



PERMIT APPLICATION FOR TOURING HISTORIC CHARLESTON

CITY OF CHARLESTON
Department of Livability & Tourism
75 Calhoun Street, Suite 3400
Charleston, SC 29401

phone: 843.724.7395
fax: 843.579.7673
www.charleston-sc.gov

Please note that permits are not guaranteed until the application and fee have been received and reviewed by the office of Livability and Tourism. Permits are not mailed and may be picked up at the bus shed adjacent to the Visitor Reception and Transportation Center, 375 Meeting Street or at the office at 75 Calhoun Street, Suite 3400. The bus shed is open 7 days a week from 8:30am-5:00pm.

Instructions – To submit form online, complete application and credit authorization form and then click submit application. You may also print this form and mail with a check or money order to the 75 Calhoun Street, Suite 3400. Please make checks payable to: City of Charleston

*All cancelations received in writing by mail, email or fax 843.579.7673 ten days prior to the tour will receive a full refund.

Applicant Hereby Requests: Touring Permit Parking Permit Transportation Permit

Date of Application:

Name of Tour Group/Company:

Address:

Contact Person:

Phone:

Contact email:

Number of Vehicles:

Name of Bus Company:

of Touring Permits Requested – **\$14.00 per tour per vehicle (includes parking fee for same day)**

Date of Tour:

of people:

Hours of Tour:

Date of Tour:

of people:

Hours of Tour:

Local (City of Charleston licensed) guide giving tour:

Guide Contact Info:

Guide License Number:

Tour Guide is responsible for picking up the tour permit and removing it from the bus at the completion of the tour. Tour Guide is responsible for reporting the number of passengers on each tour to the Department of Livability and Tourism and for remitting tour tax to the office of Revenue Collections monthly.

of Parking Permits Requested

Please see **Touring Historic Charleston Bus map** for approved parking and loading/unloading for large buses. Please note that that when a cruise ship is in port availability of parking on Concord is limited.

Date: Time:

Date: Time:

Date: Time:

of Transportation Permits Requested – **No Charge**

Charleston’s Historic Districts have many narrow streets which do not accommodate large buses easily. Loading/unloading spaces are limited in this area as well. We ask for your travel information so that we can guide you to the best streets for travel and loading/unloading.

Date:

Itinerary including times, destinations and loading/unloading needs:

Date:

Itinerary including times, destinations and loading/unloading needs:

For Permit Personnel Only:

Receipt #: Permit #: In Database Yes No