



- The City Council approved Ordinance #25-09 on February 20, 2025. This ordinance modified the regulations for STR's in Sandy City.



- *Short Term Rental Management Certification.* The owner shall show proof of successful completion of a STR management certification, **as selected or created by the City and approved by the City Council.** The owner need only complete one STR management certification to satisfy this requirement.



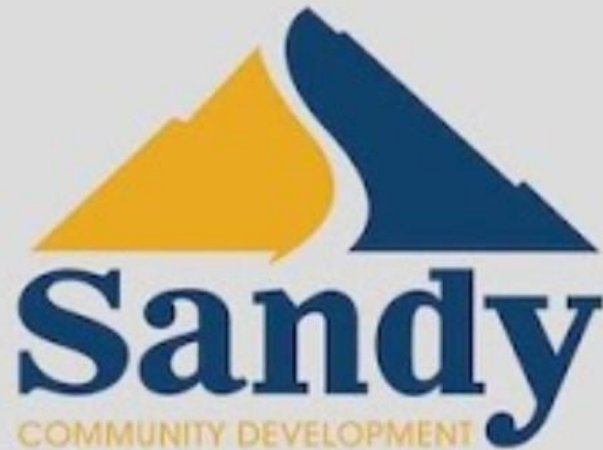
- Members of the Communication Team, Comm. Dev. Dept., and IT worked together to create a video for STR owners to watch prior to passing a test and then applying for a Special Use Permit and Business License.

Short Term Rental Video



With the help from one of our local STR owners, this video was directed and produced by Barbara and Parker, with a little help from other talented staff members and paid actors.

Short Term Rental Video



- After watching the video and reviewing the STR Regulations from the Sandy City Code, owners must then take a test which includes 20 questions in a multiple choice and true/false format.





Wording on splash screen upon completion of Test.

- **Congratulations! You've Passed the Certification Test**
You've successfully completed the Sandy City Short-Term Rental certification test. Your official certificate will be sent to the email address you provided.
Next Steps:
Please check your inbox for an email with your certificate and instructions on how to proceed with your application.

•Wording on Email to applicant with their cert of next steps if they pass

- Dear [First Name],

Congratulations on successfully passing the certification test! 🎉

Attached to this email, you will find your official certificate of completion. We're excited to have you one step closer to completing your application.

Next Steps

To proceed, please complete the following:

Ensure All Application Paperwork Is Complete

Review your application and make sure all required documents and forms have been filled out and submitted.



Schedule an In-Person Appointment

Once your paperwork is in order, schedule an in-person appointment at Sandy City Hall with:

Brynn Bohlender

📞 Phone: 801-568-7269

✉ Email: bbohlender@sandy.utah.gov

Brynn will assist you with the final steps of the process.

If you have any questions or need further assistance, feel free to reach out.

Thank you for your dedication and attention to this process—we look forward to seeing your progress!

Warm regards,

CERTIFICATE OF COMPLETION

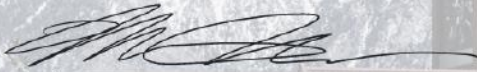
This certificate is proudly presented to

Obi Wan Kanobi

Residing at: 123456 Fake Street Sandy Utah 80494

for the successful completion of the Short-Term Rental (STR) Certification Course and demonstrating comprehensive knowledge of Sandy City's short-term rental regulations, licensing process, operational standards, safety requirements, and enforcement procedures.

This certification is required to apply for and maintain a Short-Term Rental Business License and Special Use Permit in Sandy City.



Mike Wilcox
Planning Director

06/13/2025

Date of Completion



City Council





Wording on email when failed test.

Unfortunately, you did not pass this time. To continue with your application, you'll need to review the study materials and retake the certification test.

Next Steps:

Please revisit the learning content and prepare for a retake. You'll be eligible to try the test again once you're ready.

New Sandy City Website Design:

Short Term Rentals

City Council adopted Ordinances Number 18-21, Number 18-23, and Number 25-07 establishing regulations regarding the operation of Short Term Rentals (STR) within the jurisdiction of Sandy City. These ordinances go into effect 60 days after their adoption unless changes are made by the City Council. Changes that were made to the City Ordinances can be found:

- [Title 15-11 - Business Licensing](#)
- [Title 21-11-26 - Development Code](#)

A short term rental is defined as the use of an attached dwelling space of the primary home for temporary visits for a period of less than 30 consecutive days by a renter. This includes properties listed on platforms such as Airbnb, VRBO, or similar services. To legally operate an STR in Sandy property owners must obtain a special use permit and business license from the City.



To apply for a permit and license to operate a Short Term Rental in Sandy City please do the following:

1. Applications must be submitted in person and will be processed on a "first-come, first-serve" basis.
2. Confirm that your community has open [STR allocations](#).
3. Download the [Short Term Rental Packet](#)
4. Fill out both the Planning and Business License applications.
5. Complete certificate video and test. [Sandy City Short-Term Rental \(STR\) Certification Test](#)
6. Provide all required information in the checklist, including training completion certificate.
7. Schedule an appointment by emailing plan@sandy.utah.gov to submit your application.

STR CERTIFICATION TEST

STR AVAILABILITY MAP

SCHEDULE APPOINTMENT

Questions?