



# Commercial Short Term Rental Application

## City of Charleston

Submit online or deliver original application to:  
City of Charleston Permit Center, Zoning Desk  
2 George St, Charleston, SC 29401

**DO NOT FAX – DO NOT EMAIL**

All questions MUST be answered legibly in blue or black ink and application must be notarized. Additional information may be required.

\*Incomplete applications will be denied\* For instructions on how to apply online and for additional information please visit [www.charleston-sc.gov/shorttermrentals](http://www.charleston-sc.gov/shorttermrentals)

**Application for NEW Commercial STR**

**Application for change of ownership**

**NEW Commercial STR Only – For New Residential STR and Bed and Breakfast permits a different application is needed**

<p><b>APPLICANT'S CONTACT INFORMATION</b></p> <p><input type="checkbox"/> <b>Owner</b></p> <p><input type="checkbox"/> <b>Operator</b></p> <p><input type="checkbox"/> <b>Agent</b></p>	<p>Name: _____</p> <p>Mailing Address for applicant: _____</p> <p>Email address: _____</p> <p>Daytime Phone _____ Mobile Phone _____</p> <p>Emergency Contact (other than applicant) _____</p> <p>Phone number _____</p>
<p><b>PROPERTY FOR STR USE</b></p>	<p>Street Address of Property: _____</p> <p>Unit/Suite/Apt _____ PIN/TMS#: _____ - _____ - _____</p> <p>Owner of record of the property: _____</p> <p>Phone number: _____ Email : _____</p> <p>Current use of building: <input type="checkbox"/> 1 or 2 family residence <input type="checkbox"/> Other</p> <p>Number of dwelling units on this property _____ Number of stories _____ <i>(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.)</i></p> <p>Proposed number of Commercial STR units _____</p> <p>Total number of parking spaces on property _____</p> <p><input type="checkbox"/> <b>YES</b> or <input type="checkbox"/> <b>NO</b> Is this property restricted by any recorded covenant that is contrary to, conflicts with or prohibits the short term rental use described in this permit application? <i>(§6-29-1145 of the South Carolina Code of Laws)</i></p>
<p><b>BUILDING INFORMATION</b></p>	<p><b>Is the building proposed for STR unit equipped with any of the following:</b></p> <p><input type="checkbox"/> <b>YES</b> or <input type="checkbox"/> <b>NO</b> Monitored smoke alarm/detection system monitored by 3rd party?</p> <p><input type="checkbox"/> <b>YES</b> or <input type="checkbox"/> <b>NO</b> Stand alone or interconnected smoke detectors?</p> <p><input type="checkbox"/> <b>YES</b> or <input type="checkbox"/> <b>NO</b> Fire Sprinkler System?</p> <p><b>Are you making any of the following changes to accommodate this use:</b></p> <p><input type="checkbox"/> <b>YES</b> or <input type="checkbox"/> <b>NO</b> Structural or layout changes to the building?</p> <p><input type="checkbox"/> <b>YES</b> or <input type="checkbox"/> <b>NO</b> Adding or changing heating, ventilation, or air conditioning systems?</p> <p><input type="checkbox"/> <b>YES</b> or <input type="checkbox"/> <b>NO</b> Adding or changing plumbing systems? (sinks, toilets, showers, etc)?</p> <p><input type="checkbox"/> <b>YES</b> or <input type="checkbox"/> <b>NO</b> Adding or changing electrical (lights, switches, outlets, etc.)?</p>

<p><b>APPLICATION CHECKLIST:</b></p> <p>The following information and documentation must accompany the application (please attach or upload ALL documents)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Commercial Short Term Rental Application, completed and notarized</b></li> <li><input type="checkbox"/> <b>Site plan or survey of the property, drawn to scale</b>, that shows all buildings, driveways and parking spaces, and notes the location of the proposed STR unit and the location of each off street parking space, if any</li> <li><input type="checkbox"/> <b>Complete floor plans, drawn to scale</b>, for the 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. <b>(Floor plans are not required to be drawn by a design professional).</b></li> <li><input type="checkbox"/> <b>Non-refundable Application fee of \$200</b> (does not include Fire Marshal Plan Review and Inspection fees, Business License fees, etc.)</li> </ul>
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I hereby certify and acknowledge by my initials and signature below that:

- \_\_\_\_\_ This application is complete and accurate, and
- \_\_\_\_\_ I have reviewed and understand the applicable Zoning Ordinance regulations for operating STR,
- \_\_\_\_\_ I must comply with all business license and revenue collection laws of the City, County and State,
- \_\_\_\_\_ 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
- \_\_\_\_\_ 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.

**Signature of property owner** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of prospective STR owner** \_\_\_\_\_ **Date** \_\_\_\_\_

Sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_

Notary Public

My Commission expires \_\_\_\_\_

<b>OFFICE USE ONLY</b>	date & time application received:	fee:	staff:
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**What happens next:**

1. Once an application is received, Zoning staff will review the submitted documents to determine Zoning compliance and additional information may be requested.
2. After Zoning approves the application, the Fire Marshal will review the application and you will be notified via email once their review is completed.
3. You can then schedule a Fire Safety inspection using your Citizen Access Portal (CAP) account.
4. Once the Fire Marshal has successfully inspected the property, the applicant can visit the Business License office the following day where a Certificate of Operation and a Business License will be issued and the STR use can begin.
5. **The Operational Permit for STRs is valid for one (1) year from issuance date. 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.**

**How do I set up a CAP account?**

Register by following the instructions found at <http://charleston-sc.gov/cap>.

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

Visit <http://charleston-sc.gov/str> for instructions, forms, requirements, Fire Marshal checklist and more.

**When can I start renting my property?**

You will need to obtain a Certificate of Operation and a Business License in order to operate your STR.

**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?**

Each Commercial Short Term Rental permit is valid for one year from issuance date and it must be renewed on an annual basis. Your Business License expires on December 31<sup>st</sup> and it must be renewed at that time.