



Checklist for Submitting a Short-Term Rental Business License Application

- Complete Application in its entirety.
- Attach verification that business is registered with the Utah State Department of Commerce, if using a name other than your own for your business.
- Attach verification of current Utah State Sales Tax number and Transient Room Tax number.
- Pay the appropriate licensing fee.
- Contact the Hurricane Valley Fire District for a list of their requirements and an inspection.
- Provide the City with \$.70 stamped, No. 10 Standard size addressed envelope for every resident within 300 feet of your short-term rental. Gathering these addresses will be your responsibility. The envelopes can be addressed to "Resident".
- All vacation rental businesses require the property owner OR a manager be a resident of Washington County.
- Allow up to 30 days for processing of application.

List of State licensing agencies and phone numbers:

- ❖ Utah State Department of Commerce:
160 E 300 S www.utah.gov
Salt Lake City, UT 84101 Ph. 801-530-6646
- ❖ Utah State Sales Tax:
210 N 1950 W 800-662-4335 Fax: 801-297-7699
Salt Lake City, UT 84134 www.utah.gov
- Or
- ❖ Washington County Tax office will take State business application documents, but they may not necessarily be filed with the Department of Commerce in a timely fashion.

100 S. 5300 W. 435-251-9520 Fax: 435-251-9529
Hurricane, UT 84737

Hurricane Valley Fire District.....435-635-9562
 Ash Creek Sewer District.....435-635-2348