



Town of Alta 2023 - 2024
Business License Application
Category 3 - Short Term Rentals

P.O. BOX 8016
ALTA UT 84092-8016

Check Box Description License Fee

Cat 3 Short Term Rental - Lodging Property with 10 or Fewer Guest Rooms \$65.31

Subsection 1A

Transient Room Capacity (definitions below with instructions on reverse)

Standard Lodging Units #

High-Capacity Lodging Units #

- Standard lodging units: means each bedroom in a hotel, a motel, a bed and breakfast establishment or an inn. It also means each bedroom in a condominium or property used as a residence that is part of a rental pool or regularly rented out for a time period of less than 30 consecutive days.
High-occupancy lodging units: means each bedroom in a hostel or a unit similar to a hostel. A hostel is a supervised, inexpensive lodging place for travelers, especially young travelers.

New Application
Renewal

Do you manage this rental listing yourself (directly receiving money from the bookings)?

Yes

No



Who manages the listing on your behalf?

If more than one, list all.

State Sales Tax #:

Please refer to details on reverse for more

State Entity #:

reference on where to obtain these numbers

Business Name or DBA

Business Contact

Email Phone

Business Address

City, State, Zip

Mailing Address

City, State, Zip

Business Description

Business Entity Type

Sole Proprietor

LLC

Other

Partnership

Corporation

Signature of Applicant

Date

By signing, you agree to the disclaimer on the back of this form.

For Town of Alta use only

License #

Payment Date

Complete

Payment Amount

Payment Method: check, credit card

Sales Tax Compliant

Customer #

DISCLAIMER: This application is subject to review by the Marshal's Office and Town Clerk, or designee. Business premises may be subject to inspections by the Unified Fire Authority and Planning and Zoning department. Some businesses may require a City/County Health Department authorization to be granted before a license will be issued. I hereby agree to the conditions of this application. I also agree to conduct my business in accordance with Town of Alta Ordinances and any other State Statutes or Federal Laws governing operation of such business.

## Application Instructions

### Section 1

Select the appropriate Category for your business.

Subsection 1A - REQUIRED for Cat 1, 2, and 3 applications

Subsection 1A Definitions:

- *Standard lodging units: means each bedroom in a hotel, a motel, a bed and breakfast establishment or an inn. It also means each bedroom in a condominium or property used as a residence that is part of a rental pool or regularly rented out for a time period of less than 30 consecutive days.*
- *High-occupancy lodging units: means each bedroom in a hostel or a unit similar to a hostel. A hostel is a supervised, inexpensive lodging place for travelers, especially young travelers.*

Second App: Applicable to any entity applying for more than one business license in the same category.

### Section 2

Select either New Application or Renewal.

**State Entity #:** For approval from the Town of Alta, your business must also be registered with the State of Utah. If you do not know your State Entity #, you can search for your business and find the number via this link:

<https://secure.utah.gov/bes/index.html>

**State Sales Tax #:** This is the number you use to file taxes with the Utah State Tax Commission, obtained by filling out form TC-69. Most often, an 11 digit number with a hyphen separating the final 3 numbers with STC at the end (xxxxxxxx-xxx STC).

For more information, visit <https://tax.utah.gov/sales> or refer to [Publication 25](#).

*If you are operating a short-term rental, you may not need to have your own unique State Sales Tax # unless you rent directly. Please write-in the name of your Property Management Company (examples: Airbnb, Canyon Services, Alta Chalets, etc.)*

### Section 3

**Business Address:** Physical location of your business in Alta.

**Mailing Address:** Preferred mailing address for your business license to be sent to.

**Business Description:** The nature of the commercial or professional activity you are applying for.

### Section 4

**Sole Proprietorship:** An unincorporated business that has just one owner who pays personal income tax on profits earned from the business.

**Partnership:** A formal arrangement by two or more parties to manage and operate a business and share its profits.

**LLC:** A business structure that protects its owners from personal responsibility for its debts or liabilities.

**Corporation:** A legal entity that is separate and distinct from its owners.

Definitions compiled from <https://www.investopedia.com/financial-term-dictionary-4769738>