

RESIDENTIAL RENTAL LICENSE APPLICATION

Send all completed and properly signed forms (including attachments as necessary) along with applicable licensing fees to:
West Valley City Business Licensing, 3600 S. Constitution Blvd., West Valley City UT 84119 (TELEPHONE: 963-3290)

Section 1: Business Information			
Registered Business Name (owner name last, first if not registered)		Parcel #:	
Rental Address:		Apt/Suite No.	
City:	State:	Zip Code:	
Business Telephone:		Business Fax:	
Business Contact Person:		Direct Telephone #:	
EMAIL IS REQUIRED (City Ord. 18-24) APPLICATION WILL BE REJECTED IF LEFT BLANK		EMAIL:	
Section 2: Rental Owner Information			
Owner/Business(s): (use additional sheet if necessary)			
Owner Physical Address:		Apt. No.	
City:	State:	Zip Code:	
Home Telephone:		Phone (Other):	
INCLUDE A COPY OF A PHOTO ID. IF INCORPORATED, ONE OF THE OFFICER'S PHOTO ID.			
Section 3: Business Mailing Address (This is the address where all license and renewal forms will be sent)			
<input type="checkbox"/> Same as Section 1	<input type="checkbox"/> Same as Section 2	<input type="checkbox"/> Send all correspondence to:	
Type of Organization: (include copies of the first page of filed Articles of Incorporation or Organization, if applicable)			
<input type="checkbox"/> Corporation; <input type="checkbox"/> S-Corp; <input type="checkbox"/> LLC; <input type="checkbox"/> LP; <input type="checkbox"/> Partnership; <input type="checkbox"/> Sole Proprietor; <input type="checkbox"/> Other			
Entity #:		State License # (if applicable):	
		Federal Tax # (EIN):	
Projected Opening Date for Business:			
Detailed Description of Rental: (Include attachment if necessary)			
Include number of rental units- specify upstairs/downstairs or ground level:			
<input type="checkbox"/> Business will use an electronic status verification system to verify the federal legal working status of all new employees.			
This form is an application for a business license; the actual license will be issued only when all inspections have been approved. All information must be completed, or the issuance of a license will be delayed. It is a Class "B" Misdemeanor to own or operate a business in West Valley City without a current business license. By signing below, I agree to permit the West Valley City Police Department to take all actions necessary to remove trespassers from the business property without advance notification or permission and will be deemed to have duly executed the trespass affidavit available upon request from the Business License Officer. I hereby represent that I have authority to give such permission. I understand that this is optional and that I may opt out by submitting a signed letter to the Business License Officer. This provision is not applicable to home-based businesses and residential rentals. I/We hereby agree to conduct said business strictly in accordance with the Laws and Ordinances covering such business and swear under penalty of law that the information contained herein is true.			
Signed by:			(Owner/Officer)
Date:		Title:	

WEST VALLEY CITY BUSINESS LICENSING

3600 Constitution Blvd. West Valley City UT 84119

PHONE: 801 963-3290 / 801 963-3287

www.wvc-ut.gov

CALCULATION OF FEES FOR BUSINESS LICENSES:

- | | | |
|---|-------|---|
| 1. Base Fee of \$110 applies to ALL BUSINESSES EXCEPT landlords with less than 3 rental units. (Example: Duplex 2 units) <u>Disproportionate fee</u> only will apply in such cases. | _____ | + |
| 2. Disproportionate Fees & Special Regulatory Fees (see Fee Schedule below):
(10-32131) | _____ | + |
| 3. Inspection Fee: <i>Only required on new or relocated businesses</i> \$50.00
(Residential Rental Dwellings Exempt) (BLDG/FIRE: 10-32140) (PLAN/ZONE:10-34309) | _____ | + |
| 4. Employees: (applies to all businesses) \$10.00 x _____ each employee =
(For example: # of employees leased or on payroll, # of employees working at, out of, or dispatched from the licensed location.) (10-32101) | _____ | + |
| 5. Vehicle Parking Stickers \$0.50 x _____ no. of stickers required =
(for delivery vehicles only; one vehicle per home occupation business) (10-32101) | _____ | + |
| 6. Alcohol License Fee (each alcohol license is \$500) (10-32102) | _____ | + |
| 7. Late Fee (total <u>all fees</u> above and multiply by .5 or .75 or 1.0 depending on penalty
(10-32103) | _____ | + |
| 8. Childcare, Pre- School, Lunch Truck, Nursing Home, Fire Inspection \$72
(10-32219) | _____ | + |
| TOTAL DUE – Please make checks payable to West Valley City: | _____ | = |

BUSINESS LICENSE FEE SCHEDULE

Business Description	Regulatory Fee	+ Disproportionate Fee
Alcoholic Beverage Licensed Businesses (except restaurants)*	\$500	\$1000
Alcoholic Beverage Licensed Restaurant (BEER AND/OR LIQUOR)	\$500 each	-
Banks and Credit Unions		\$500
Department Stores & Shopping Mall Management Offices		\$1000
Drive-In Motion Picture Theaters		\$1000
Home Improvement Center		\$1000
Hotels and Motels		\$1500
Mobile Home Parks		\$31 x _____ # of pads = \$ _____
Rental Dwelling Units (single family, duplex, tri-plex, multi-family)		\$35 x _____ # of units = \$ _____
Good Landlord Program Eliminated. Regular fee reduced for everyone. City Ordinance: 17-2-800P		
Pawnshops Includes buying and selling precious metals. New jewelry dealers exempt	\$500	\$1200
Racetrack		\$1000
Salvage Yards	\$1000	\$100

Utah Code Section 10-1-203(7)(b) provides an exemption from business license fees for home based businesses that do not have a material off-site impact. If you believe you qualify for this exemption, please include with this renewal form, on a separate piece of paper a written explanation.



Planning and Zoning Division

Within Single Unit Dwelling Zones, the City allows Single Unit Dwellings but does not allow the following uses: Boarding Homes, Two Unit Dwellings (duplexes), Three Unit Dwellings (triplexes), Four Unit Dwellings (fourplexes) or other Multiple Unit Dwellings (apartment buildings). The questions that follow will help you and the City determine if your rental property is a Single Unit Dwelling or some other use.

Will all areas of the building be connected together in a way that doors and hallways provide shared access to common living facilities? If your answer is no, please explain.

Will all occupants of the building live together as a single housekeeping unit where all occupants maintain free access to all living spaces within the building? If your answer is no, please explain.

Will all occupants of the building be able to access all portions of the building without exiting the building? If your answer is no, please explain.

Will any bathroom within the building have more than one toilet? If your answer is yes, please explain.

Will any bathroom within the building have more than one bathtub, shower, or bathtub and shower combination? If your answer is yes, please explain.

Will all occupants of the building be covered under one written or oral rental agreement, lease or sublease? If your answer is no, please explain.

Will there be more than one connection to utilities (power, gas, water, sewer, etc.)? If your answer is yes, please explain.

Will all occupants of the building have access to electrical panels, water shut-offs, gas shut-offs, HVAC equipment, and HVAC controls? If your answer is no, please explain.

Will the area dedicated to bedrooms within the building exceed 50 percent of the total finished area of the building? If your answer is yes, please explain.

Will all bedrooms be able to access any kitchen, living room, dining room or family room that is on the same floor as the bedroom by going through only one door? If your answer is no, please explain.

Will there be more than one kitchen on any one floor? If your answer is yes, please explain.

If a rental business license is revoked for the making of false statements, the person whose license has been revoked shall not be issued any business license for a period of 24 months after the revocation.

Address: _____

Signature of applicant: _____

Date: _____