

SSL SHORT-TERM RENTAL HANDBOOK

A GUIDE FOR SHORT-TERM RENTALS IN SOUTH
SALT LAKE



SSL Planning & Business Licensing
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This handbook provides general guidelines on how to obtain a Short-Term Rental ("STR") Business License in South Salt Lake. However, it is recommended you review the full South Salt Lake City STR code and other relevant code sections, a link to which can be found on page 9 and work with a City Planner and Business License Official or Business License Specialist to help you answer any questions and coordinate your application.

Planning – 801.483.6063 ext. 5 or
planning@sslc.gov

Business License Official / Business License Specialist – 801.483.6013 ext. 3 or
businesslicense@sslc.gov

OVERVIEW

WHAT IS AN STR?

A Short-Term Rental (STR) is a residential unit or any portion of a residential unit that the Owner of record or the lessee of the residential unit offers for occupancy for fewer than 30 consecutive days and is: an Owner-Occupied Duplex; an Owner-Occupied Rental Property; or in a property owned by a Primary Resident who resides in South Salt Lake.

STRs are prohibited in any Accessory Dwelling Units (ADUs).

REQUIREMENTS

An STR is allowed on properties located within the R1, RM (Residential Multiple), MPMU, and Downtown land use districts. There are specific standards outlined for the R1 and MPMU districts on page 4.

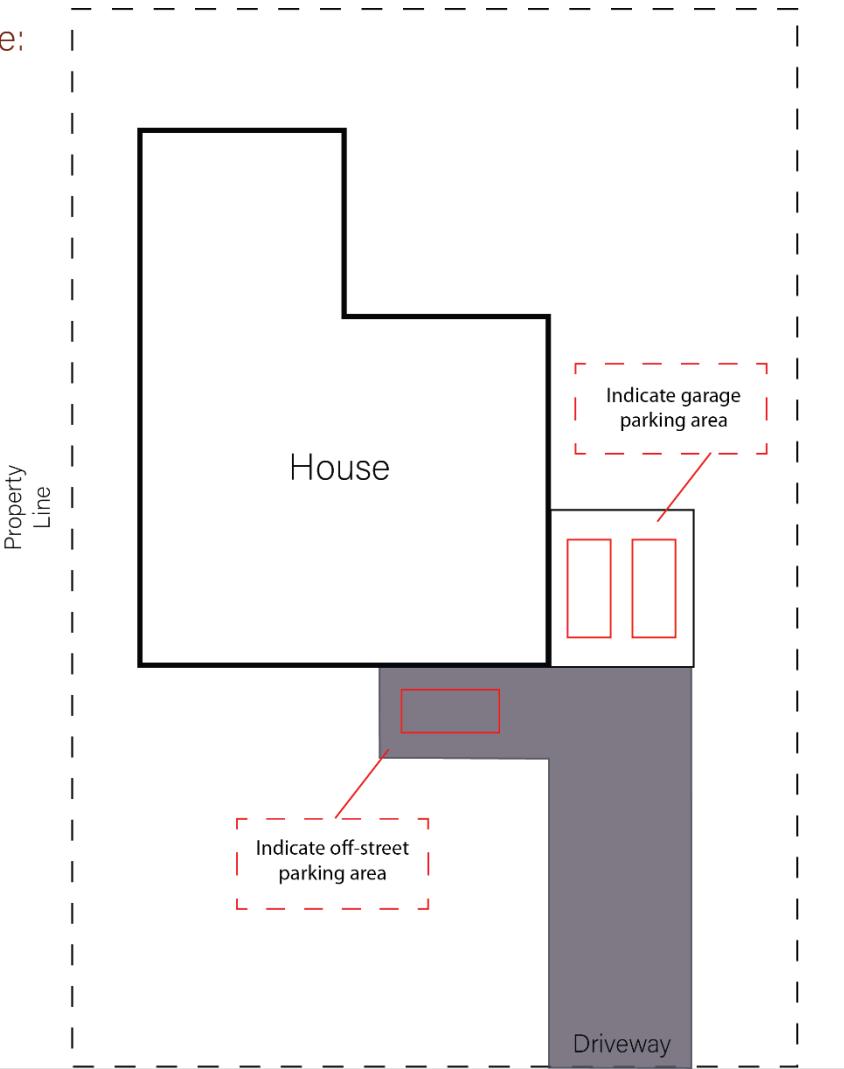
In order to meet the specific land use standards, each property must comply with the following.

- Obtain a business license
- Comply with the occupancy requirements
- Maintain the property in conditions outline in SSLC Code 4.05.080
- Comply with the noticing and posting requirements

There are standards about eligibility, occupancy requirements, R1 & MPMU Restrictions, license caps, and Business License Requirements for STRs within South Salt Lake are discussed in this handbook.

YOUR PROPERTY / SITE PLAN

Example:



ELIGIBILITY

Every neighborhood in South Salt Lake City falls within a specific land use district. In order to operate an STR your property must be located within the R1, RM, Riverfront MPMU – R1; Granite MPMU – R1, or the Downtown land use districts.

Check your land use district on the **South Salt Lake City Zoning Lookup Map** • <https://sslc.maps.arcgis.com/apps/instant/basic/index.html?appid=b01159337af74d0696e155df756fe439>

R1 & MPMU RESTRICTIONS

- STRs are prohibited in the R1 District, unless they are Owner-Occupied or owned and operated by a Person whose Primary Residence is located within 30 miles of the STR. STRs in the R1 and MPMU Districts shall be contained within or attached (share a wall) to the Primary Dwelling. STRs are prohibited in any Accessory Dwelling Unit (ADU). STRs in these districts may have an Owner's agent, but it does not waive the Person's requirement that they shall be Owner-Occupied or that Person's Primary Residence shall be located within 30 miles of the STR.
- As part of an annual renewal of a business license for an STR, the applicant shall resubmit the affidavit acknowledging ownership requirements as applicable in the R1 and MPMU land use districts.

OCCUPANCY REQUIREMENTS

- The property shall not be rented to more than one rental party at any given time, and the Owner shall now divide and Rent out portions of the Dwelling to multiple Renters at the same time.
- The maximum Renter occupancy of an STR shall be no more than:
 - Two adults per bedroom; or
 - Eight (8) related adults, or
 - Four (4) unrelated adults, or
 - Ten (10) total Person;
 - This maximum occupancy shall not include the Owner or Persons related to the Owner.

INSPECTIONS

- Prior to issuance of any STR business license, the building department and the Fire Marshal or designee shall conduct an inspection to ensure compliance with this City Code and all other applicable laws.
- After an STR business license has been granted, or as part of the annual license renewal, the Business License Official, Building Official, or Fire Marshall may require inspections of an STR to ensure compliance with this City Code and all other applicable laws. Failure to respond or comply with inspection requirements shall be grounds for denial, suspension, or revocation of the STR business license.

BUSINESS LICENSE APPLICATION REQUIREMENTS

An application for an STR business license shall be made to the Business License Official and shall contain such information as indicated on forms provided by the City including the following:

- The name, mailing address, and telephone number of each of the following:
 - The name of property Owner;
 - The applicant;
 - The property Manager;
- Property description and location by street address. A detailed written description and/or drawing of the property that identifies the use of each room of the Dwelling and defines the portions of the Dwelling to be used for an STR shall be provided;
- A site plan/drawing of the proposed STR showing the location of required off-street parking spaces;
- The number of rooms available for rent;
- The number of Persons the STR will accommodate;
- A FEIN number or tax account number;
- The name and telephone number of the property Owner or Owner's agent who is available by telephone twenty-four hours per day, and who can respond within 30 minutes to the site, 24 hours a day, 7 days a week;
- Such other information as the Business License Official determines may be needed to assist in issuing the permit or license;

- A signed declaration on a form provided by the City identifying the requirement of an STR business license that the applicant is currently in compliance with all legal requirements regarding STRs, has paid all applicable taxes, fees and other charges regarding STRs, and agrees to continually comply with all requirements regarding STRs;
- For STRs in the R1 and MPMU Districts, a signed affidavit sworn before a notary public shall be provided by the Owner stating that the proposed property is the Owner's Primary Residence, and the Owner will remain as the primary occupant of the home for at least 183 days per calendar year. The Owner shall also provide proof of Primary Residency in the form of a document from at least two of the following categories that show the applicant's name and the address of the property for which an STR business license is being applied for:
 - Utility bill, dated within the last sixty (60) days;
 - Correspondence from any government agency that shows the home address, dated within the last sixty (60) days;
 - A voter registration card dated within the last calendar year;
 - A social security statement, dated within the last sixty (60) days;
 - A bank statement dated within the last sixty (60) days;
 - Automobile registration documentation dated within the last calendar year;
 - Income tax forms dated from the most recent tax filing period;
 - Insurance documentation or insurance bill dated within the last calendar year that shows home address;
 - Current active business license or permit issued by South Salt Lake, a state, or federal agency that shows home address;
 - College or school correspondence that shows home address, dated within the last sixty (60) days;
 - W-2 from the most recent tax filing period;
 - Official payroll documentation that includes home address issued by an employer within the last sixty (60) days, such as a pay stub, a form submitted for tax withholding purposes, or a payroll receipt.

NOTICING & POSTING REQUIREMENTS

- One nameplate sign shall be permanently attached on the exterior of the building or in a conspicuous location at time of business license inspection. The nameplate sign shall provide:
 - The name and telephone number of the resident Owner or Owner's agent who can be contacted twenty-four hours a day,
 - The occupant load of the building as allowed by South Salt Lake,
 - Include the business license number, and
 - Be made of durable, weather resistant material,
 - Not exceed eight inches by eleven inches in dimension, and
 - Contain no advertising.
- Post the City issued STR business license on the interior of the building in a conspicuous location near the main entrance of the STR at time of business license inspection with the following information:
 - Parking requirements and location of off-site parking spaces
 - County noise regulations
 - Garbage pick-up dates
 - South Salt Lake business license number
 - Maximum allowed occupancy
 - Name and contact information of the registered agent
 - Contact information for the South Salt Lake Police and Fire Departments.

Exterior Nameplate Example



Interior Posting Example



MAINTENANCE, PARKING, & OTHER STANDARDS

There shall be periodic exterior maintenance service of the house, property, grounds and adjacent areas including the sidewalks, and driveways. This includes removal of trash, leaves, snow, and other material on a weekly basis,

Owners shall ensure Renters adhere to the county noise regulations.

STRs may not be used for any of the following:

- Commercial purposes not otherwise permitted in the zone, including hosting parties;
- Distribution of retail products or personal services to invitees for marketing or similar purposes; or
- The outdoor display of goods and merchandise for sale.

The access to the STR unit and the layout of the STR shall be designed so that noise, light, and occupants from the STR unit are not likely to be a substantial intrusion on adjacent properties.

Only one STR business license shall be issued per property.

Responsible Party:

The resident Owner is personally liable for failure to manage properly the STR. The resident Owner or Owner's agent must be available by telephone, or otherwise, twenty-four hours per day and must be able to respond to inquiries within thirty minutes of receipt of an inquiry

Parking:

Required off-street parking areas and access to parking areas shall be maintained and available for use at all times. Parking for this use shall be incremental to the requirements for the Primary Dwelling and include a minimum of one off-street parking spaces for each five (5) occupants allowed.

Sales Tax:

The licensee must have a sales tax collection and sales tax accounting number for the rental operation and the sales tax number must be included on the STR Business License application. All applicable taxes, charges and fees, including the transient room tax, must be paid in full during the period of licensure.

Online Advertisement:

Any STR in South Salt Lake City shall include the following statement in any online advertisement for the STR unit: "This short-term rental is legally permitted by South Salt Lake City and short-term rental business license #[South Salt Lake City Business License number]. Any short-term rental in South Salt Lake City operating without a business license number included within its online advertisement is operating illegally."

STR CAPS

The City has set a cap on the number of STRs that can be licensed.

- The maximum in the City overall is 200.
- The maximum per block is two (2).

STRs in multi-family units are included in all cap counts.

WAITLIST

If a complete application, meeting all other requirements for approval is received after the maximum number of STRs has been met either Citywide or per block, the application shall be placed on a waiting list in order of the date of receipt of a completed application. This list shall be reviewed on an annual basis. No renewal fees will be due until an STR license is issued.

An applicant on the waiting list may remove its name from the waiting list at any time but forfeits the nonrefundable application fee by removing its name.

FAQS

WHERE ARE STRs PERMITTED?

STRs are allowed on properties located within R1, RM, Riverfront MPMU – R1; Granite MPMU – R1, or the Downtown land use districts if they meet the specific standards for the a land use district.

HOW MANY STRs CAN I HAVE ON MY PROPERTY?

One. Only one STR business license shall be issued per property.

WHAT FEES DO I HAVE TO PAY?

You will have to pay the Business License Fee, which can be found in the Consolidated Fee Scheduled in Title 3 of the South Salt Lake Municipal Code.

CAN I HAVE AN STR IN MY ADU (ACCESSORY DWELLING UNIT)?

No. STRs are not permitted in ADUs.

WHAT ARE THE MINIMUM PARKING REQUIREMENTS?

Provide a minimum of requirement for the Primary Dwelling, which is typically 2 stalls, and include a minimum of one off-street parking space for every 5 occupants allowed.

HOW MANY OCCUPANTS CAN I HAVE IN MY STR?

The maximum occupancy is two (2) adults per bedroom, or eight (8) related adults, or four (4) unrelated adults, or ten (10) total Persons. This maximum occupancy shall not include the Owner or Persons related to the Owner

WHAT IS THE SALT LAKE COUNTY NOISE ORDINANCE?

In general, the noise regulation prohibits loud noise at night between the hours of 10:00om and 7:00am. More information can be found on the Salt Lake County Health Department website, which can be found on page 9.

GLOSSARY

Commonly used terms in the SSL STR Handbook.

ACCESSORY DWELLING UNIT ("ADU")

An additional, self-contained housing unit that is secondary to the Primary Dwelling including Internal ADUs and External ADUs.

PRIMARY DWELLING

The principal building, or one of the principal buildings on a Lot, that contains the Primary Use on the Lot.

PRIMARY RESIDENT/RESIDENCE

A Dwelling that services as someone's primary home and is occupied for at least 183 consecutive days in a year.

RENTER

Any Person entitled under a Rental agreement to occupy a Rental Dwelling to the exclusion of others.

SHORT-TERM RENTAL ("STR")

A residential unit or any portion of a residential unit that the Owner of record or the lessee of the residential unit offers for occupancy for fewer than 30 consecutive days and is: an Owner-Occupied Duplex; an Owner-Occupied Rental Property; or in a property owned by a Primary Resident who resides in South Salt Lake.

CITY DEPARTMENTS

BUILDING PERMITS

[www\(sslc.gov/215/Building-Permits](https://sslc.gov/215/Building-Permits) • permits@sslc.gov • 801.483.6063 ext. 2

BUSINESS LICENSING

[www\(sslc.gov/214/Business-Licensing](https://sslc.gov/214/Business-Licensing) • businesslicense@sslc.gov • 801.483.6063 ext. 3

ENGINEERING

[www\(sslc.gov/218/Engineering](https://sslc.gov/218/Engineering) • engineeringpermits@sslc.gov • 801.483.6040

FIRE MARSHALL

[www\(sslc.gov/237/Fire-Marshall-Fire-Prevention](https://sslc.gov/237/Fire-Marshall-Fire-Prevention) • firepermits@sslc.gov • 801.483.6043 ext. 3

PLANNING

[www\(sslc.gov/216/Planning-Zoning](https://sslc.gov/216/Planning-Zoning) • planning@sslc.gov • 801.483.6063 ext. 5

PUBLIC UTILITIES

[www\(sslc.gov/225/Utility-Billing](https://sslc.gov/225/Utility-Billing) • 801.483.6074 • utility@sslc.gov

SOUTH SALT LAKE FIRE DEPARTMENT

Emergency • 911 • Non-Emergency • 801.840.4000

SOUTH SALT LAKE POLICE DEPARTMENT

Emergency • 911 • Non-Emergency • 801.840.4000

RESOURCES

SOUTH SALT LAKE SHORT TERM RENTAL ORDINANCE

https://sslc.gov/DocumentCenter/View/3233/Ord-2025-05_STRs?bidId=

TITLE 17: LAND USE AND DEVELOPMENT

https://library.municode.com/ut/south_salt_lake/codes/code_of_ordinances?nodeId=TIT17LAUSDE

TITLE 3.11: CONSOLIDATED FEE SCHEDULE

https://library.municode.com/ut/south_salt_lake/codes/code_of_ordinances?nodeId=TIT3REFI_CH3.11COFESC

INTERACTIVE ZONING MAP

<https://sslc.maps.arcgis.com/apps/instant/basic/index.html?appid=b01159337af74d0696e155df756fe439>

SALT LAKE COUNTY HEALTH DEPARTMENT

<https://www.saltlakecounty.gov/health/noise/#:~:text=Overview,permit%20from%20the%20health%20department>