Departments will each come out to inspect the property. As part of the Business license application, the applicant shall set up the inspection by calling 385-468-6700. Inspections will be required every three years. Licenses will not be issued until the property has passed inspection.

Below is a list of the most common life safety concerns found during Nightly Rental License inspections. This list is not inclusive of all Building or Fire Codes but only addresses the most common concerns. Nightly Rentals are required to comply with all applicable codes. Some corrections will require a permit. Please contact 385-468-6700 if you have any questions.

1. Smoke alarms (less than 10 yrs. old) are required in each bedroom, each hallway adjacent to a bedroom and one on each floor, including basements.
 - a. Homes and units with inter-connected smoke detectors (when one alarm is activated, all alarms within that home/unit are activated): If bedrooms have been added, or detectors removed/missing a new inter-connected smoke detector will need to be installed. The addition of battery operated smoke detectors in these circumstances will not pass inspection.
2. Carbon monoxide detectors are required on each floor and in the vicinity of bedrooms
3. GFCI protected outlets are required within 6 feet of sinks, bath tubs and hot tubs. Jetted tub motors and hot tub motors must be GFCI protected
4. Extension cords are prohibited for permanent use. Temporary uses such as Christmas lighting are acceptable. Use of UL listed power strips with built-in breakers that are listed in accordance with UL 1363 are encouraged
5. Water Heaters
 - a. Strapped with approved straps – one on the top third and one on the bottom third of the tank
 - b. Water heater expansion tank must also be strapped
 - c. Water heater must be de-rated for altitude and have sticker to reflect that
 - d. Proper venting and gas connections (installations post 2012 must have 4" vents)
 - e. Clearance of 36" in front of heater/combustion chamber
6. Furnaces
 - a. Must have required clearances (36" in front) and access
 - b. Correct venting & gas/electrical connections
 - c. Combustion air must be sufficient
 - d. De-rated for altitude and have sticker to reflect that
7. Handrails are required on any stairs over three risers
8. Hot Tubs
 - a. Disconnect must be a minimum of 5' but no more than 50' away (5 to 50 rule)
 - b. Hot tub motors/heaters must be GFCI protected
 - c. Glass within 6' of the hot tub must be tempered
9. Decks and walking surfaces (stairs, hallways, etc.) must have guards if walking surface is 30 or more inches above the ground or floor. Pre-existing gaps on all guards cannot exceed 6" on center
10. Windows must be tempered in hazardous or wet locations
11. One Type 2A:10BC fire extinguisher with location signage must be provided in each unit. Fire extinguishers must be no more than 1 year old, or tagged as serviced within the last year.
12. Emergency egress in bedrooms
 - a. Must have a door to the outside –or-
 - b. One window with a minimum opening of 5.7 square feet and no more than 44" above the floor



BUILDING/FIRE CODE INSPECTIONS OF NIGHTLY (SHORT-TERM) RENTALS

13. All Single Family homes with fire sprinklers: Fire riser/sprinkler system must be inspected and tagged annually.
14. Homes and units with active building permits cannot pass inspection.
15. The space must have adequate sanitary facilities
16. Gas fired appliances are not allowed in sleeping areas without modification to the closet door – please call for details

Please do a walk-through of your property before calling for an inspection.

Even if the space has been used before as a nightly rental, it may not have all the updates required to pass inspection.

TOWN OF BRIGHTON SHORT TERM RENTAL PERMIT CERTIFICATION

This Short-Term Rental Permit Certification ("Certification") is made by the property owner applying for a short-term rental permit or the property owner's authorized representative ("Applicant") to certify that all requirements of the Brighton Town Short Term Rental Requirements are met in order to rent the Property as a short-term rental.

Applicant, under penalty of perjury and license revocation, certifies and confirms the following:

1. Applicant agrees to maintain all requirements needed to qualify for the short-term rental permit including required parking.
2. Applicant agrees that Applicant is legally responsible for the civil violations of tenants at its property within Brighton and during the term of the short-term rental.
3. Applicant agrees that applicant has reviewed, read, and fully understands the short-term rental requirements listed in Brighton Code Title 5, Chapter 19 *et seq* and agrees to comply with those requirements and all state, federal and local laws.
4. Applicant certifies that all designated bedrooms meet all local safety and building code requirements.
5. Applicant acknowledges that the notice required in Town of Brighton Code 5-19-080 is posted in the Property.
6. Applicant agrees that the required acknowledgement in Town of Brighton Code 5-19-083 will be given to and acknowledged by all renters of the Property.
7. Applicant certifies that the insurance required in Town of Brighton Code 5-19-061 has been obtained and will be maintained during the term of the short-term rental permit.
8. Applicant agrees it will not hold any special events at the short-term rental; that noise ordinance requirements will be adhered to; that the maximum occupancy is never more than 15 adults; that driveways and parking areas will be maintained and plowed; and, no open fires are allowed.
9. Applicant acknowledges that there is a responsible party who is available 24 hours a day to respond to phone calls.
10. Applicant certifies that all inspections and approvals are complete and all fees are paid.
11. Applicant will notify the Town of changes to the permit, management, mailing address, or change of ownership.
12. Applicant understands that the short-term business license must be kept current and renewed every year and that the license is non-transferrable if there is a change of ownership.
13. Applicant acknowledges that the Town has the right to inspect the Property and agrees that a building and fire inspection for compliance with building and fire codes will occur every three years in order to renew the short-term business license.

Signature Applicant: _____ Date: _____