



BED AND BREAKFAST 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

The owner(s) must complete the application below. 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/shorttermrentals. You must NOT advertise or operate an B&B until all approvals and inspections are completed, all fees are paid, a valid Certificate of Operation has been issued for the B&B Operational Permit, and a corresponding Business License has been issued.

- Application for a **NEW** Bed and Breakfast
- Application to **RENEW** a Bed and Breakfast; previously issued Operational Permit # _____
- Application for a change of ownership; previously issued Operational Permit # _____

OWNER'S CONTACT INFO	Name: _____ Mailing Address: _____ Email: _____ Daytime Phone #: _____ Mobile Phone #: _____ Emergency Contact (other than owner): _____ Mobile Phone # _____ Email: _____
PROPERTY INFO FOR STR USE	Street Address: _____ Unit/Apt: _____ Property ID #/Tax Map # (PIN/TMS): _____ Owner(s) of record of the property: _____ Does property have a 4% assessment ratio? <input type="checkbox"/> Yes <input type="checkbox"/> No Current use of building: <input type="checkbox"/> single-family (1 unit) <input type="checkbox"/> two-family (2 units) <input type="checkbox"/> multi-family (3+ units) Total number of dwelling units on this property _____ (<i>Dwelling Unit</i> 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.) Number of proposed B&B units: _____ Total number of bedrooms on this property/building: _____ Total number of rooms to be used by B&B guests for sleeping: _____ Total number of parking spaces on property _____ Year of Construction for building(s) in which B&B unit(s) will be located: _____ <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) <input type="checkbox"/> Yes <input type="checkbox"/> No Are there any easements that would prohibit or restrict the Bed and Breakfast use described in this application? (Historic Charleston Foundation, Preservation Society, etc)

<p>BUILDING INFO</p>	<p>Is the building proposed for STR unit equipped with any of the following:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Smoke detection system monitored by 3rd party?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Stand alone or interconnected smoke alarms?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Fire Sprinkler System?</p> <p>Are you making any of the following changes to accommodate this use:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Structural or layout changes to the building?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Adding or changing heating, ventilation, or air conditioning systems?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Adding or changing plumbing systems? (sinks, toilets, showers, etc.)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Adding or changing electrical (lights, switches, outlets, etc.)?</p>
<p>CHECKLIST</p> <p>This information and all documentation must be submitted with the B&B application except for the Business License application, which should be submitted to Revenue Collections.</p> <p>Please attach ALL documents.</p>	<p><input type="checkbox"/> Bed and Breakfast Application, completed and notarized.</p> <p><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 B&B unit and the location of each required maneuverable off street parking space for all uses on the property (dwelling, B&B use, etc.).</p> <p><input type="checkbox"/> Photographs showing the current views of the exterior of the building where the B&B unit is proposed.</p> <p><input type="checkbox"/> Complete floor plans, drawn to scale, for the <u>entire</u> building where the B&B 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 B&B use and all rooms that will be used by the property owner for their residence. Floor plans are not required to be drawn by a design professional but must be to scale.</p> <p><input type="checkbox"/> Copy of driver's license.</p> <p><input type="checkbox"/> Documentation showing that the property qualifies for the 4% Legal Residence exemption. For properties within Charleston County, applicant should submit the "Short Term Rental Certificate" form found at the end of this application to the Assessor's Office and they will notify us directly of the certification.</p> <p>Note to Applicant: Use of the property for a B&B as defined herein may result in the partial loss of the 4% Legal Residence exemption and a significant increase in real property taxes.</p> <p><input type="checkbox"/> Non-refundable fees (Zoning application, Fire Marshal review, Fire Marshal inspections, and Business License) will be invoiced and must be paid prior to issuance of a Certificate of Operation for the STR.</p> <p>FIRE MARSHAL'S CHECKLIST: Please contact the Fire Marshal at 843-724-3429 with any questions.</p> <p><input type="checkbox"/> STR self-survey on each individual dwelling unit. https://charleston-sc.gov/470/Information-Bulletins</p> <p><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)</p> <p><input type="checkbox"/> Fire Alarm System Annual Inspection and Test Report.</p> <p><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).</p> <p><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.</p> <p><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.</p>

SWORN AFFIDAVIT (owner 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, and the property may be posted for this application.
- _____ I have reviewed and understand the applicable Zoning Ordinance regulations for operating B&B.
- _____ I am the owner and resident of the property where the B&B unit is to be located, I reside at the subject property at least 183 days each year.
- _____ I understand that I, the owner, or the emergency contact must be accessible by telephone 24 hours day, 7 days a week.
- _____ No meals other than breakfast will be served to paying guests, if meals are to be served by the operator.
- _____ I must keep a guest register including names, addresses and dates of occupancy of all guests.
- _____ I must comply with all business license and revenue collection laws of the City, County and State.
- _____ The portion of the premises used 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.
- _____ I am aware that if my property is qualified for the 4% Legal Residence exemption, the use of the property as an STR must be reported to the Assessor in writing within 6 months of the change in use or beginning of the use. Use of the property for an STR may result in the full or partial loss of the 4% Legal Residence exemption or may result in the denial of that exemption for pending applications.
- _____ This application and any subsequent approvals or permits are NOT transferable to new owners unless a new application or change of ownership application is submitted and approved and an updated valid Certificate of Operation and Business License are issued.
- _____ I understand that the B&B 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 B&B Operational Permit and a corresponding Business License has also been issued.
- _____ I understand that a valid B&B 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 Only:

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

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

Operator(s) Signature(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 and all required documentation to Zoning at the City of Charleston Permit Center.
2. Once an application is received and determined to be complete, the subject property will be posted for fifteen (15) calendar days. During this period, Zoning staff will review the submitted documents to determine Zoning compliance and additional information may be requested. STR renewals will not be posted if the B&B application and operation are consistent with the B&B that was originally approved.
3. At the end of the posting period and if the 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 B&B.** You must NOT advertise or operate an B&B 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.
4. Zoning approval is followed by a five (5) business day appeal period, during which the decision on the B&B application may be appealed. The appeal must be submitted as an application to the Board of Zoning Appeals – Zoning and will be heard at the next available meeting. If no appeals are submitted, the STR application moves to Fire Marshal Review.

STEP 2: FIRE MARSHAL REVIEW & INSPECTIONS

5. 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 your [Customer Self Service](#) (CSS) account www.charleston-sc.gov/css.
6. Once the property passes the Fire Marshal's inspection, you can move to the final step.

STEP 3: FEES, BUSINESS LICENSE & CERTIFICATE OF OPERATION

7. After Fire Marshal approval, the owner must visit Revenue Collections in the Permit Center to pay all fees, receive an applicable Business License, and receive the valid Certificate of Operation for the B&B 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.
8. **The B&B Certificate of Operation EXPIRES ONE YEAR from the date of issuance.** B&B Operational Permits must be renewed and approved on an annual basis to continue operating an B&B. 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 many B&B units can I have on my property?

The number of bed and breakfast units shall not exceed four (4) units; except that a lot may have between four (4) and ten (10) bed and breakfast units if the total square footage of conditioned floor area in the building or buildings containing the bed and breakfast units is equal to or greater than the sum of the number of bed and breakfast units multiplied by 560, and all other requirements of this section are met. Each unit shall consist of one (1) or more rooms arranged for the purpose of providing sleeping accommodations for one (1) family for a period of between one (1) and twenty-nine (29) consecutive days

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 Bed and Breakfast?

Visit www.charleston-sc.gov/shorttermrentals 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 a B&B 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 Bed and Breakfast Permit?

Yes. Your Bed and Breakfast 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.