

**MIDWAY CITY**  
– Planning Office –

75 North 100 West  
Midway, Utah 84049

Phone: 435-654-3223 x106  
[mjones@midwaycityut.gov](mailto:mjones@midwaycityut.gov)

**APPLICATION FOR A TRANSIENT RENTAL UNIT PROPERTY MANAGEMENT  
BUSINESS LICENSE**

*Please answer all questions – enter N/A if an item is not applicable*

**Manager Information:**

**Name:** \_\_\_\_\_ **24-Hour Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**\* Wasatch County Business Address** (\*may not be the same as the rental unit address):  
\_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Property Manager Business License:** Please attach a copy of your active business license issued by the jurisdiction in which you maintain your physical business office.

**Utah Sales Tax Account Number (ends in STC):** \_\_\_\_\_

**Utah Transient Room Tax Account Number (ends in STR):** \_\_\_\_\_

*Please provide a copy of the Utah sales tax license associated with the unit.*

**Insurance:** Please attach proof of manager insurance covering physical property damage, contents and liability in an amount of not less than \$1,000,000 US dollars or an amount set by the City Council from time to time.

**Transient Rental Unit Business License:** A separate Transient Rental Unit Business License (Owner License) must be completed and approved for each rental unit prior to the property manager assuming management responsibility for the property.

**List of Managed Properties:** Please attach a list of all properties managed by you in Midway. It is your responsibility to provide an updated list to the City any time it changes.

**Inspections:** The property management office must be inspected by Building, Fire and Health Department personnel before a license is granted. It is your responsibility to schedule these inspections, pay any fees associated with inspection, and provide proof of completed inspections to the City Planning Department.

**Fees:** An administrative fee of **\$65.00 US dollars**, payable to Midway City, must accompany this application. Separate agency inspection fees may be required and must be paid prior to inspections. *Licenses must be renewed annually by December 31st. It is your responsibility to timely renew your license.*

**Transient Room Tax:** Proof of payment of required transient room tax must be submitted annually for units managed under this license.

**Dark Sky Lighting Compliance:** All exterior lighting on the property must comply with the City's dark sky lighting ordinance (**5.02.080 – Outdoor Lighting and Glare**).

**Required Interior Notice:** See supplement for description of required content. Must be approved by the City and displayed in a conspicuous inside location near the unit entrance.

**Required Exterior Notice:** A City-approved 4" x 6" exterior information plaque containing current property manager's name and 24-hour per day, 365-day per year phone number must be affixed to the residence, next to the primary entrance facing the street.

**Occupancy Limits:** Maximum occupancy = **2 persons per designated bedroom + 2 additional persons per residence** (unless further restricted by the conditions of a conditional use permit).

**Parking:**

- Maximum vehicles = **garage capacity + 2** (unless further restricted by the conditions of a conditional use permit).
- **No on-street parking** is permitted for renters or visitors.

**Advertising:**

- Advertising must accurately reflect approved occupancy and conditions of the license.
- Ads may **not list or depict more beds than the approved occupancy**.

**License Revocation:** See supplement. Grounds for revocation are set forth in 7.06.100 for owners and 7.06.150 for managers.

**Annual License Renewal:** Owners and managers are responsible for renewing their respective license(s) annually by December 31<sup>st</sup>.

**Property Manager Business Address:** Section 7.06 as amended in 2025 allows for an office address in Wasatch County but requires a Midway license. Address may not be the same as the rental unit's address. **Managers must provide a list of all rental units the manager manages and update the list when it changes.**

**Joint Liability & Single-Unit Rule:**

- Each property may have only **one** short-term rental unit.
- Owners and managers are **jointly and severally liable** for code violations.

**Enforcement & Violation Fines:** Enforcement provisions are set forth in Sections 7.06.180 and 2.14 of the Code and include fines up to \$750 per violation (maximum for class C misdemeanor), with continuing violations constituting separate violations for each day the violation continues. The requirements of §7.06 apply regardless of whether it is used by the owner for personal use or for rental.

### **CONTINUING OBLIGATION OF THE APPLICANT**

I certify under penalty of license revocation that I am the property manager referenced in this application. I have read and understand the application (including supplement), and the provisions of **Chapter 7.06 – Transient Lodging Units** of the Midway City Municipal Code (including the amendments enacted through Ordinance 2025-17).

I certify that I will manage and maintain each Transient Rental Unit managed under this license in full compliance with all applicable City standards and requirements including, but not limited to, occupancy limits, parking restrictions, dark sky lighting compliance, required postings, advertising restrictions, and all inspection and licensing requirements. I agree to limit occupancy to that allowed by City Code and will not advertise through photographs or descriptions as accommodating more.

I acknowledge that licenses expire December 31st each year and that renewal fees are due by that date. Fees unpaid by January 31 are subject to late fees; after January 31, renewal is no longer available and a new application will be required. I recognize that it is my responsibility to notify the City of any change in address, business status, or managed properties.

I certify that the information provided is true and complete to the best of my knowledge and that this license shall be void if information is incorrect or not updated within ten (10) business days of any change.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

ALL APPLICABLE SIGNATURES MUST BE OBTAINED BEFORE A LICENSE IS  
ISSUED  
\* Required signatures for all applications

Property Address: \_\_\_\_\_

**Inspection Verification:** Please obtain the required inspection verification signatures shown below.

\* Building Inspector: \_\_\_\_\_  
Date of Approval: \_\_\_\_\_

\* Fire Marshall: \_\_\_\_\_  
Date of Approval: \_\_\_\_\_

\* Health Department: \_\_\_\_\_  
Date of Approval: \_\_\_\_\_

**Administrative Signatures:**

\* City Planner: \_\_\_\_\_  
Date of Approval: \_\_\_\_\_

Conditions of Approval: \_\_\_\_\_  
\_\_\_\_\_

City Council: \_\_\_\_\_  
Date of Approval: \_\_\_\_\_

Conditions of Approval: \_\_\_\_\_  
\_\_\_\_\_

**FOR OFFICE USE ONLY**

**STAFF:**

Business License #: \_\_\_\_\_

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

**PLANNER:**

Complete / Incomplete

Date: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

## **SUPPLEMENT TO APPLICATION**

To ensure compliance with updated Midway City Code §7.06, property managers must be aware of and ensure that each managed property complies with the following:

### **1. Minimum Stay Requirements**

- Rentals of fewer than 12 hours are prohibited.

### **2. Annual Proof of Transient Room Tax Payment**

- Proof of payment of required transient room tax must be submitted annually for owner business license renewal.

### **3. Dark Sky Lighting Compliance**

- All exterior lighting on the property must comply with the City's dark sky lighting ordinance (5.02.080 – Outdoor Lighting and Glare).
- Properties built before 2022 may be required to replace exterior fixtures to meet dark-sky standards.
- A six-month grace period from December 2, 2025 for achieving compliance.

### **4. Required Interior Notice**

Each unit must display in a conspicuous location inside the transient rental:

- A copy of the rental business license
- Manager name, address, and 24-hour phone number
- Location of all fire extinguishers
- List of rules applicable for short-term rentals, as provided by the City
- Maximum occupancy of the short-term rental and maximum number of vehicles allowed
- Water, gas, and power emergency shut-off locations

### **5. Required Exterior Posting**

A City-approved 4" x 6" exterior information plaque must be affixed to the residence, next to the primary entrance facing the street. The plaque must list the property manager's name and 24-hour per day, 365-day per year phone number.

### **6. Occupancy Limits**

- Maximum occupancy = 2 persons per designated bedroom + 2 additional persons per residence  
(Example: 3 bedrooms → 8 maximum occupants.)

## **7. Parking Requirements**

- Maximum vehicles = garage capacity + 2.
- No on-street parking is permitted for renters or visitors.

## **8. Advertising Requirements**

- Advertising must accurately reflect approved occupancy and conditions of the license.
- Ads may not list or depict more beds than the approved occupancy.

## **9. Enforcement Applies at All Times**

Enforcement of the requirements in 7.06 shall be based on whether the property is licensed as a short-term rental, not on whether the occupants are paying guests. The requirements of §7.06 apply regardless of whether it is used by the owner for personal use or for rental.

## **10. License Revocation**

Grounds for license revocation are set forth in 7.06.100 for owners and include failure to renew licensing and maintain a licensed property manager. Grounds for revocation of property manager license are set forth in 7.06.150. Revocation decisions will be made by City Council. A party with a revoked license may not apply for a new license for one year. Revocation may be permanent.

## **11. Annual License Renewal**

All owner licenses and property manager licenses must be renewed annually by December 31st. A late fee will apply in the month of January. After January 31, renewal is no longer an option, and the applicant must reapply (with no waiting period).

## **12. Property Manager Business Address**

The amended code allows for an office address in Wasatch County but requires a Midway license. Address may not be the same as the rental unit's address. Managers must provide a list of all rental units the manager manages and update the list when it changes.

## **13. Joint Liability & Single-Unit Rule**

- Each property may have only one short-term rental unit.
- Owners and managers are jointly and severally liable for code violations.

## **14. Enforcement & Violation Fines**

Enforcement provisions are set forth in Sections 7.06.180 and 2.14 of the Code and include fines up to \$750 per violation (maximum for class C misdemeanor), with continuing violations constituting separate violations for each day the violation continues.

Please contact the Midway City Planning Department for any questions regarding these requirements.