

Rental Dwelling FAQ

1. Who is required to have a Rental Dwelling License in the City of West Jordan?

All property owners that rent or lease a residential dwelling or any part of a residential dwelling, including accessory dwelling units, are required to obtain a Rental Dwelling License.

2. What is an Accessory Dwelling Unit?

An accessory dwelling unit (ADU) is a smaller, independent residential dwelling unit located on the same lot as a stand-alone single-family home, including basement apartments, mother-in-law apartments, or tiny homes. Certain areas of the city are zoned to allow ADU's. (Please check with the Planning & Zoning department for allowed zones and with the Building & Safety Department before remodeling or building additions or new structures).

3. Can I have a Property Management company fill out my application?

No, we require the property owner to fill out and sign the application. Property management companies can be listed on the application and renewal invoices can be sent to the property management company if you would like.

4. Are there any instances a Rental Dwelling License is not required?

Yes, if the owner is renting to an immediate family member a license may not be required. Please contact us at businesslicense@westjordan.utah.gov to verify requirements.

5. Will I need a license for each rental location I own in the City of West Jordan?

Yes, each property will need to have a separate license, but the base fee is only charged on the main rental and each additional property is only charged the 'per unit' fee.

6. How much does a license cost?

Rates are subject to change, so please see the current application for rates.

7. How do I license my rental property with the City of West Jordan?

Complete the Rental Dwelling License Application (available online or at City Hall) and email it along with your Good Landlord Completion Certificate (if applicable) to businesslicense@westjordan.utah.gov, once we verify owner records with Salt Lake County we will email an invoice to you. Payment can be made over the phone, by mailing a check, or in person at City Hall.

8. By what date do I need to obtain a license?

As soon as your property becomes a rental.

9. Do I have to participate in the Good Landlord Program and where do I take the class?

No, participation in the Good Landlord program is voluntary, but we do offer discounted fees if you participate. The Good Landlord Education Classes are offered by the Utah Apartment Association and information is available on their website at www.uaahq.org or by calling 801-487-5619.

Good Landlord Certificate renewals are required every four years.

10. Will my rental properties be required to get an inspection from the City of West Jordan?

No, we do not need to do an initial inspection on rental properties. An inspection or re-inspection may be required if you received a violation from Code Enforcement.

11. How long is the license valid?

Rental Dwelling licenses are good from February 1st to January 31st of the following year. If you obtain a license any time during the calendar year rates are not pro-rated and all Rental Dwelling Licenses expire on January 31st. Renewal invoices are mailed out in December each year.

12. Is my license transferrable?

No, if the property comes under new ownership, the new owner must apply for their own Rental Dwelling License.