



COMMERCIAL SHORT TERM RENTAL

Deliver original application and documents to:

City of Charleston Permit Center, Zoning Desk
2 George St, Charleston, SC 29401 843-724-3765

Or apply online at: www.charleston-sc.gov/css

A completed application and all required documentation must be submitted together. **Incomplete applications will be DENIED and will not be processed.** Information on Short Term Rentals (STR) can be found at www.charleston-sc.gov/STR. You must NOT advertise or operate an STR until all approvals and inspections are completed, all fees are paid, you have received a valid Certificate of Operation for the STR Operational Permit, and a corresponding Business License has been issued. A separate application is required for EACH individual Commercial STR unit.

- ☐ Application for a **NEW** Commercial STR
- ☐ Application to **RENEW** a Commercial STR; previously issued Operational Permit # _____
- ☐ Application for a change of ownership or operator; previously issued Operational Permit # _____

OWNER'S CONTACT INFO If a corporate entity, then note contact informaton for a representative of the entity AND the entity's registered agent	Owner's Name: _____ Mailing Address: _____ Email: _____ Daytime Phone #: _____ Mobile Phone #: _____ Registered Agent and Representative for Corporate Entity (if applicable): Name: _____ Mailing Address: _____ Email: _____ Daytime Phone #: _____ Mobile Phone #: _____ Emergency Contact (other than owner or agent): _____ Mobile Phone # _____ Email: _____
APPLICANT'S CONTACT INFO <input type="checkbox"/> Owner <input type="checkbox"/> Operator	Name: _____ Mailing Address: _____ Email: _____ Daytime Phone #: _____ Mobile Phone #: _____ Emergency Contact (other than owner or applicant): _____ Mobile Phone # _____ Email: _____
PROPERTY INFO FOR STR USE	Street Address: _____ Unit/Apt: _____ Property ID #/Tax Map # (PIN/TMS): _____ Current use of building: <input type="checkbox"/> 1 or 2 family residences <input type="checkbox"/> multi-family (3+ units) <input type="checkbox"/> other Total number of dwelling units on this property _____ (Dwelling Unit is defined as one or more rooms including kitchen designed as a unit for occupancy by one family for the purpose of cooking, living and sleeping.)

PROPERTY INFO FOR STR USE (continued)	Total number of bedrooms in the unit (cannot be living/dining rooms) _____ Total number of Commercial STR units on this property/building _____ Total number of parking spaces on property _____ <input type="checkbox"/> Yes <input type="checkbox"/> No Is this property restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the short term rental use described in this application? (§6-29-1145 SC Code of Laws)
BUILDING INFO	<p>Is the building proposed for STR unit equipped with any of the following:</p> <input type="checkbox"/> Yes <input type="checkbox"/> No Smoke detection system monitored by 3rd party? <input type="checkbox"/> Yes <input type="checkbox"/> No Stand alone or interconnected smoke alarms? <input type="checkbox"/> Yes <input type="checkbox"/> No Fire Sprinkler System? <p>Are you making any of the following changes to accommodate the STR use:</p> <input type="checkbox"/> Yes <input type="checkbox"/> No Structural or layout changes to the building? <input type="checkbox"/> Yes <input type="checkbox"/> No Adding or changing heating, ventilation, or air conditioning systems? <input type="checkbox"/> Yes <input type="checkbox"/> No Adding or changing plumbing systems? (sinks, toilets, showers, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No Adding or changing electrical (lights, switches, outlets, etc.)?
CHECKLIST This information and all documentation must be submitted with the STR application except for the Business License application, which should be submitted to Revenue Collections. Please attach ALL documents.	<input type="checkbox"/> Commercial Short Term Rental Application completed and notarized for each STR unit. <input type="checkbox"/> Site plan or survey of the property, drawn to scale , that shows all buildings, driveways and parking spaces, and notes the location of the proposed STR unit and the location of each required off street parking space for all uses on the property (dwelling, STR use, etc.). <input type="checkbox"/> Photographs showing the current views of the exterior of the building where the STR unit is proposed. <input type="checkbox"/> Complete floor plans, drawn to scale , for the <u>entire</u> building where the STR unit will be located with all rooms labeled (living, dining, kitchen, bedroom, bathroom, stairs, etc.) and all interior walls and doorways shown. The plans must clearly note all rooms that will be used for the STR use. Floor plans are not required to be drawn by a design professional but must be to scale. <input type="checkbox"/> Non-refundable fees: Zoning application fee must be paid at the time of application submittal. Fire Marshal review fee, Fire Marshal inspection fee, and Business License fee will be invoiced and must be paid prior to issuance of a Certificate of Operation for the STR. FIRE MARSHAL'S CHECKLIST: Please contact the Fire Marshal at 843-724-3429 with any questions. <input type="checkbox"/> STR self-survey on each individual dwelling unit. https://charleston-sc.gov/470/Information-Bulletins <input type="checkbox"/> Smoke alarm documentation for each unit (location, type of smoke alarm, manufacture date, last date tested - must show monthly test throughout year if a renewal), date batteries last changed) <input type="checkbox"/> Fire Alarm System Annual Inspection and Test Report. <input type="checkbox"/> Sprinkler System Annual Inspection and Test Report (NFPA 13 and 13R systems only. Not needed for an NFPA 13D or P2904 system). <input type="checkbox"/> Certificate of Occupancy. This only applies to a new application and a building that has 3 or more dwelling units. We need to know if the building has been issued an R1 occupancy. <input type="checkbox"/> BUSINESS LICENSE APPLICATION: Must be submitted separately and directly to Revenue Collections/Business License 843-274-3711 ; application link https://www.charleston-sc.gov/DocumentCenter/View/12311 . STR applications will not advance beyond Zoning review until Rev. Collections has received the business license app.

SWORN AFFIDAVIT (owner and operator listed on Page 1 must initial all items and sign below)

I/we _____ hereby certify and acknowledge by my initials and signature below that the information provided herein are hereby made on oath, willfully, knowingly and absolutely, and the same is and are hereby sworn to be true under penalty by law and any violation thereof may result in a Municipal Summons.

_____ This application is complete and accurate.

_____ I have reviewed and understand the applicable Zoning Ordinance regulations for operating STR.

_____ The STR unit shall be rented to no more than four (4) unrelated people pursuant to the definition for family, provided however only one (1) family at a time may occupy and use a commercial short term rental unit.

_____ I understand that no meals other than breakfast may be served to the paying guests.

_____ I understand that the owner, applicant, operator, or the emergency contact must be accessible by telephone 24 hours day, 7 days a week.

_____ I must keep a guest register including names, addresses and dates of occupancy of all guests.

_____ There are no common areas or other areas serving more than one dwelling unit and/or commercial short term rental on the lot (pools, patios, porches, laundry rooms, etc.) except driveways.

_____ I must comply with all business license and revenue collection laws of the City, County and State.

_____ The portion of the premises approved for the STR use may be inspected by City personnel on an annual basis to check for compliance with the Zoning Ordinance and Fire Code.

_____ This application and any subsequent approvals or permits are NOT transferable to new owners, applicants, or operators unless a new application or change of ownership/operator application is submitted and approved and an updated valid Certificate of Operation and Business License are issued.

_____ I understand that the STR is NOT approved and MUST NOT operate until all approvals and inspections are completed, all fees are paid, a valid Certificate of Operation has been issued for the STR Operational Permit and a corresponding Business License has also been issued.

_____ I understand that a valid STR Certificate of Operation EXPIRES AFTER ONE YEAR from the date of issuance and I must submit a renewal application for review and approval prior to the expiration date. STR renewals will be issued a new valid Certificate of Operation, a new Operational Permit number, and an updated Business License.

For Change of Ownership or Operator Only:

_____ I will continue to operate the STR as originally approved. This includes the same number of units, the same rooms, and the same occupancy as approved on the original application.

Signature of Property Owner(s) _____ **Date** _____

Signature of Operator(s) _____ **Date** _____

NOTARY PUBLIC

Sworn to me this _____ day of _____, 20_____

My Commission expires _____

Notary Public

OFFICE USE ONLY	Date/time application received:	fee:	staff:

REVIEW & APPROVAL PROCESS

STEP 1: ZONING REVIEW

1. Submit completed application, fee, and all required documentation to Zoning at the City of Charleston Permit Center.
2. Once an application is received, determined to be complete, and reviewed to confirm that all Zoning requirements are met, Zoning staff may issue approval for Zoning compliance. Zoning will also check to confirm that a corresponding Business License application has been submitted to Revenue Collections/Business License. **Zoning review approval DOES NOT constitute final approval of the STR.** You must NOT advertise or operate an STR until ALL approvals and inspections are completed, all fees are paid, a valid Certificate of Operation is issued for the STR Operational Permit, and a Business License is issued.
3. After Zoning approval, the STR application moves to Fire Marshal Review.

STEP 2: FIRE MARSHAL REVIEW & INSPECTIONS

4. The Fire Marshal will review the application and notify you via email once their review is completed. You can then schedule a Fire Safety inspection using the applicant's [Customer Self Service](#) (CSS) account www.charleston-sc.gov/css.
5. Once the property passes the Fire Marshal's inspection, you can move to the final step.

STEP 3: FEES, BUSINESS LICENSE & CERTIFICATE OF OPERATION

6. After Fire Marshal approval, the owner must visit Revenue Collections in the Permit Center to pay all remaining/additional fees, receive an applicable Business License, and receive the valid Certificate of Operation for the STR Operational Permit. The STR is not approved and must not be advertised or operated until all steps have been completed; failure to comply may result in the issuance of a Municipal Summons.
7. **The STR Certificate of Operation EXPIRES ONE YEAR from the date of issuance.** STR Operational Permits must be renewed and approved on an annual basis to continue operating an STR. Failure to renew annually is considered a violation of the Zoning Ordinance and may result in the issuance of a Municipal Summons.

FREQUENTLY ASKED QUESTIONS

How do I set up a Customer Self Service (CSS) account and track my application's progress?

Register and access CSS account information at www.charleston-sc.gov/css. You can submit your application via CSS too.

Where can I find more information about Commercial Short Term Rentals (STR)?

Visit www.charleston-sc.gov/STR for Zoning information, forms, and requirement. Fire Marshal requirements and information bulletins can be found at <https://charleston-sc.gov/470/Information-Bulletins>.

When can I start renting my property? You must NOT advertise, operate, or rent an STR until all approvals and inspections are completed, all fees are paid, and a valid Certificate of Operation and a Business License have been issued.

Where do I find my Operational Permit number and how do I show it on my ads?

The Operational Permit (OP) number can be found on your Certificate of Operation. You must list the last 5 digits of the OP number on the description of your property. Do not include the entire number as some platforms will block the number as it resembles a phone number.

Do I need to renew the Commercial Short Term Rental Permit?

Yes. Your Commercial Short Term Rental permit is valid for one year and must be renewed before it expires. Your Business License expires on April 30th and it must be renewed at that time.