

Licensing of Residential Rental Dwelling Units

Murray City requires that a valid business license be held by anyone conducting business within Murray City. Residential rentals are considered a business and anyone who rents out real property must obtain and maintain a current business license.

Rental Business License FAQs

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?

Please contact Murray City Business Licensing representatives regarding any changes to your business license. Licenses are not transferable from address to address, or from owner to owner. Any change of location, ownership, or corporate information 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.

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

Yes, a person conducting business in the city without first obtaining a business license or a person operating a business that has a lapsed/expired license shall be assessed a one hundred percent (100%) penalty on past due fees including any regulatory fees. (City Code 5.04.280: Penalty fees for failure to obtain a license.)

Re-application notices are mailed out the first of the month in which the license expires. In order to avoid penalty fees, the re-application form and payment must be received in our office prior to the expiration date. We do not accept post marks as timely receipts and cannot be responsible for lost or misdirected mail. Responsibility of renewal is the total responsibility of the licensee. Failure to receive notices does not excuse this responsibility.

Application Information

Prior to submitting an application for a business license, please contact the Community and Economic Development Division (801-270-2420) to verify that your type of business or use of property is allowed. All State and local requirements must be met before submitting your application. Please include verification of these requirements with your application.

The average business license processing time varies due to circumstances where a conditional use permit 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 must be included with your application at the time it is submitted. We cannot accept applications until all State and local requirements are met. A list of State agencies with addresses and phone #'s are included with this application (New Business Compliance Information).

- Owner/Corporate Officer List (Corporations, LLC & Partnerships)
- Federal Tax ID/EIN # (Sole proprietors, with no employees can use their social security number in lieu of an EIN #)
- Sales Tax Account # (All businesses responsible for collection of sales & use tax. Sales tax account must list the Murray business address as an outlet)
- Utah Department of Commerce registration or Articles of Incorporation
- State License if applicable

NEW BUSINESS COMPLIANCE INFORMATION

NOTE: 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. It is the responsibility of the owner/manager to seek out any other governmental agencies involved in the regulations of their business. Please keep in mind that this is a guideline only.

STATE TAX INFORMATION

For information related to Income Tax, State Sales Tax, Use Taxes and other applicable state taxes, contact the State Tax Commission.

210 N. 1950 W., Salt Lake City, Utah 84134
Phone: 801-297-2200

FEDERAL EMPLOYER'S TAX ID NUMBER & FEDERAL TAX INFORMATION

Contact the IRS for information related to income, excise, self employment, tip credits and other federal taxes. Every person who pays wages to one or more employees, or is required to file federal reports, must apply for a tax number. The IRS also provides a business tax kit and tax seminar for businesses. The seminar will provide you with basic instructions and forms. Sole proprietors, with no employees, may use their social security number in lieu of an EIN number. If you have questions, please contact the IRS.

Phone: 1-800-829-1040

REGISTRATION OF A BUSINESS NAME / CORPORATIONS

All persons or partnerships doing business in Utah under an assumed business name must register with the Secretary of State. Corporations, LLC's, etc. must file articles and name registration. (Exceptions: Federally Chartered Banks, Sovereign Nations, & Insurance Agents)

Department of Commerce: Heber M. Wells Building
160 E. 300 S. Salt Lake City, Utah 84111
Phone: 801-530-4849
Cost: Corp. Filing Fee \$52.00 Registration of Name: \$22.00

STATE BUSINESS LICENSING

Under certain circumstances, a special state business license may be required for your business. Consult with The Utah Department of Registration for more information. A state license does not exempt the business from obtaining a local business license.

Heber M. Wells Building
160 E. 300 S., Salt Lake City, Utah 84111
Phone: 801-530-6628

FOR VEHICLE LICENSES, i.e.: DEALERS, AUTO BODY WORK, ETC. CONTACT THE UTAH STATE DIVISION OF MOTOR VEHICLE ENFORCEMENT.

210 N. 1950 W., Salt Lake City, Utah 84134
Phone: 801-297-2600

SALT LAKE COUNTY HEALTH DEPARTMENT

Salt Lake County Health Department has requirements for newly licensed and permitted establishments such as: Cosmetology, Day Cares, Massage, Tanning facilities, Hotels/Motels, Restaurants and other food and drink establishments. (Ownership changes are considered newly licensed & are required to be approved prior to beginning or continuing business). Please contact the Health Department for information.

788 E. Wood Oak Lane (5380 South), Murray Utah 84107
Phone: Food Protection: 385-468-3845 (Restaurants, Bars, Food Services)
All Other Departments: 385-468-3835 (All Other Issues: Sanitation, Salons, Etc.)
Prepackaged Consumption Items: Contact the Dept. of Agriculture: 801-538-7124

SAFETY REGULATIONS

Contact the Utah Labor Commission, Division of Occupational Safety and Health (Utah OSHA):

Heber M. Wells Building
160 E. 300 S. 3rd Floor, Salt Lake City, Utah 84111
Phone: 801-530-6901 or 1-800-530-5090
www.laborcommission.utah.gov

PROPERTY TAXES

Property taxes are levied on land, buildings & equipment used in a business. Please contact the Salt Lake County Treasurer for information:

2100 S. State Street, Salt Lake City, Utah 84190
Phone: 801-468-3050

UNEMPLOYMENT INSURANCE

Unemployment insurance, both state & federal, is generally required in firms with one or more employees. For information, contact the Department of Workforce Services - DWS.

140 East 300 South, Salt Lake City, Utah 84145
Phone: 1-800-222-2857

WORKERS COMPENSATION INSURANCE

Workers compensation insurance is required of all employers. This insurance may be obtained from private companies or the Worker's Compensation Fund. For information, contact The Utah Labor Commission, Division of Industrial Accidents. Businesses without employees may be required to complete an exclusion policy or worker's compensation waiver. For more information:

Heber M. Wells Bldg.
160 East 300 South 3rd Floor, Salt Lake City, Utah 84111
Phone: 801-530-6901 or 1-800-530-5090
www.laborcommission.utah.gov

MINIMUM WAGE LAW

Many businesses are subject to federal minimum wage, overtime and child labor law regulations. For information, contact the U.S. Department of Labor, Wage & Hour Division:

Salt Lake City District Office
Eagle Gate Plaza & Tower
60 East South Temple Street, Suite 575
Salt Lake City, Utah 84111-1016
Phone: 801-524-5706 or 1-866-4-USWAGE (1-866-487-9243)

For businesses not under federal jurisdiction, please contact the Utah Labor Commission – Wage Claim Unit:

Heber M. Wells Bldg.
160 East 300 South 3rd Floor, Salt Lake City, Utah 84111
Phone: 801-530-6901 or 1-800-530-5090
www.laborcommission.utah.gov



RENTAL PROPERTY BUSINESS LICENSE APPLICATION

Murray City Corporation
4646 South 500 West
Murray, Utah 84123
(801) 270-2420

FOR OFFICE USE ONLY

New Account New Address
 New Owner Update Only
Control # _____

PROPERTY OWNER INFORMATION

Ownership: Corporation _____ LLC _____ Partnership _____ Sole Proprietor _____ Federal ID# (FEIN) or SSN _____
Start Date of rental activity: _____ State License # (if applicable) _____
Owner's/Business Name _____
Owner's physical address (include City, State & Zip) _____
Mailing address if different than physical address _____
Email: _____
Owner's Phone _____ Phone (other) _____
Owner's Birth Date _____ Owner's Driver's License No. _____ State _____
(Please provide information for additional owners, property or office managers by completing the owner/officer sheet included with this application)

RESIDENTIAL RENTAL PROPERTY INFORMATION

(Licensing is for addresses within Murray City. Complete 2nd sheet for additional properties)

1. Rental address: _____ Zip Code: _____
Dwelling type: Single Family _____ Multi Family _____ # of Units _____ On site Manager: Yes _____ No _____ Phone No. _____
2. Rental address: _____ Zip Code: _____
Dwelling type: Single Family _____ Multi Family _____ # of Units _____ On site Manager: Yes _____ No _____ Phone No. _____

Base License Fee: A residential rental property business license is subject to a base license fee of one hundred dollars (\$100.00) plus six dollars (\$6.00) per employee and six (\$6.00) per residential unit.

Base Fee: (\$100.00)		\$ _____
Number of Employees: _____ @ \$6.00 per employee		\$ _____
Rental Units: residential _____ @ \$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.

Owner or Officer Signature Required _____

Title _____

Date _____



RENTAL PROPERTY BUSINESS LICENSE APPLICATION

Murray City
Corporation 4646 South
500 West Murray, Utah
84123 801-270-2420

Owner/Business Name _____

ADDITIONAL RENTAL PROPERTY INFORMATION

3. Rental address: _____ Zip Code: _____

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

4. Rental address: _____ Zip Code: _____

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

5. Rental address: _____ Zip Code: _____

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

6. Rental address: _____ Zip Code: _____

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

7. Rental address: _____ Zip Code: _____

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

8. Rental address: _____ Zip Code: _____

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

9. Rental address: _____ Zip Code: _____

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

10. Rental address: _____ Zip Code: _____

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

**OWNERS, OFFICERS AND MANAGERS INFORMATION LIST
MURRAY CITY CORPORATION
(BUSINESS LICENSE APPLICATION)**

Please provide information on all Owners, Officers, Managers or Property Managers associated with your business or include a preprinted list from your corporation.

Owner/Business Name _____

Name:		Title
Home address:	Apt/Suite #	Birth Date:
City:	State:	Zip Code:
Phone:	Driver's License No.	State:
Name:		Title
Home address:	Apt/Suite #	Birth Date:
City:	State:	Zip Code:
Phone:	Driver's License No.	State:
Name:		Title
Home address:	Apt/Suite #	Birth Date:
City:	State:	Zip Code:
Phone:	Driver's License No.	State:
Name:		Title
Home address:	Apt/Suite #	Birth Date:
City:	State:	Zip Code:
Phone:	Driver's License No.	State:
Name:		Title
Home address:	Apt/Suite #	Birth Date:
City:	State:	Zip Code:
Phone:	Driver's License No.	State: