



**COMMUNITY DEVELOPMENT DEPARTMENT**  
220 East Morris Avenue, Suite 200  
South Salt Lake City, Utah 84115  
(801) 483-6063 telephone  
(801) 483-6060 fax  
[www.southsaltlakecity.com](http://www.southsaltlakecity.com)

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## **BUSINESS LICENSE APPLICATION FOR RENTAL UNITS**

### **Why is a rental business license required?**

South Salt Lake City established a license fee structure for rentals because the cost to provide services to rentals is greater than the cost to provide the same services to owner-occupied dwellings. Section 5.46 of the South Salt Lake City Municipal Code requires that all property, including single-family homes and duplexes, being used as rental dwellings should obtain business licenses. Business licenses enable the City to recover the disproportionate costs associated with providing municipal services to apartments, single-family and duplex rental properties located in South Salt Lake City.

Property owners that are certified through the City's Good Landlord Program are eligible for a significant discount in the rental license fees.

### **What is required as part of my rental business license?**

You will need to completely fill out the Business License Application for Rental Units and pay the required fees. If you are a member of the Good Landlord Program, you will need to submit a copy of your Good Landlord class certificate and the South Salt Lake Good Landlord Written Agreement to be eligible for the discounted license fee.

### **How long will it take for my license to be approved?**

South Salt Lake City guarantees that your license will be approved or denied, with notification sent to you within 30 days of receipt of your application. If you are applying for a new rental business license, a building inspection will be required as part of the business license approval. A building inspector will contact you within 5 working days of your application submittal. The building inspector may require upgrades to ensure the health and safety of residents in accordance with the State of Utah's Fit Premises Act, Chapter 57-22 of the Utah State Code. Please note that building permits are required for building changes, additions, remodels, reroofing, major electrical upgrades, and installation of water heaters.

### **What is the process for renewing my business license?**

All business licenses must be renewed annually. Business licenses for rental units renew in January of each year. The City will mail a renewal notice approximately one month prior to the expiration date of the current license. To avoid late fees, business owners must return the business license renewal notice prior to the renewal deadline. Please note that although the City sends renewal notices to all businesses prior to the expiration of the current license it is ultimately the responsibility of the business owner to insure that the business license is renewed prior to the expiration date. Licenses issued after June in any given year will be charged a pro-rated fee of 50% of the base rate.

## What is the fee?

Fees for rental business licenses vary by type of dwelling unit and the number of units being rented. Fees are calculated based on the disproportionate costs associated with providing municipal services to apartments, single-family, and duplex rental properties.

Good landlord program participants receive a significant discount on rental licenses.

Category	Standard Rental License Fee	Fee For Good Landlord Program Participants
Single Family	\$ 375.00 per unit	\$30.00 + \$30.00 per unit
Duplexes and Triplexes	\$ 101.00 per unit	\$40.00 + \$30.00 per unit
Duplexes and Triplexes – Owner Occupied	\$60.00 per unit	\$24.00 per unit
Quad-Plexes	\$150.00 + \$151.00 per unit	\$100.00 + \$30.00 per unit
Apartments – 5 or more units	\$150.00 + \$ 151.00 per unit	\$125.00 + \$30.00 per unit

## Will the City provide waste collection and recycling for my rental?

Qualifying properties, consisting of 1 to 2 units on a parcel, will receive municipal waste collection services from the South Salt Lake Public Works Department. Under §13.72.020 of the South Salt Lake Municipal Code, a waste collection fee for one garbage can and one recycling can will be assessed as part of the rental business license. This fee, currently \$10 per month per can, is established by the South Salt Lake City Council in the Consolidated Fee Schedule. All other multifamily residences will be required to contract with a private provider for waste collection or recycling services.

## Any other questions?

**Business License Official**  
Marissa Kearns

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**Business License Specialist**  
Tracy Swenson

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**Business License Inspector**  
Jeff Banman

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**City Planner**  
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**Deputy Director / Housing Administrator**  
Francis Xavier Lilly

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**Director of Community Development**  
Michael Florence

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## Business License Application for Rental Units

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1. RENTAL NAME AND ADDRESS			
Rental Name (if applicable)	Number of Units	Business Telephone	
Rental Address	City	State	Zip
Business Mailing Address	City	State	Zip
2. PROPERTY OWNER AND RESPONSIBLE PARTY INFORMATION			
Property Owner Name(s) and date(s) of birth	Address		
	City	State	Zip
Telephone	Email		
Manager Name(s) and date(s) of birth	Address		
	City	State	Zip
Telephone	Email		
Responsible party is a:	<input type="checkbox"/> Local Manager	<input type="checkbox"/> Resident Manager	<input type="checkbox"/> Representative responsible for the business
3. FEE CALCULATION – SEE REVERSE			
Rental License Fee			\$
Garbage Can Fee			\$
<b>GRAND TOTAL</b>			<b>\$</b>

*This form is an application for a business license. The receipt of license fees does not constitute approval to operate a business. Renewal of this license is the responsibility of the business owner. Failure to receive a renewal notice does not excuse this responsibility. Operating a business without an approved business license constitutes a Class C Misdemeanor.*

**I hereby agree to conduct said business strictly in accordance with all South Salt Lake City codes governing such businesses and swear under penalty of perjury that I have examined the information contained herein and to the best of my knowledge and belief, it is true, correct, and complete.**

**Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Office Use Only	Date Received	Receipt #	Amount Paid	License #
	Zoning Approval			Date



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<b>RENTAL LICENSE FEE CALCULATION WORKSHEET</b>				
<b>Category</b>	<b>Standard Fee</b>	<b>Fee with Good Landlord Certification</b>	<b>Units</b>	<b>Total</b>
Single Family	\$ 375.00 per unit	\$ 30.00 base fee + \$ 30.00 per unit		\$
Duplex and Triplex	\$ 101.00 per unit	\$ 40.00 base fee + \$ 30.00 per unit		\$
Duplex and Triplex – Owner Occupied	\$ 60.00 per unit	\$ 24.00 per unit		\$
Quad-Plex	\$ 150.00 base fee + \$151.00 per unit	\$100.00 base fee + \$ 30.00 per unit		\$
Apartments – 5 or more units	\$ 150.00 base fee + \$151.00 per unit	\$125.00 base fee + \$ 30.00 per unit		\$
<b>Waste Collection for Single-Family and 2 Duplex Units</b>			<b>Cans</b>	<b>Months</b>
Garbage Can Fee	\$10.00 per can per month			\$
<b>GRAND TOTAL</b>				<b>\$</b>