Midway City Corporation
75 North 100 West
Midway, Utah 84049
435-654-3223 ext. 106
mjones@midwaycityut.gov

Office Use Only

Date of Application _____
Business License # _____
Fee Paid _____ Date Paid _____

APPLICATION FOR A TRANSIENT RENTAL UNIT BUSINESS LICENSE

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

Fee per unit: $100 Annually

Unit Application:

Property Owner Name:_____
Phone Number: _____**Email:** _____
Address: _____**City, State, Zip:** _____
Transient Unit Address: _____**City, State, Zip:**_____
County Parcel #: _____

Utah Sales Tax Account Number (ends in STC): _____
Utah Transient Room Tax Account Number (ends in STR): _____
Please confirm your tax reporting location is Midway (Location Code: 26011).
Attach a copy of your Utah Sales Tax License issued by the Utah State Tax Commission.

Business entity registration or DBA obtained through Utah Dept. Of Commerce (if not operating under owner's given name): _____

Websites advertising the transient rental unit: _____

Unit Description: Attach a floor plan of the rental unit indicating bedrooms, bathrooms, kitchen, living area, garage and all utility (gas, electric, water, etc.) shut-off locations.

Proof of Ownership: Please attach a copy of the recorded deed or other evidence of ownership.

Unit Manager: Please provide the following information on the responsible party who will manage this unit.
Property Manager Name:_____
Business Phone Number: _____
24-hour Cell Phone Number: _____
Email: _____
Website: _____
Office Address:_____
City, State, Zip:_____
Midway City Business License Number:_____
Business License Number (if office isn't in Midway): _____
Inspections: The unit must be inspected by Building, Fire, and Health Department personnel before a license is granted. It is your responsibility to schedule the initial inspections and **annually** thereafter. ***Please provide proof of successful completion***.

Fees: An administrative fee of **$100 US dollars**, payable to Midway City, must accompany this application and be paid prior to review of the application. Separate agency inspection fees will be required and must be paid

prior to inspections.
Licenses must be renewed annually by December 31st.

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 requirements. Must be approved by the City and displayed in a conspicuous interior 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, not to exceed 14 persons total** (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 use associated with the unit (including 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 31st.

Property Manager Business Address: Section 7.06 as amended in 2025 allows for an office address in Wasatch County but requires a Midway business license. Business address may not be the same as the rental unit's address. ***Managers must provide a list of all rental units under their management and update the list as 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 owner or an authorized representative of the property owner. 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 maintain each Transient Rental Unit 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 grant the City of Midway and its authorized representatives the right to enter and inspect the transient rental property upon reasonable notice. In addition, I authorize police, fire, and other emergency personnel to enter the property in the event of an emergency.

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 signatures 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: _____
_____

SUPPLEMENT TO APPLICATION

To ensure compliance with updated Midway City Code §7.06, property managers and owners must be aware of and ensure that each managed property complies with the following requirements. Please initial each section below to acknowledge that you have reviewed and agree to comply with the requirements.

1. Minimum Stay Requirements Initials:_____

- Rentals of fewer than 12 hours are prohibited.

2. Annual Proof of Transient Room Tax Payment Initials:_____

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

3. Dark Sky Lighting Compliance Initials:_____

- 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 to achieve compliance.

4. Required Interior Notice Initials:_____

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 Initials:_____

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 Initials:_____

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

7. Parking Requirements Initials:_____

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

8. Advertising Requirements Initials:_____

- 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 Initials:_____

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 Initials:_____

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 Initials:_____

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 Initials:_____

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 Initials:_____

- 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 Initials:_____

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 Community Development Department for any questions regarding these requirements.