



Permit Counter  
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## Ogden Short-Term Rental Policy and Guide

Ogden City allows 'short-term' (*less than 30 days*) property rentals provided certain requirements and conditions are met as outlined below and in the city's zoning ordinances. [Short-term Rentals Code Amendment](#)

Essentially there are two types of short-term rentals:

- **Owner-Occupied** – Dwelling is the primary residence of applicant. Evidence of occupancy must be provided as described on application.
- **Non-owner occupied** – Dwelling is not currently occupied by the applicant.

## Where Allowed

A dwelling may only be used as a short-term rental when a property owner (or their assigned agent) has obtained an Ogden city short-term rental license.

- In R-1 zones, rentals are limited to owner-occupied dwellings.
- Non-owner-occupied rentals are allowed in R-2, R-2EC, R-3, R-3EC, R-4, R-5, and R-9 zones, and are limited to one per block. Owner-occupied rentals are allowed without the one-per-block limit. Certain other limits apply.
- In the C-ENT and H25 zones, short-term rentals are limited to 10 units and must meet other requirements.
- Short-term rentals are not allowed in other zones, though some zones allow a property owner to operate a hotel or motel.

Zoning boundaries can be viewed at: [Ogden Zoning Map](#)

## Process

To be considered for a 'short-term rental license', an applicant must submit all required forms and documentation . Applications can be submitted in person or via email at [planning@ogdencity.com](mailto:planning@ogdencity.com) .

- Dwellings being considered for short-term rental must pass a [building and fire safety inspection](#) that will be conducted by a city official.
- After the license is approved, a letter containing the contact information of applicant (or his appointed agent) must be sent to all neighbors within 300 feet of any dwelling intended for rental use in a residential area. Proof of letters being sent must be submitted prior to receiving the short-term license. A sample letter is provided via the link below.
- Short-term rental license must be renewed annually to ensure continued compliance with zoning regulations.
- Pending review, approval, and completion of all requirements, the city may issue a license to the applicant. If granted, a copy of this license , as well as required contact information must be posted in a prominent location at the rental location.

## Basic Policies and Requirements

- **Occupancy Limits:** A rental may not have more than 2 people per sleeping rooms. Specific designation of rooms will be established at the time of inspection of the dwelling.
- **Visitors are prohibited:** Only individuals registered as 'guests' and the property owner may be on site for the duration of the rental agreement. Additionally, rental property cannot be used for any event that would involve individuals who are not registered guests.
- **Parking restrictions and requirements:** Guests staying at a rental must be provided with off-street parking. If a guest parks on the street, the owner/operator is subject to being fined for the violation.

Number of Sleeping Rooms	Number of Required Parking Spaces
1-4 Sleeping Rooms	2 spaces
5-6 Sleeping Rooms	3 spaces
7-8 Sleeping Rooms	4 spaces
9 or more sleeping rooms	½ additional parking space per sleeping room over 8, rounded up.
Any number in C-ENT and H25 zones	Meet the parking standards for dwelling units or have nonconforming parking rights.
A locally registered historic building that is located along the Ogden Express (OGX) route, that is used as a non-owner occupied short-term rental unit, and became a condominium prior to January 1, 2023, and contains fewer than nine dwelling units.	1 space per dwelling

- **Manager-** The applicant must provide a manager (property owner or appointed agent) that is available during the rental period to respond personally within 30 minutes. \*\*\*\*\* The contact information (name and phone number of the appointed manager) AND a copy of the short-term rental permit shall be posted in a prominent place inside of the dwelling.
- **Good Neighbor Brochure** -Applicants are required to provide a '[Good Neighbor](#)' brochure to their guests. This brochure includes local regulations regarding

parking, occupancy restrictions and noise ordinances as well as basic information on what makes one a good neighbor.

- **Violations and noncompliance-** Violations of any short-term rental zoning regulation, city ordinance or other requirements are subject to fines of up to \$1,000 per day and enforcement as outlined in the [Short-term Rentals Code Amendment](#).

## Links to Forms and Application

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[Short-term rental application](#)

[Building and Fire Checklist](#)

[Good Neighbor Brochure](#)

[Sample Neighbor Letter](#)

[Owner Occupant Certification for Residential Vacation Rental Application](#)