

# **Title 3 – Business & Licensing Regulations**

## **Chapter 2**

### **ARTICLE A - BUSINESS LICENSING IN GENERAL**

**3-2A-1: LICENSE REQUIRED:**

**3-2A-2: EXEMPTIONS:**

**3-2A-3: TRIPLE FEE FOR FAILURE TO OBTAIN REQUIRED LICENSE:**

**3-2A-4: APPLICATION FOR LICENSE:**

**3-2A-5: FEE PROVISIONS:**

**3-2A-6: INVESTIGATION OF APPLICANT:**

**3-2A-7: INSPECTIONS FOR CODE COMPLIANCE:**

**3-2A-8: CONDITIONS FOR DENIAL OF LICENSE:**

**3-2A-9: NOTIFICATION OF ISSUANCE OR DENIAL; BUSINESS OPERATIONS  
DURING REVIEW AND INSPECTION:**

**3-2A-10: APPEALS OF LICENSE DENIAL:**

**3-2A-11: ISSUANCE OF LICENSE CERTIFICATE:**

**3-2A-12: RENEWAL OF LICENSE CERTIFICATE:**

**3-2A-13: UNRELATED BUSINESS ACTIVITIES:**

**3-2A-14: TERM OF LICENSE:**

**3-2A-15: DUTY TO DISPLAY LICENSE:**

**3-2A-16: SEPARATE LICENSE REQUIRED FOR SEPARATE PHYSICAL LOCATIONS:**

**3-2A-17: SEPARATE BUSINESSES, LICENSED PREMISES:**

**3-2A-18: MULTIPLE LICENSING:**

**3-2A-19: USE OF PUBLIC PROPERTY:**

**3-2A-20: CERTAIN ACTS PROHIBITED:**

**3-2A-21: CLASSIFICATION STANDARDS OF SPECIFIC BUSINESSES:**

**3-2A-21-1: CONTRACTORS AND BUILDERS:**

**3-2A-21-2: MOBILE VENDORS:**

**3-2A-21-3: NIGHTLY RENTALS:**

**3-2A-21-4: RESTAURANTS, FOOD SERVICE, TAVERNS, ETC.:**

**3-2A-21-5: RESIDENTIAL GARAGE SALES:**

**3-2A-21-6: CHILDCARE SERVICES:**

**3-2A-21-7: OUTDOOR SALES:**

#### **3-2A-1: LICENSE REQUIRED:**

Unless exempted by state or federal law, or by this title, it shall be unlawful for any person to engage in business within the town, whether on a temporary or permanent basis, without first procuring the license required by this article. (Ord. 08-017, 8-26-2008)

### **3-2A-2: EXEMPTIONS:**

The licensing provisions of this article shall not apply to the following kinds of activities that would otherwise fall within the purview of this article:

- A. Political Actions: No license shall be required to solicit signatures on petitions of a political nature, or to canvass or solicit funds on behalf of candidates for office or ballot issues. Campaign literature may be delivered to homes, subject to the delivery conditions set forth in subsection F of this section.
- B. Religious Actions: No license shall be required of persons exercising their right to express their religious views; provided however, that no person shall use this exemption to sell merchandise. Delivery of any publication or material shall be subject to the delivery conditions set forth in subsection E of this section.
- C. Civic Groups: No licensing shall be required of local civic organizations, such as Boy Scouts, Girl Scouts, historic preservation groups, schools, museums, and charitable organizations. Delivery of any publication or material shall be subject to the delivery conditions set forth in subsection E of this section.
- D. Solicited Deliveries: No special license shall be required of any person making an "unsolicited delivery", other than the license(s) required by this title to engage in business.
- E. Unsolicited Deliveries: No special license shall be required of any person making an "unsolicited delivery" other than licenses(s) required by this title to engage in business. However, any person making an unsolicited delivery of any kind shall not cause unsolicited material to be stacked, piled, or accumulated on any driveway, porch, automobile, building, yard, doorway, stairwell, or doorknob, without the prior express consent of the occupant of the premises. It shall be unlawful for any person to deliver any unsolicited material to a residence where that person's previously delivered material remains uncollected. Additionally, any person making such an unsolicited delivery to a residence who finds his or her prior uncollected material there shall properly dispose of that person's uncollected material.
- F. State Licensees: Solicitors who hold valid state issued licenses to act as real estate brokers or agents, stockbrokers, or insurance agents or salesmen, need not obtain a separate solicitor's license from the town, but shall conduct their solicitation activities in accordance with the provisions of this code.
- G. Delivery Prohibition: It shall be unlawful for any person to deliver any unsolicited material to any person, residence, or premises where the occupant thereof has requested that such delivery cease or where such occupant has posted his/her desire not to receive such unsolicited material. (Ord. 08-017, 8-26-2008)
- H. Minors: A license shall not be required for a business that is operated occasionally and by an individual who is under 18 years of age. The Licensing Officer will evaluate the size, frequency, duration, visibility, and seasonality of the proposed business to determine whether the proposed business is considered occasional. (Ord. 17-005, 7-25, 2017)

- I. Low Impact Home Occupation: Home occupation businesses which do not have employees or customers coming to the home, but the work of the business is conducting primarily within the home. Low impact home occupations are those which do not create the following:
  1. on or off-street parking which generate excessive customer or client traffic that is detrimental to the residential character of surrounding properties of the neighborhood;
  2. does not have retail sales at the home site or additional deliveries,
  3. does not have storage or inventory or materials,
  4. does not create noise vibration, glare, fumes, odors, or electrical or electronic interference detectable by neighbors;
  5. does not cause an increase of common expenses or an increase in law enforcement and/or public safety services. (Ord. 17-005, 7-25, 2017).

### **3-2A-3: TRIPLE FEE FOR FAILURE TO OBTAIN REQUIRED LICENSE:**

Unless exempted by state or federal law or by this article, any person who engages in business prior to submitting a completed application and payment of all fees shall pay triple the specified fee for said license. The payment of such triple fee shall not relieve any person from fully complying with all the requirements of this title, nor from any other prescribed penalties. (Ord. 08-017, 8-26-2008)

### **3-2A-4: APPLICATION FOR LICENSE:**

Applications for business licenses shall be made in writing to the Town Licensing Officer or designee. Each application shall state the name of the individual applicant, the name of the business as registered with the state, the local street address of the business' physical location in the town, the business mailing address, if different from the local street address, the type of business entity (corporation, partnership, limited liability company, sole proprietorship, etc.), the license fee to be paid, the name and street address of the business' registered agent who is authorized to receive service of process, a detailed description of all anticipated business operations for which applicant seeks licensure, and any evidence of applicant's license, state sales tax reporting number, if applicant is licensed under another agency regulations, then applicant shall submit a copy of the valid permit/license issued by such agency, and federal employer identification number, and shall contain such additional information as may be needed for the purpose of guidance of the licensing officer in issuing the license. Any change in the above information furnished by the applicant shall be forwarded in writing, within ten (10) days of the change, to the Licensing Officer. License application forms shall be reviewed and kept on file by the Licensing officer, or their designee. (Ord. 08-017, 8-26-2008 amd Ord. 19-009, 7-8-2019)

### **3-2A-5: FEE PROVISIONS:**

- A. Fee For License To Accompany Application: Each license application shall be accompanied by the business license fee required to be paid for the issuance of the license desired. The applicable license fees are listed in the Consolidated Fee Schedule.
- B. Regulatory Fees Imposed: There is hereby imposed and levied an annual business license or permit fee based on the type of businesses described below. Fees are identified in the consolidated fee schedule on file with the Town Licensing Officer.

**BRIAN HEAD TOWN BUSINESS FEES**

Application	Type Of License Issued
New business application	License
Renewal business application	License
Special events coordinator	License
Special event vendor	Permit (per event)
Door to door solicitation employee	Permit (temporary)
Door to door business	License
Sexually oriented business	License
Sexually oriented business employee	Permit per employee
Outdoor sales license	Permit
Street vendor	License

- C. Fees Declared Debt; Collection: Any license fee due and unpaid under this title, and all penalties thereon, shall constitute a debt to the Town and may be collected by court proceedings in the same manner as any other debt, or may be turned over to a collection agency, which remedy shall be in addition to all other existing remedies.
- D. Fee Payments; Renewal And Penalty:
1. The annual business license fee provided in this section shall be due and payable to the Town on or before October 1 of each year for renewal of licenses for businesses which were licensed for the previous license year. Business licenses for previously unlicensed businesses shall be issued for the unexpired portion of the license year in which they are issued, upon payment of the annual license fee.
  2. If the renewal license fee is not paid on or before October 31 of the year in which the renewal license is due, in addition to the regular renewal fee required, there shall be a business license enforcement fee imposed of twenty five percent (25%) of the license fee imposed by this article, or fifteen dollars (\$15.00), whichever is greater.
  - 3.

- a. If the renewal license fee is not paid in full on or before November 30 of the year in which the renewal fee is due, the business license enforcement fee shall be increased to fifty percent (50%) of the license fee imposed by this chapter.
    - b. If the renewal license fee is not paid on or before December 15 of the year in which the renewal fee is due, the business license enforcement fee shall be increased to one hundred percent (100%) of the license fee imposed by this article.
  4. Upon a proper showing that the business is of such a seasonal nature that business has not been conducted to date, the Licensing Officer or designee may waive the business license enforcement fee of said renewal.
  5. Any previously licensed business cited for engaging in business in violation of this title shall have ten (10) days from the date of citation to come into compliance with this title. Failure of the licensee to reach compliance within ten (10) days of the date of citation will subject the business to closure and the licensee to all applicable civil and criminal penalties.
- E. **Renewal Billing Procedure:** On or before August 1 of each year, the Licensing Officer shall send a license renewal application to each current licensee within the Town at the last known address of the licensee as registered with the Town. (Ord. 08-017, 8-26-2008)
- F. **License Fee Adjustment To Avoid Burdening Interstate Commerce:** The business license fee imposed by this title shall not be applied so as to place an undue burden on interstate commerce. In any case, where the license fee is believed by a licensee or applicant for a license to place an undue burden upon interstate commerce, such licensee or applicant may apply to the licensing officer, or his or her designee, for an adjustment of the fee so as to relieve such burden by submitting other supporting information as the licensing officer, or his or her designee, may deem necessary in order to determine the extent, if any, of such undue burden. The Licensing Officer, or his or her designee, shall then conduct an investigation, comparing the subject business with other businesses of like nature and shall make findings of fact from which he shall determine whether the license fee is discriminatory, unreasonable or unfair as to the licensee or applicant from the standpoint of its impact on interstate commerce, and shall recommend to the Town Manager an appropriate license fee under the circumstances, and the Town Manager shall fix the license fee in such amount. If the regular license fee has already been paid, the town manager shall order a refund of any amount over and above the amount of the license fee fixed, if any. In fixing the fee to be charged, the licensing officer, or his or her designee, may use any method which will assure that the fee assessed shall be uniform with that assessed on business of like nature; provided, however, that the amount assessed shall in no event exceed the regular fee prescribed in this title. (Ord. 08-017, 8-26-2008; amd. 2010 Code)
- G. **Refund Of Fee:** Unless otherwise provided herein, no business license fee is refundable for any reason whatsoever once the license has been issued by the Town, except when the license was issued in error. If a license is denied, applicant shall be entitled to a refund of the amount paid in excess of twenty-five dollars (\$25.00). The sum of twenty-five dollars (\$25.00) shall be retained to offset application processing costs. (Ord. 08-017, 8-26-2008)

### **3-2A-6: INVESTIGATION OF APPLICANT:**

The Licensing Officer, or designee, may, at any time prior to the issuance of any business license required by this title, investigate any applicant for such license if the Licensing Officer has reasonable cause to believe that the applicant:

- A. has filed an application which is incomplete, erroneous or false in any respect;
- B. fails in any respect to qualify to do business in the town under any federal, state or Town law, rule, or regulation;
- C. has committed such act or acts as may be grounds for revocation or denial of a license application under any federal, state or town law, ordinance, rule, or regulation; or
- D. investigation is provided for by Town ordinance.

The Licensing Officer, or designee, may compel the production of documents and witnesses in order to conduct such investigation as provided by this section. (Ord. 08-017, 8-26-2008)

### **3-2A-7: INSPECTIONS FOR CODE COMPLIANCE:**

- A. Permitted; Fee: Prior to the issuance of a license to engage in a new business not previously licensed at that location or an existing business with a change of location, the applicant shall be required to permit inspections to be made of the prospective place of business of the applicant by the appropriate departments of the Town or other governmental agency to ensure compliance with building, fire, health codes, and Town ordinances that may apply. No license shall be granted unless any required inspection reveals that the prospective place of business is in compliance with the building, fire, and health codes. In addition to the business license fees, the applicant shall pay an inspection fee as set forth in the consolidated fee schedule at the time of application.
- B. Periodic Inspections: Existing places of business licensed within the town may be inspected periodically by departments of the town for compliance with building, fire, health, and other Town codes. Written notice shall be given by the Licensing Officer, or their designee, to a licensee upon the finding of any code infractions, which notice shall provide for a reasonable period, not to exceed sixty (60) days, in which to correct such infractions, the failure of which shall result in the revocation of the license by the Licensing Officer or designee. (Ord. 08-017, 8-26-2008)

### **3-2A-8: CONDITIONS FOR DENIAL OF LICENSE:**

- A. Specified: The licensing officer or designee may deny a license if the applicant:
  - 1. Has been convicted of a crime involving fraud or dishonesty, or a felony by any state or federal court within the past five (5) years, or now has criminal proceedings pending against him in any state or federal court for a crime involving fraud or dishonesty or a felony;

2. Has obtained a license by fraud or deceit, or given false or misleading information in any application;
  3. Has failed to pay required taxes or fees imposed by the Town;
  4. Has violated the laws of the state, the United States government, or the ordinances of the town governing operation of the business for which the applicant is applying for license;
  5. No longer has a current, valid permit or license from any other federal or state agency necessary for the applicant to engage in the business that is the subject of the application;
  6. Has failed to comply with the conditions and requirements of any Town ordinance;
  7. Operates an offensive business that has become a "business and special events nuisance", as defined in section [3-1-1](#) of this title, or as determined by the Town Nuisance ordinance; or
  8. Fails to meet the standards for the license classification set forth in section [3-2A-21](#) of this article.
- B. Issuance Inappropriate: Applications may also be denied on the grounds that the general health, welfare, and public safety of the community makes the issuance of such a license inappropriate. (Ord. 08-017, 8-26-2008)

### **3-2A-9: NOTIFICATION OF ISSUANCE OR DENIAL; BUSINESS OPERATIONS DURING REVIEW AND INSPECTION:**

- A. Notification: Within a reasonable time, the Licensing Officer or designee shall notify the applicant of:
1. The denial of a license and the reason for such denial; or
  2. The issuance of the license.
- B. Business Operations: Upon receipt by the Licensing Officer, or designee, of a completed license renewal application and full payment of all fees required hereunder for said application, an applicant for a renewal license may continue its business operations during the review and inspection process. Any applicant for a new license who conducts or engages in business during the review period proceeds at his or her own risk, and no legal or equitable rights exist prior to the issuance of the actual license certificate. (Ord. 08-017, 8-26-2008)

### **3-2A-10: APPEALS OF LICENSE DENIAL:**

A license application denial by the Licensing Officer, or designee, may be appealed to the Hearing

Officer by filing a written notice of appeal with the Town Clerk within ten (10) days of denial of the license application. The Hearing Officer shall hear the appeal within thirty (30) days of the filing of the notice of appeal. After the decision of the Hearing Officer, the applicant may request an appeal of the Hearing Officer's decision to the Town Council for a final decision on behalf of the town following the same procedures set forth herein for appeal of the licensing officer's decision. (Ord. 08-017, 8-26-2008)

### **3-2A-11: ISSUANCE OF LICENSE CERTIFICATE:**

All issued license certificates shall be signed by the Licensing Officer or designee, under the seal of the Town, which signature may be placed mechanically, and contain the following information:

- A. The name of the person to whom such certificate has been issued;
- B. The name of the business, if applicable;
- C. The type of license;
- D. The term of the license with commencement and expiration date;
- E. The purpose for which the licensee is authorized to do business;
- F. The local street address;
- G. The license or permit number; and
- H. A statement that the license is nontransferable. (Ord. 08-017, 8-26-2008)

### **3-2A-12: RENEWAL OF LICENSE CERTIFICATE:**

Upon receipt of the license fee, the town shall issue a license certificate valid through September 30 of the next year for nightly rental businesses. For all other general commercial businesses shall have a license certificate valid for the calendar year ending December 31 of that year. (Ord. 08-017, 8-26-2008, amd. Ord. 25-004, 5-27-25)

### **3-2A-13: UNRELATED BUSINESS ACTIVITIES:**

- A. Defined: For purposes of this section, "unrelated business activities" shall mean two (2) or more activities in which a licensee engages or conducts business that the licensing officer or designee categorizes under separate use and/or service.
- B. Provisions To Do Business Under One Business License: If the purposes for which a licensee is authorized to do business include multiple unrelated business activities, the town shall identify each authorized unrelated business activity on the license. The business shall set forth and limit the unrelated business activity authorized by the business license to the location identified in the business license issued.



- C. **Modification of Business License:** All provisions of this title for denial, revocation, suspension or change to the business license shall apply equally to all unrelated business activities identified on the issued license. Where an unrelated business activity is denied, revoked, suspended, or voluntarily terminated in accordance with this title, the applicant must notify the town business Licensing Officer within ten (10) days to amend the business license, or the Licensing Officer may amend the business license on his/her own initiative. All other business activities authorized by the business license shall remain in effect insofar as they are not affected by the revoked or suspended unrelated business activity. A modified business license will be issued which will identify all of the approved unrelated business activities of the business. A fee shall be retained to offset application processing costs as identified in the consolidated fee schedule. (Ord. 08-017, 8-26-2008)

### **3-2A-14: TERM OF LICENSE:**

The business license period will be from October 1 through September 30 of the following year. Renewed license certificate shall be valid through the next following September 30, unless revoked pursuant to this title. New license certificates issued between August 1, and September 30 shall be valid through September 30 of the following year, unless revoked. (Ord. 08-017, 8-26-2008)

### **3-2A-15: DUTY TO DISPLAY LICENSE:**

Every licensee licensed pursuant to the provisions of this article shall keep the license displayed and exhibited while the same is in force in some conspicuous part of the place of business. Every licensee who does not have a fixed place of business shall carry such license with them at all times while carrying on the business for which the license is issued and shall produce the license for inspection when requested to do so by any person. (Ord. 08-017, 8-26-2008)

### **3-2A-16: SEPARATE LICENSE REQUIRED FOR SEPARATE PHYSICAL LOCATIONS:**

A separate license must be obtained for separate physical location in which business is engaged within the town, as if such location were engaged only in the business licensed thereby at the location or in the manner designated in such license; provided, that nightly rentals units, warehouses and distributing places used in connection with or incident to a business licensed under this article shall not be deemed to be separate places of business. (Ord. 08-017, 8-26-2008 and Ord. 19-009, 7-8-2019)

### **3-2A-17: SEPARATE BUSINESSES, LICENSED PREMISES:**

Where two (2) or more persons conduct separate businesses at the same location, each such person shall obtain a separate license for each such business and pay the required license fee for such business. Where a person is a licensee pursuant to provisions in the beer and liquor licensing chapter of this title, that person shall obtain a separate business license for each licensed premises. (Ord. 08-017, 8-26-2008)

### **3-2A-18: MULTIPLE LICENSING:**

Any one person may be issued any of the licenses and/or permits described and created in this title and may simultaneously hold more than one license, and/or a regular town business license. The granting of multiple licenses shall not grant privileges not specifically granted by the licenses issued, nor shall the issuance of multiple licenses extend the time limitations imposed on any of these special licenses that are of a temporary nature. Suspension or revocation of one of the multiple licenses shall not act as a suspension of any other license then in effect, unless the grounds for the suspension of one are also the grounds for suspension of other licenses held by the licensee. (Ord. 08-017, 8-26-2008)

### **3-2A-19: USE OF PUBLIC PROPERTY:**

With the exception of those licenses/permits listed above which specifically grant the right to make use of the Town streets or sidewalks, all commercial activity shall be confined to private property and to fully enclosed buildings on that property, except as provided by this title. (Ord. 08-017, 8-26-2008)

### **3-2A-20: CERTAIN ACTS PROHIBITED:**

It shall be unlawful for any person, business, corporation, partnership, or other entity to attract or attempt to attract people tolling, shouting, hawking, ringing any bells, horn, sounding any siren or other noise making device, or by displaying any light or lantern, or by waving, hailing or otherwise signaling to passersby or by touching or physically detaining them. (Ord. 08-017, 8-26-2008)

### **3-2A-21: CLASSIFICATION STANDARDS OF SPECIFIC BUSINESSES:**

#### **3-2A-21-1: CONTRACTORS AND BUILDERS:**

- A. Fee Assessed: All general contractors and subcontractors, including, but not limited to, builders, electricians, plumbers, and backflow device technicians, with their principal place of business within the Town, shall be assessed a license fee each year as set forth in the Consolidated Fee Schedule, which shall be paid and a business license issued prior to engaging in any construction within the town, unless exempted from licensure under state law.
- B. State Licensing Requirements: No contractor shall be issued a business license under this section unless and until they have provided a copy of a valid state contractor's license which validates that the contractor is currently licensed with the state department of commerce, including the state license number and date of expiration. If said state license expires prior to September 30 of the year, each contractor must provide proof of renewal

within ten (10) days of renewal or shall forfeit the town business license for the balance of the year. (Ord. 08-017, 8-26-2008)

### **3-2A-21-2: MOBILE VENDORS:**

It shall be unlawful for Mobile Vendors to operate in Brian Head Town on private or public property, except as authorized and licensed under this article. This section shall in no way govern temporary commercial structures, which are instead regulated under the Land Management Code and the International Building Code. Consistent with Utah Code § 10-1-203(5), a license is not required for a business that is only operated occasionally and operated by an individual under the age of 18 (such as a lemonade stand). (amd. ord. 18-010, 9-10-2018, amd. ord. 22-012, 11-8-22)

- A. **Business License Required:** Mobile vendors shall not operate in Brian Head without an approved business license. Mobile vendors with a current business license in good standing from another political subdivision within the state need not obtain a license from Brian Head Town. Notwithstanding reciprocity of business licensing, mobile vendors shall comply with the terms and conditions of this section. (ord. 22-012, 11-8-22)
- B. **Sales Within Public Rights Of Way:** Vending within any public right of way is strictly prohibited (except as allowed under the terms of a special event permit). (2010 Code amd. ord. 18-010, 9-10-2018)
- C. **Special Events:** Mobile vendors may operate on private land under a special event permit and with the permission of the property owner according to conditions of the special event permit. If the special event permit allows the event to operate within a specific public right-of-way, mobile vendors associated with that special event may operate within the public right-of-way according to the conditions of the special event permit. (Ord. 18-010, 9-18-2018)
- D. **Terms And Conditions:** Mobile vendors may obtain a license subject to the following terms and conditions:
  - 1. **License Fee:** The license fee for a mobile vendor business license shall be as set forth by the consolidated fee schedule.
  - 2. **Food Truck Businesses:** All food truck businesses shall comply with the following terms:
    - a. **Health Department Approval:** All food trucks must obtain a valid health department food truck permit and display such in each food truck operated by the food truck business. Withdrawal of health department approval for sanitary or health violations is grounds for revocation of the Town license. (ord. 22-012, 11-8-22)
    - b. **Fire Inspection Approval:** All food trucks must pass a fire inspection consistent with §11-56-104(3) of Utah State Code and display evidence of such in each food truck operated by the food truck businesses. (ord. 18-010, 9-10-2018, ord. 22-012, 11-8-22)

3. A mobile vendor shall not operate on private property in a manner which displaces parking required for permanent uses on the property, except as authorized under a special event permit. (ord. 22-012, 11-8-22)

(amd. ord. 22-012, 11-8-22)

### **3-2A-21-3: NIGHTLY RENTALS:**

No person shall operate or engage in any nightly rental activity within the town without first obtaining and maintaining a valid business license as required by this chapter. (amd. Ord. 19-009, 7-8-2019)

- A. License Issuance: The business license for nightly lodging facilities will be issued by the Town upon payment of necessary fees and upon a finding by the Licensing Officer or designee that the review criteria established below have been satisfied.
- B. Licensee: The applicant and licensee for nightly lodging facilities under this section shall be the owner of the property which will be used as a nightly rental or the operator of the nightly rental (such as a rental management company) with the written consent of the property owner. (amd. Ord. 19-009, 7-8-2019)
- C. Application Procedure: In addition to the information required by section [3-2A-4](#) of this article, all new and renewal license applications for nightly rental facilities must contain the name of the property owner and the property rental manager, if any, a sales tax collection number, the physical address of each nightly rental unit being operated by the licensee, the address and telephone number of the owner and/or property rental manager who is available by telephone, the number of on-site parking spaces at each nightly rental unit, and all other information requested on the application forms. It is the licensee's duty to promptly supplement all forms such as information changes or as units change from one owner or manager to another. (amd. Ord. 19-009, 7-8-2019)
- D. Multiple Ownership or Fractional Ownership: In instances where multiple parties hold ownership of a unit, all owners must sign the Town's Nightly Rental Owner Affidavit acknowledging that the unit is intended to be used as a nightly rental unit. Exception to this provision are joint trusts owned by legal married person, where one spouse may sign on behalf of the other spouse. (Ord. 25-004, 5-27-25)
- E. Minimum Standards For Licensing: The minimum standards required to obtain and maintain a nightly rental business license with the Town: (amd. Ord. 19-009, 7-8-2019)
  1. All nightly rentals must meet all applicable building, health, fire codes and town ordinances for the intended use. (Ord. 19-009, 7-8-2019)
  2. Maximum occupancy as allowed by fire code shall be posted in plain view near the main entry of all single family residential nightly rentals. (Ord. 19-009, 7-8-2019)
  3. Advertising: All advertising in the control of the owner or Rental Management Company for the nightly rental or a unit shall include the Brian Head Town business

license number, maximum occupancy limits, parking spaces (if applicable). (Ord. 25-004-, 5-27-25)

4. **Snow Removal For Access:** Snow removal during winter months to a level that allows safe access to the nightly rental unit over the normal pedestrian access to the unit. (amd. Ord. 19-009, 7-8-2019, amd. Ord. 25-004, 5-27-25)
5. **Off Street Parking Maintenance:** Snow removal service to and from off-street parking facilities associated with the nightly rental unit must be maintained so that off street parking is at all times available for the use of the occupants. (amd. Ord. 19-009, 7-8-2019, amd Ord. 25-004, 5-27-25)
6. **Parking:** Parking must be in compliance with the Town parking ordinance including limitations on on-street parking and other state laws and regulations. Nightly rentals shall be limited to a maximum number of vehicles parked on-site based on the total available developed off-street parking spaces on premises. Single family residential nightly rental shall post the maximum on-site parking in plain view near the main entry along with a declaration prohibiting on-street parking between November 1<sup>st</sup> and April 30<sup>th</sup> as well as a map of available overflow public parking (amd. Ord. 19-009, 7-8-2019)
7. **Structural Maintenance:** Structural maintenance to ensure building, health, safety, and fire code compliance.
8. **Yard Maintenance:** Summer yard maintenance, including landscaping, to a level that is consistent with the level of landscaping and maintenance on adjoining and nearby properties.
9. **Inspections:** Each unit will be inspected for safety issues such as fire extinguishers, smoke detectors, maximum occupancy limits, appropriate egress, etc. Unit will be inspected at the time the license is granted and will be re-inspected biennially (once every two years). Inspection and re-inspections will be at the cost of the licensee. (amd. Ord. 19-009, 7-8-2019, amd. Ord. 25-004, 5-27-25).
10. **Good Neighbor Policy:** Licensees are required to distribute a copy of a town-approved Good Neighbor Policy to all guests/renters at the licensee's expense and to keep a copy of the Good Neighbor Policy in a conspicuous place within the unit. (Ord. 19-009, 7-8-2019)
11. **Response to Complaints:** Failure of the licensee to respond in a timely manner to Town complaints or concerns may result in a violation and possible fines to the owner and/or rental management company or revocation of the business license. (Ord. 19-009, 7-8-2019).
12. **Insurance:** Property and casualty insurance must be maintained on the nightly rental unit at all times. Licensee must provide proof of such insurance at the time of application and upon annual renewal of the unit. (Ord. 19-009, 7-8-2019, amd. Ord. 25-004, 5-27-25)
13. **Commercial Uses Prohibited:** Nightly rental facilities may not be used for commercial uses not otherwise permitted in the zone. Nightly rental facilities may not be converted to corporate sponsor or business houses which are used primarily to

distribute retail products or personal services to invitees for marketing or similar purposes, regardless of whether such products or services are charged for. (amd. Ord. 19-009, 7-8-2019)

14. Collection of Applicable Taxes and Fees: Failure of the licensee to collect and deposit sales tax or the Brian Head Enhanced Service Business License Fee is a violation of the license and grounds for revocation. (Ord. 19-009, 7-8-2019)

E. Noise, Nuisance, and Occupancy Control: (amd. Ord. 20-008, 8-11-2020)

1. The licensee of any rental unit located in a single-family residential zone (R-1) is responsible for regulating the occupancy of the unit and noise and nuisance created by the occupants of the unit. Violation of the Town Nuisance Ordinance (§4-4), violation of maximum occupancies, failure to use designated off-street parking, criminal conduct, or any other abuse which violates any law regarding use or occupancy of the premises, is grounds for revocation under 3-2B-1 of this Title. (Ord. 20-008, 8-11-2020)
2. Licensees of rental units located in multi-family residential zones (R-3) or commercial zones, in concert with any existing owner's association, shall use their best efforts to reduce/limit noise and nuisance created by the occupants of the units. (Ord. 20-008, 8-11-2020)

F. Review Criteria: In determining whether or not a business license for a nightly rental unit shall be issued, the application shall be reviewed to see if, in addition to the minimum standards for nightly rentals set forth in Title 3-2A-21-3(D) and the standards and conditions applicable to issuance of all business licenses, the following conditions and standards are met: (amd. Ord. 19-009, 7-8-2019, amd. Ord. 25-004, 5-27-25)

1. The unit is located within a zone designated as allowing rentals or nightly rental facilities for the period for which the license is applied. (amd. Ord. 19-009, 2019)
2. The Building Department and Public Safety Department have reviewed the business license application for compliance with all building, health, and fire codes. Inspection of the unit shall be required under section [3-2A-7](#) of this article. The applicant shall bear the cost of any such inspection and any re-inspection which may be required. The cost shall be determined by the Town's Consolidated Fee Schedule (amd. Ord. 19-009, 7-8-2019, amd. Ord. 25-004, 5-27-25)
3. The application must bear a sales tax collection and accounting number for the nightly rental unit. This number may be the sales tax accounting number used by the Rental Management Company or owner responsible for that unit, or may be specific to the unit, but no license will be effective until the sales tax number is provided. (Ord. 08-017, 8-26-2008, amd. Ord. 19-009, 7-8-2019, amd. Ord. 25-004, 5-27-25)

### **3-2A-21-4: RESTAURANTS, FOOD SERVICE, TAVERNS, ETC.:**

Restaurants will be required to meet the requirements of the state health department and county health department and will provide a copy of the valid food handlers' permit with the submittal of the application. Restaurants and food services must meet the requirements of all local ordinances

of the town and the county, and state and federal laws regulating food services. (Ord. 08-017, 8-26-2008)

### **3-2A-21-5: RESIDENTIAL GARAGE SALES:**

No license shall be required for sales of surplus household goods or furnishings at a private residence in the garage or yard. If a garage sale is held more frequently than three (3) days in any one calendar quarter at the same residence, it shall be deemed to be conducting business on a regular basis and a regular business license for the sale of that kind of merchandise is required. If the sale is in a zone that does not permit the sale of merchandise as a permitted or conditional use, further sales are unlawful. Sales tax on all sales is required under state law, and this title shall not be construed as attempting to waive the requirement that tax be collected and/or paid to the proper taxing entities. (Ord. 08-017, 8-26-2008)

### **3-2A-21-6: CHILDCARE SERVICES:**

Daycare services will be required to meet the requirements of the state department of health and will provide a copy of the valid permit with the submittal of the application. Daycare services must meet the requirements of all local ordinances of the Town and the County, and State and Federal laws, regulating childcare services. (Ord. 08-017, 8-26-2008)

### **3-2A-21-7: OUTDOOR SALES:**

A licensed business may hold an outdoor sale five (5) times a year for a duration of no longer than five (5) days for each outdoor sale on public sidewalks or streets adjoining the business on the following terms:

- A. Promotion By Merchants' Association: An association representing tenants in a shopping center or other merchants' association representing the businesses in a specific area may apply for an outdoor sale permit for the members of that association by providing a list of the merchants participating and paying a fee which shall be in lieu of and not in addition to the fee assessed against individual businesses.
- B. Seasonal Plants: The business licensing officer may issue permits of longer duration to permit the outdoor sale, on a temporary basis, of Christmas trees, landscaping materials, or plants that are of a type and nature that reasonably require the sale to be conducted out of doors. The permit fee for this kind of outdoor sale shall be as set forth in the consolidated fee schedule and no permit shall have duration of more than eight (8) weeks. These permits may be issued to any person or business. Sales shall be confined to commercial zones and to property under the possession and control of the applicant. (Ord. 08-017, 8-26-2008)