



**DEPARTMENT OF
COMMUNITY DEVELOPMENT**
100 W, Logan, UT
Ph: (435) 716-9230
www.loganutah.gov
businesslicense@loganutah.gov

Application fee \$75.00

Short Term Rental

Business License Application

For owners of a Short-Term Rental (STR) within Logan City limits. A separate license is required for each property operating as an STR. A STR License is not transferable

License No. _____

Date Received: _____

Section I: STR Property Information

Street Address: _____
Street City State Zip

County Tax ID: _____

Section II: Licensee Information

A. Property Owner(s): _____
(The individual(s), ownership group, and/or business entity as recorded with the **County Recorder**)

☐ This owner/member of the ownership entity resides at the STR as their primary residence (Submit Affidavit of Ownership and two documents showing owner occupancy i.e. (driver's license, property tax statement, utility bill, or mortgage statement) with application.

Street Address: _____
Street City State Zip ☐ Same as Street Address

Mailing Address: _____
Street City State Zip ☐ Use this address for all correspondence

Phone: _____ Email: _____

Utah State Tax Commission Transient Room Tax Account Number: _____

B. Agent/Designated Local Contact:

Name: _____ Organization: _____

Street Address: _____
Street City State Zip ☐ Same as Street Address

Mailing Address: _____
Street City State Zip ☐ Use this address for all correspondence

Email: _____

C. Occupancy:

- If owner occupied Affidavit of ownership needed.
- No owner occupied requires 750-foot proximity from legally established STR

Section III: Application Check List – required with submittal of application.

A. Exterior Site Plan that includes:

- Property lines
- Structures
- Entrances
- Required number of parking stalls drawn on site plan

B. Floor Plan that includes:

- Drawn to scale with labels on rooms being used for STR
- Labeling (rooms and their proposed use)
- A copy of tax account number **or** third-party transaction history report i.e. (Airbnb)
- **Tax.utah.gov** for State Tax Id number

C. A written statement indicating:

- Owner **OR** non-owner occupancy
- How many bedrooms will be used for the STR
- Required number of parking stalls
- Management plan

Section IV: Application Certification

I certify that (i) I am the owner, a shareholder, a member and/or manager (in the case of an LLC), and/or partner of the ownership entity of the above-listed STR dwellings; and (ii) to the best of my knowledge or belief, the use and occupancy of the rental dwelling(s) conforms to applicable ordinances in the Logan Municipal Code and the Logan City Land Development Code.

Signature

Printed Name

Date

