



MURRAY CITY RESIDENTIAL RENTAL BUSINESS LICENSE GENERAL INFORMATION

Thank you for your interest in a Murray City Business License. We welcome you and sincerely hope your business enterprise will be successful. Residential rentals are considered a business and anyone who rents out real property must obtain and maintain a current business license.

What if I own multiple properties in Murray City, do I need a license for each property?

- One business license will cover all properties owned by the same legal entity. Owners must provide contact information as well as a current, complete list of all rental dwelling units on the application.

I have a property management company manage my property for me. Do I still need a rental business license?

- Yes, as a rental property owner a business license is still required. A property management company located within the City of Murray has their own business license requirement for the management activities they conduct.

As a property owner am I responsible for business or other activity that occurs on my property and conducted by the renter?

- It is the responsibility of the property owner to maintain the rental dwelling unit in compliance with all applicable laws and City ordinances. A property owner is responsible for taking action to prevent or discontinue an activity occurring on their property that is found to be illegal or in non-compliance with City ordinances.

What if I have sold or am no longer renting the property?

- Licenses are not transferable from address to address, or from owner to owner. Any change of location, or ownership, requires a new application to be submitted. Minor changes such as a mailing address change may be submitted without application. Murray City requires written notification if a business is no longer conducting business, or a property is sold.

Is there a penalty fee for operating without or prior to obtaining a business license?

- Per City code 5.04.260: Penalty fees for failure to obtain a or renew a business license: A person conducting business in the City without first obtaining a business license or a person operating a business that has been closed for nonrenewal shall be assessed a one hundred percent (100%) penalty on past due fees including any regulatory fees, subject to the thirty (30) day grace period for new business license applications outlined under section [5.04.120](#) of this chapter.



MURRAY CITY RESIDENTIAL RENTAL BUSINESS LICENSE APPLICATION INFORMATION

- The average business license processing time varies due to circumstances where a conditional use permit or other approvals may be required. Murray City does not offer interim licensing. Please be aware that you must have your business license issued prior to opening/operating.
- Business licensing fees are due at the time of application submittal. License fees are non-refundable should a license not be approved.
- Once an application is submitted, approvals and/or inspections are required by the Murray City Fire Department, Murray City Community and Economic Development Division and Murray City Code Enforcement. When all applicable departments have approved the application, a business license will be issued.

BUSINESS LICENSE APPLICATION CHECKLIST

The following documentation must be included with your application at the time it is submitted. We cannot accept applications until all State and local requirements are met. This list may not be complete, depending upon your business type, in some cases some or none may apply.).

- ____ Owner/Corporate Officer List (Corporations, LLC & Partnerships)
- ____ Federal Tax ID/EIN # (Sole proprietors, can use their social security number in lieu of an EIN #)
- ____ Utah Department of Commerce registration or Articles of Incorporation

BUSINESS LICENSE CONTACT LIST

This list may not be complete, depending upon your business type, in some cases some or none may apply. Please contact the agencies listed for help in deciding which items will apply to your specific business situation if needed. Please keep in mind that this is a guideline only.

- **EIN - FEDERAL EMPLOYER'S TAX ID NUMBER**

Contact the IRS for information related to income, self-employment, and other federal taxes. Sole proprietors with no employees may use their social security number in lieu of an EIN.

50 S. 200 E., Salt Lake City, Utah 84111
Phone: 800-829-1040

- **REGISTRATION OF A BUSINESS OR DBA NAME / CORPORATIONS**

Corporations, LLCs, etc. in Utah under an assumed business name must register with the Utah Department of Commerce. (Exceptions: federally chartered banks, and insurance agents)

160 E. 300 S. Salt Lake City, Utah 84111
Phone: 801-530-4849

**MURRAY CITY CORPORATION****COMMUNITY & ECONOMIC DEVELOPMENT**

10 East 4800 South, Suite 260 Murray, Utah 84107
blicenses@murray.utah.gov (801) 270-2425

 New Account New Address New Owner Update Only**Business ID#****RESIDENTIAL RENTAL BUSINESS LICENSE APPLICATION****RESIDENTIAL RENTAL PROPERTY INFORMATION**

Ownership: Corporation _____ LLC _____ Partnership _____ Sole Proprietor _____ Federal ID# (FEIN) or SSN _____

Start Date of rental activity: _____

Owner's/Business Name _____

DBA Name (if any) _____

Mailing Address _____ Unit _____ City _____ State _____ Zip _____

1. Rental address: _____ **Unit #** _____ **Zip Code:** _____

Dwelling type: Single Family _____ Multi Family _____ # of Units _____ On site Manager: Yes _____ No _____ Phone No. _____

2. Rental address: _____ **Unit #** _____ **Zip Code:** _____

Dwelling type: Single Family _____ Multi Family _____ # of Units _____ On site Manager: Yes _____ No _____ Phone No. _____

(Additional properties can be continued on next page)

RESIDENTIAL RENTAL PROPERTY INFORMATION

Information in this section is required. Provide business owner's personal information below, add additional owners/ property manager on next page.

Owner's Name _____

Home Address _____ Unit _____ City _____ State _____ Zip _____

Phone _____ Email _____

Birth Date: _____ Driver's License # _____ State _____

A residential rental property application is subject to a base license fee of one hundred dollars (\$100.00) plus six dollars (\$6.00) per residential unit.

Base Fee: (\$100.00) _____ \$ _____

Number of Employees: _____ @ \$6.00 per employee _____ \$ _____

Residential Rental Units: _____ @ \$6.00 per unit _____ \$ _____

Fees subtotal: _____ \$ _____

Add 100% of your fees subtotal if conducting business prior to obtaining a business license per Murray City Code 5.04.280 _____ \$ _____

**Fees are non-refundable should license not be approved

Total amount due: _____ \$ _____

I am aware that this application does not authorize conducting business until approved by Murray City Corporation and a business license has been issued. I hereby acknowledge my responsibility to maintain the rental dwelling unit in compliance with all applicable laws and city ordinances. By signing below, I swear that the foregoing information is true and correct and is in accordance with Murray City Ordinances. Responsibility of changes and renewal is total responsibility of licensee. Failure to receive notices does not excuse this responsibility. License will be valid only for the Licensee, business name, address & activity as listed above.

Signature (Property Manager or Registered Entity Member Only)

Title

Date

**MURRAY CITY CORPORATION****COMMUNITY & ECONOMIC DEVELOPMENT**

10 East 4800 South Suite 260 Murray, Utah 84107
blicenses@murray.utah.gov (801) 270-2425

Owner's or Business Name _____

ADDITIONAL RENTAL PROPERTY INFORMATION

3. **Rental address:** _____ **Unit #** _____ **Zip Code:** _____

Dwelling type: Single Family ____ Multi Family ____ # of Units _____ On site Manager: Yes ____ No ____ Phone No. _____

4. **Rental address:** _____ **Unit #** _____ **Zip Code:** _____

Dwelling type: Single Family ____ Multi Family ____ # of Units _____ On site Manager: Yes ____ No ____ Phone No. _____

5. **Rental address:** _____ **Unit #** _____ **Zip Code:** _____

Dwelling type: Single Family ____ Multi Family ____ # of Units _____ On site Manager: Yes ____ No ____ Phone No. _____

6. **Rental address:** _____ **Unit #** _____ **Zip Code:** _____

Dwelling type: Single Family ____ Multi Family ____ # of Units _____ On site Manager: Yes ____ No ____ Phone No. _____

ADDITIONAL OWNERS, OFFICERS, AND MANAGERS INFORMATION LIST

Please provide information on all Owners, Officers, Managers or Property Managers associated with your business.

Name: _____ Title: _____

Home Address: _____ Unit #: _____ City: _____ State: _____ Zip Code: _____

Phone: _____

Birth Date: _____ Driver's License No. _____ State: _____

Name: _____ Title: _____

Home Address: _____ Unit #: _____ City: _____ State: _____ Zip Code: _____

Phone: _____

Birth Date: _____ Driver's License No. _____ State: _____

Name: _____ Title: _____

Home Address: _____ Unit #: _____ City: _____ State: _____ Zip Code: _____

Phone: _____

Birth Date: _____ Driver's License No. _____ State: _____



MURRAY CITY FIRE DEPARTMENT

BUSINESS INSPECTION INFORMATION LETTER

ACCORDING TO THE INTERNATIONAL FIRE CODE

Welcome, new business owner, to the City of Murray. To assist your start-up and help things run a little smoother, here are a few things you can do.

If you are a home business doing telephone, computer or office-related work, or a kiosk, Murray City Fire does not require an inspection. **All other businesses** require a physical inspection of the business **once your business is fully moved in and set to open**. If you are not sure about the requirements for your business, please contact our office for clarification. The back of this form is the basic areas we look for. In the future you'll be required to complete an annual self-inspection prior to renewing your license.

***If your business is under construction or your anticipated start-up date is 10 days or more from the time you submit your business license application, please inform the Business Licensing office and indicate the date you would like to open on your application.**

Please be aware that a business license cannot be issued without necessary approvals and inspections being completed.

Remember!

You must submit your business license application to the Business Licensing office before an inspection can be set up. Our Fire Inspectors will call you 24 to 48 hours after receiving your application to set up an inspection time. If you don't hear from us within the 72 hours, please call the numbers below and we must be unable to contact you through our information on file.

Thank you,

Fire Marshal's Office

For more Inspection information or questions call:

Office, (801) 264-2791. Mobile, (801) 550-6550 Inspections West of State Street

George Zboril, Deputy Fire Marshal Office, (801) 264-2773, Mobile, (801) 856-2616 Inspections East of State Street

Jeff Puls, Fire Marshal Office, (801) 264-2776, Mobile, (385) 315-0850

Main Fire Department Office, (801) 264-2780

**MURRAY CITY FIRE DEPARTMENT****SELF INSPECTION FORM**

Owner Name: _____ Date: _____

Owner Phone: _____ Owner Contact Email: _____

Address: _____ City: _____ Zip: _____

This next portion will not be posted or tracked by anyone but Murray City Emergency Responders. This is needed for Murray Fire department to contact to you in the event of an emergency. Example: if you have a fire alarm or suspicion of a fire at 2am what are the 2 best contacts for key holders or access to prevent unneeded damage on false alarms.

Name: _____ Contact 24-hour number: _____ Response time: _____

Property Manager: _____ Contact 24-hour number: _____ Response time: _____

To comply with Murray City adopted building and fire code please answer the following questions to the best of your ability. These codes will assist your business in being safer and prevent unneeded accidents when followed.

Instructions:

1. Owner, manager, or other facility manager shall conduct this inspection form and return it to Murray City with your business license renewal each year.
2. When your inspection form is complete, and all questions are answered please sign and return this form with your business license application. For any questions, please contact Fire Marshal at 801-264-2780

1. Is your address visible on the outside of your residence from the street? Notes:	Yes <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
2. Is the outside electrical panel and gas meter clear of debris and accessible? Notes:	Yes <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
3. All pathways, halls, doors and other areas that lead to exiting the structure shall be kept clear and free of material. Notes:	Yes <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
4. Fire Extinguisher (2A10BC rating) present and serviced within the last year? Notes:	Yes <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
5. Are all electrical outlets properly protected with face plates and needed protection measures? Notes:	Yes <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
6. Is the residence free from any extension cords being used as permanent power? Notes:	Yes <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
7. In the electrical panel are circuit breakers are clear from any tape and all empty spaces are filled with spacers or not punched out? Notes:	Yes <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
8. Flammable liquids, oily rags and other fire hazards are properly secured and protected in UL rated flammable containers? Notes:	Yes <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
9. Is the residence clean and free from piles of debris, garbage, or other hazardous items? Notes:	Yes <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
10. Would you like a fire department representative to call you to answer any questions?	Yes <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

Name of the person completing this form: _____ Date: _____