



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

Municipal Services District

Brighton Short-term Rental Application Guide

What to Know Before You Apply

Although the Town of Brighton allows Short-Term Rentals as permitted uses, the following limitations and conditions apply:

1. A short-term rental business license, which must be renewed annually, is required.
2. On-site parking must be provided (2 parking spaces, plus one additional space for each bedroom exceeding 2 bedrooms).
3. Access to the property as well as on-site parking must be available (including snow removal) throughout the entire year.
4. The short-term rental must be in a permanent residential building – no camping in tents, RV's or trailers is allowed.
5. There are two (2) neighborhoods (Pine Tree and Silver Fork) within the town limits that have a cap on the number of short-term rental units allowed. In order to be added to the waiting list once the cap has been met, a business license application must be submitted and reviewed for compliance with all applicable codes. (see step 7 of the Application Process)
6. The home must be served by an approved drinking water supply capable of supporting the use throughout the entire year, as well as a public sewer system. This must be verified by the Water Company, Sewer District, Salt Lake County Health Department, and Salt Lake City Public Utilities. Water supply verification must be renewed each year (see License Renewal Process below).
7. Maximum occupancy may not exceed 15 people, and the minimum rental period is 2 nights.
8. General hazard insurance with a short-term rental rider is required.
9. Commercial uses such as retail sales, conferences, weddings, parties, etc. are prohibited.
10. The property must be maintained (trash collection, snow removal, etc.) and the short-term rental business owner must provide contact information of a responsible party who is available 24 hours/day to respond to complaints or problems.
11. As part of the license application process, all properties with dwellings within 300 feet of the proposed short-term rental must be notified in writing. The notice must include the property address and the contact information for the responsible party mentioned in #10 above, and must be repeated every 3 years.
12. Short-term rental owners must receive confirmation from each renter that they:

- a. Have received a map to the property
 - b. Understanding of the snow tire rules applicable to winter conditions in Big Cottonwood Canyon
 - c. Acknowledge that parties, weddings, and events are prohibited
 - d. Acknowledge the maximum occupancy (not to exceed 15 people)
 - e. Understand that quiet hours are from 10:00 pm to 7:00 am, and
 - f. Understand that camping in tents, RVs, or trailers is prohibited
13. A sign containing the requirements and limitations applying to short-term rentals in Brighton must be posted inside the rental unit. The sign must contain the contact information for the responsible party mentioned in #10 above.
14. Short-term rentals located in the Solitude Village Master Association (i.e. the Condos) area are **exempt** from the following:
 - a. Minimum Rental Period of Two Nights
 - b. Notification of neighbors within 300'
 - c. Showing parking areas and number of spots
 - d. Interior signage
 - e. Required communication with Renters

Application Process

Applications for short-term rentals in Brighton are reviewed through the business license process. As part of the process, reviews for compliance with applicable zoning ordinances, licensing regulations, building, health and fire codes are done. The following agencies review each application for health, safety, and other applicable regulations:

- **MSD planning and licensing staff** will review the application for compliance with zoning and business license regulations.
- The **Salt Lake County Health Department** and **Salt Lake City Public Utilities** will verify adequate water and sewer service (by verifying the letters from the sewer and water service providers).
- The **United Fire Authority** will review for compliance with applicable safety codes.
- A **Plans Examiner** on the MSD staff will review the plans for building code compliance.

The short-term rental business license process is as follows:

1. Log into the Application Portal found on the msd.utah.gov website and start an application for a business license for Short-term Rental.
 - Create an account (if you haven't already) using the application portal at msd.utah.gov. This login information will be permanently linked to the application as the primary applicant. Other contacts, such as a property manager, may be added later in the application process.
 - Once you've logged into the new account, click "new application."
 - Choose "Business License" application type, "Short-term Rental Business License" application.
 - On the application page, please insert all the requested information.
2. As part of the required attachments, upload (and label):

- a. A site plan showing the number of parking spaces available (Condos within the Solitude Village Master Association are exempt from this requirement),
 - b. Floor plans of the building, showing all bedrooms, doors, windows, etc.,
 - c. Letters of service availability from the water company and sewer district providing service to the property,
 - d. Verification of [business name](#) registration (if applicable),
 - e. Verification of [Utah Sales Tax](#) registration,
 - f. Verification of [Federal EIN](#) (required for corporations and/or if you have employees),
 - g. Certificate of liability insurance with short term rental rider,
 - h. Signed Terms and Conditions form (see attachment),
 - i. Verification of property ownership (or notarized affidavit from the owner authorizing a designated third party to act as applicant),
 - j. Verification of notification to the neighbors (see attachment). **NOTE:** The verification of notification may be uploaded at the time of application or anytime during the business license review process.
3. A business license specialist will check the application for general licensing requirements, and if complete, will accept it into the system. A planner is then assigned, who will check the plans and other documents for accuracy, completeness, etc.
 4. Unless the applicant has already done so, the planner will attach the water and sewer letters to a review/approval form designed by Salt Lake City Public Utilities (see attached) and route the packet to Salt Lake City Water and Salt Lake County Health Department for review.
 5. If not uploaded in 2(j) above, the planner will contact the owner regarding notification to the neighboring homes within 300 feet of the property (unless exempt from this requirement as a unit within Solitude Master Association area). If notification has been done, the applicant will upload or email verification to the planner to be attached to the file.
 6. The planner will check the site plan for the required parking spaces, and once water/sewer verification has been received from the County Health Department and Salt Lake City Public Utilities, and the neighbor notification has been verified, they approve the “zoning” review, which activates the Fire and Building reviews to take place.
 7. The MSD Building department and Fire Authority check the floor plans and authorize payment of the business license application fee (unless the property is in a neighborhood where the cap has already been reached, in which case the application is added to the “wait list”).
 8. Once the license fee has been paid, the applicant can schedule on-site Building and Fire inspections by contacting those agencies directly (see below).
 9. If the building passes the Fire and Building inspections, the business license is issued.

Annual License Renewal

All Business licenses, including short-term rentals, must be renewed annually. Although the MSD typically sends out renewal notices, it is the business owner’s responsibility to be aware of license

expiration dates and to renew annually. The renewal process has fewer steps than the new application process, but please be aware of the following:

1. Business licenses are non-transferable. A change in ownership will require a new license application.
2. There is a 30-day grace period after the license expiration date during which license renewal fees may be paid without penalty.
3. Any change to the business name, DBA, or responsible emergency contact information must be submitted at the time of renewal.
4. EVERY YEAR, the following steps must be completed:
 - a. An updated water provision letter from the water company must be submitted,
 - b. Water availability must be verified by Salt Lake City Public Utilities,
 - c. The renewal fee (equal to the license application fee) must be paid.
5. EVERY 3 YEARS, the following steps must be completed:
 - a. Fire inspection and approval,
 - b. Building inspection and approval, and
 - c. Notification to neighbors within 300 feet.

Building and Fire requirements and contacts

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).
2. Please schedule the building inspection by leaving a message at: (385)-468-6690.

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. The fire inspection may be done at any time within 6 months of application or renewal.

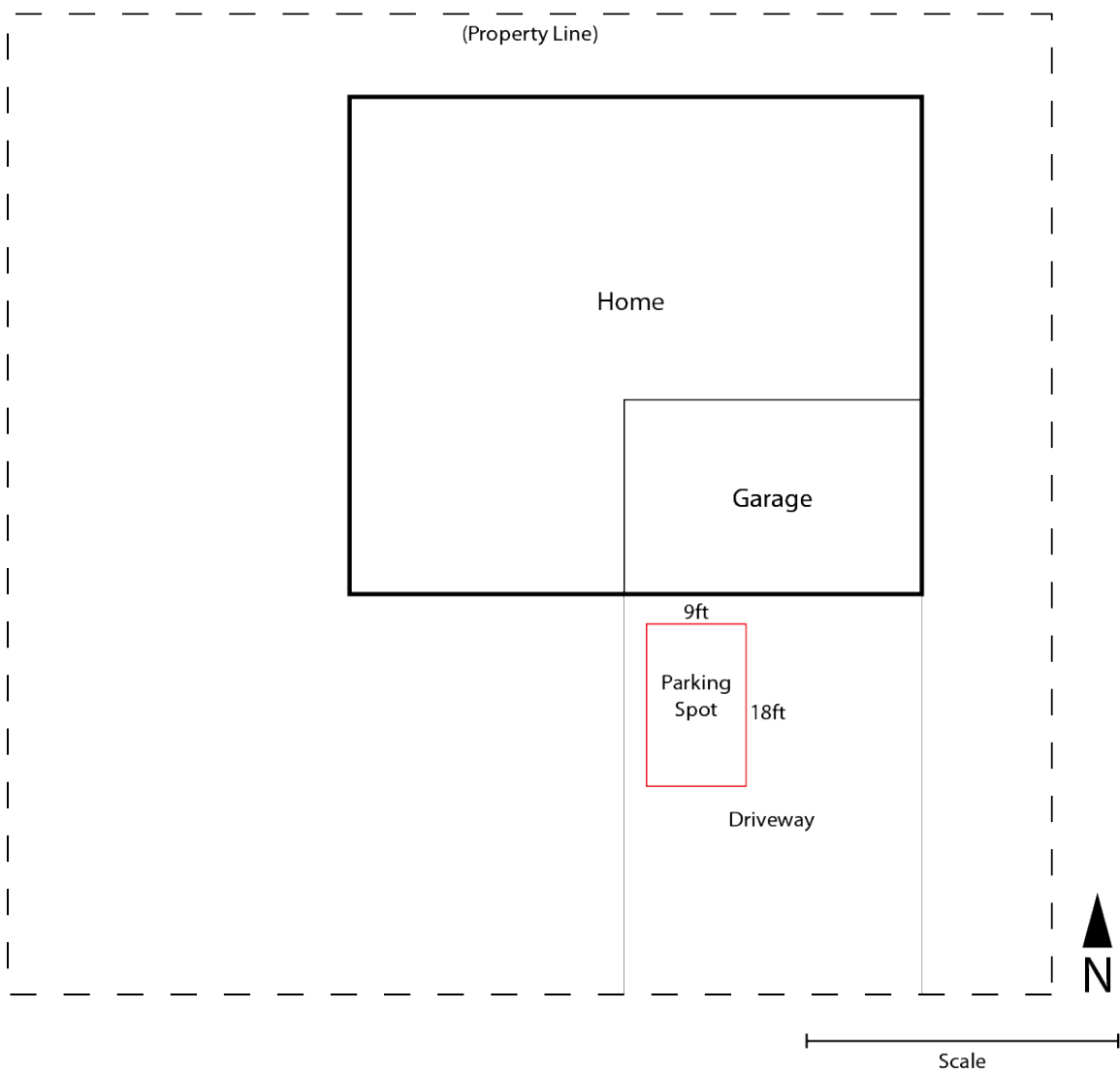
Shawn Peterson: 385-290-2883 or slpeterson@unifiedfire.org

Attachments:

1. Sample site plan
2. Sample floor plan and egress window guide
3. Terms and Conditions form
4. Building and Fire pre-inspection checklist
5. Neighbor notification letter with instructions
6. Salt Lake City Public Utilities water verification form
7. Property owner authorization affidavit

Planning Requirement Examples

1. Site Plan



Floor Plan

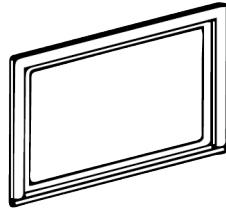
[Include Name and Address at the Top]



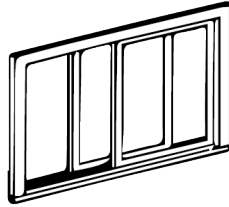
[Include Scale]

Building Requirement Examples

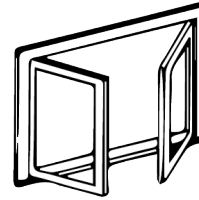
Window Type



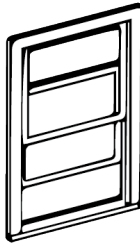
Fixed



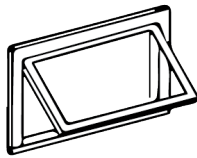
Sliding



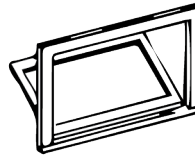
Casement



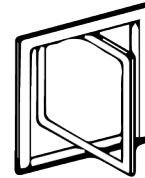
Double or
Single Hung



Awning

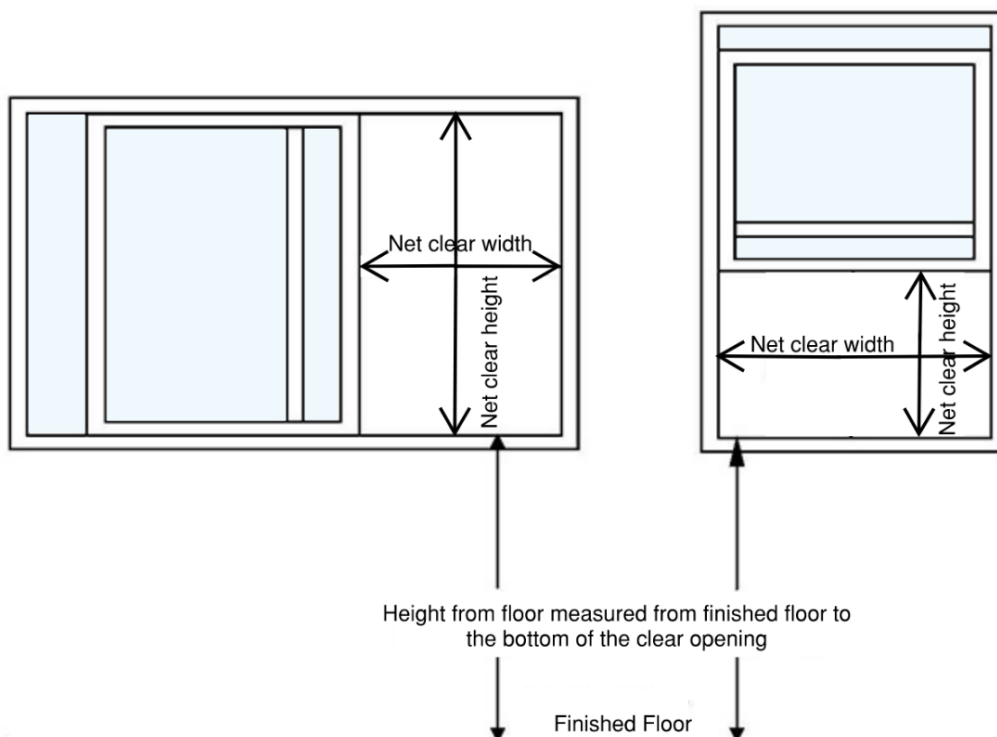


Hopper



Center Pivot

Window Measurements



The net clear height & width is the height and width of the clear opening area with the window fully open.



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: _____

300' Neighbor Notification Instructions:

1. Fill out the appropriate information in the form letter, including the name and address of the owner of the proposed short-term rental, the property address, the contact information of the responsible party available for contact 24 hours per day, and maximum number of guests.
2. Create a list of all properties with a residence within 300 feet of the proposed short-term rental property (for help, see the tutorial link on the Short Term Rentals information page of Brighton's website). Save a copy of this list for step 6 below.
3. Print out the number of copies of the letter necessary to notify each residence on the list.
4. Attach a copy of the Complaint Flow Chart (page 3 of this packet)
5. Distribute the letter with attachment to each home on the list in person or by mail.
6. Attach a copy of the distribution list to this instruction sheet and fill out the information below regarding the method by which neighbors were notified.
7. Sign the bottom of the form and submit it to the Municipal Services District as an attachment to your business license application.
8. **NOTE: This notification process must be repeated every 3 years.**

I certify that I have provided notice to all properties with a residence within 300 feet of my application for short-term rental as required in Brighton Code using the following method:

☐ Hand delivery

☐ Postal Service delivery

☐ Other method (please specify) _____

Signature

Printed Name

Date: _____

STR Owner: _____

Address: _____

Contact: _____

Dear Neighbor,

This notice is being provided to inform you that I/we have applied for a license for a short term rental at: _____. Per 5.19.073 of the Brighton code, the following contact information is being provided as the responsible party available for contact twenty-four hours per day regarding problems/compliance concerns with the rental property:

Name: _____

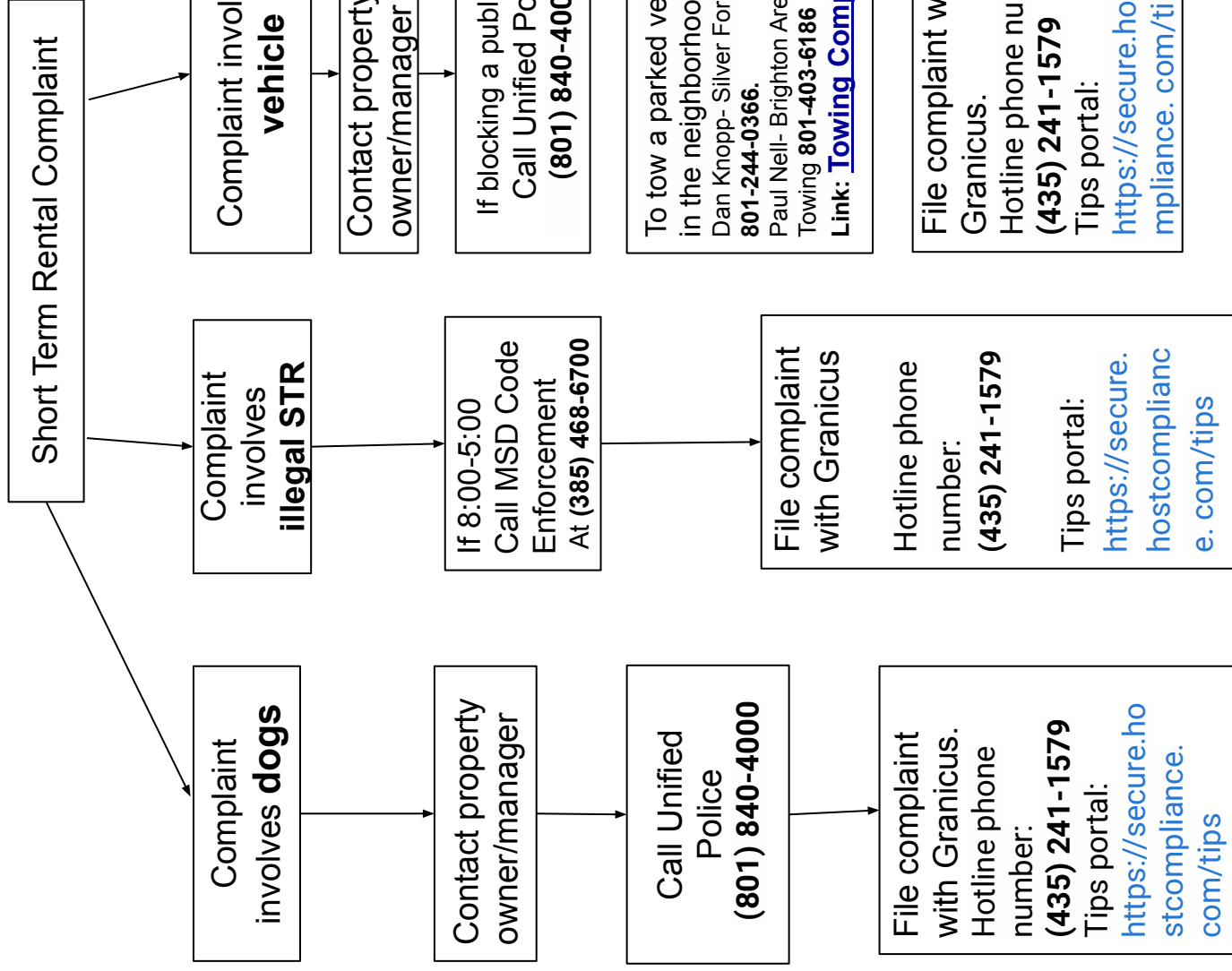
Telephone: _____

(Other Contact Info): _____

Included with this letter is a short term rental complaint flowchart, and below is a summary of the requirements for operating this business in Brighton:

- The short-term rental may not be used for Special Events including commercial weddings, concerts, or parties or Commercial purposes not otherwise permitted in the zone.
- Maximum number of guests: _____ .
- Minimum rental period is two nights.
- No dogs are allowed.
- Owner is responsible for paying road and driveway snowplow costs. Renter may do light snow removal, if necessary, when no plows are present.
- All trash and recycle containers must remain inside the home or placed in an approved bear and wildlife proof trash container until they are taken to a trash collection point or dumpster to prevent wildlife from scattering trash. No trash or recycling can be left outside the dwelling. Owner shall provide directions on recycling protocols and location of dumpsters to tenants.
- All service providers for short terms rentals including cleaning services shall be required to have snow tires from November 1- April 15.
- There must be a Responsible Party who can respond on site within two hours and be available by telephone, or otherwise, twenty-four hours per day and must be able to respond to inquiries within twenty minutes of receipt of an inquiry.
- Occupants of a short-term rental shall not create excessive noise. Quiet hours are 10 pm-7 am. It is the responsibility of the owner or property manager to prevent nuisance behavior and maintain neighborhood peace and quiet.
- No open fires of any kind except compressed or liquid gas grills, stoves, and pellet fed smokers allowed with proper clearance of flammable materials.

Respectfully,



Complaint involves **noise**

Contact property owner/manager

Call Unified Police (801) 840-4000

File complaint with Granicus. Hotline phone number: (435) 241-1579 Tips portal: <https://secure.hostcompliance.com/tips>



All rentals and business licenses must comply with Salt Lake City Watershed Ordinances 17.04, the associated policies and agreements, Salt Lake County Health Department watershed regulations #14, and applicable State requirements.

In conjunction with the submission of the Short-Term Rental form, the applicant is required to provide relevant supporting documentation. This documentation should include a letter from the water company confirming water share and year-round water availability. Additionally, an accurate site plan, subdivision plat, or location map that identifies the parcel is also required.

I. Owner Information

Owners Full Name:		Parcel No:	
LLC/Company Name:		Property Address:	
Phone Number:		Subdivision/Lot No:	
Email Address:		Submission Date:	

II. Water Availability

Office Use:

Office Use:

STR No:			Water Supply Contract:	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Water Company:			Letter from Big Cottonwood Improvement District:	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Business License Renewal Date:			Letter from DEQ Public Drinking Water System:	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Comments and Restrictions: <i>Expires after one year</i>					

III. STR Verification – Office Use Only

Salt Lake City Water Supply Contract Verified:	<input type="checkbox"/>	NO:	<input type="checkbox"/>
SLCDPU Approval:			



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

**Municipal Services
District**

AFFIDAVIT – Property Owner

STATE OF UTAH }
 } ss
COUNTY OF SALT LAKE }

I (we) _____ being duly sworn, depose and say that

I (we) am (are) the owner(s) of the property(s) located at:

My (our) signature below attests that I (we) have reviewed the proposal by _____

requesting review and approval of _____

and that I (we) consent to the statements and information provided in the attached plans and exhibits and that all information presented is true and correct to the best of my (our) knowledge.

Property Owner _____

Property Owner _____

Subscribed and sworn to me this _____ day of _____, 20_____.

(Notary)

Residing in Salt Lake County, Utah

My commission expires: _____