



Bed and Breakfast 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 not be accepted For instructions on how to apply online and for additional information please visit www.charleston-sc.gov/shorttermrentals

Bed and Breakfast Only – For Commercial and Residential STR renewals a different application is needed

<p>APPLICANT'S CONTACT INFORMATION</p>	<p>Name: _____</p> <p>Mailing Address for applicant: _____</p> <p>Email address: _____</p> <p>Daytime Phone _____ Mobile Phone _____</p> <p>Emergency Contact: Name _____</p> <p>Phone number _____</p>
<p>PROPERTY FOR B&B USE</p>	<p>Street Address of Property: _____</p> <p>Unit/Suite/Apt _____</p> <p>Property Identification Number (PIN/TMS#): _____ - _____ - _____ - _____</p> <p>Owner of record of the property: _____</p> <p>Current use of building: <input type="checkbox"/> 1 or 2 family residence <input type="checkbox"/> Other</p> <p><input type="checkbox"/> YES or <input type="checkbox"/> NO Does property have a 4% assessment ratio? (Verification must be attached)</p> <p>Number of dwelling units on this property _____ Number of stories _____ (<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.)</p> <p>Number of proposed B&B units _____</p> <p>Total number of bedrooms on this property _____</p> <p>Total number of rooms to be used by B&B guests for sleeping _____</p> <p>Total number of parking spaces on property _____</p> <p>Year of construction for principal building on property _____</p> <p>Year of construction for the building(s) in which the B&B unit(s) will be located (documentation is required) _____</p> <p><input type="checkbox"/> YES or <input type="checkbox"/> NO Is this property restricted by any recorded covenant that is contrary to, conflicts with or prohibits the bed and breakfast use described in this permit application? (§6-29-1145 of the South Carolina Code of Laws)</p> <p><input type="checkbox"/> YES or <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>

<p style="text-align: center;">BUILDING INFORMATION</p>	<p>Is the building proposed for B&B unit equipped with any of the following:</p> <p><input type="checkbox"/> YES or <input type="checkbox"/> NO Monitored smoke alarm/detection system monitored by 3rd party?</p> <p><input type="checkbox"/> YES or <input type="checkbox"/> NO Stand alone or interconnected smoke detectors?</p> <p><input type="checkbox"/> YES or <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 or <input type="checkbox"/> NO Structural or layout changes to the building?</p> <p><input type="checkbox"/> YES or <input type="checkbox"/> NO Adding or changing heating, ventilation, or air conditioning systems?</p> <p><input type="checkbox"/> YES or <input type="checkbox"/> NO Adding or changing plumbing systems? (sinks, toilets, showers, etc.)?</p> <p><input type="checkbox"/> YES or <input type="checkbox"/> NO Adding or changing electrical (lights, switches, outlets, etc.)?</p>
<p>APPLICATION CHECKLIST:</p> <p>The following information and documentation must accompany the application (please attach or upload 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 spaces 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 to be located</p> <p><input type="checkbox"/> Complete floor plans, drawn to scale, for the 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 the rooms that will be used for the B&B use and the 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"/> Documents required to demonstrate the age of the principal building and the building where the proposed B&B use is to take place, if different from principal building</p> <p><input type="checkbox"/> Copy of driver’s license</p> <p><input type="checkbox"/> Documentation showing that the property qualifies for the four percent 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. For properties within Berkeley County, obtain a letter of verification from Berkeley County Assessor’s office</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 application fee of \$200 (does not include Fire Marshal review and inspection fee, Business License fees, etc.)</p>

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 a B&B,
- _____ The property may be posted for this application,
- _____ I am or will be the owner and resident of the property where the B&B unit is to be located and I reside at the subject property at least 183 days each year,
- _____ 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 for 3 years and shall make this available to the City upon request,
- _____ 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 B&B use may be inspected by City personnel on an annual basis to check for compliance with the Zoning Ordinance.
- _____ I am aware that if my property is qualified for the 4% Legal Residence exemption, the use of the property as an B&B 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 a B&B 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.

Signature of prospective B&B owner-operator _____ Date _____

Sworn to me this _____ day of _____, 20____

Notary Public
My Commission expires _____

OFFICE USE ONLY	date & time application received:	fee:	invoice or receipt#:	staff:
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What happens next:

1. Once an application is received and determined to be complete, the property will be posted for fifteen (15) calendar days.
2. During this period, Zoning staff will review the submitted documents to determine Zoning compliance and additional information may be requested.
3. At the end of the posting period and if the all Zoning requirements are met, Zoning staff may approve the application.
ZONING APPROVAL DOES NOT CONSTITUTE FINAL APPROVAL OF THE B&B.
4. The approval is followed by a five (5) business day appeal period, during which the decision on the Bed and Breakfast application may be appealed. The appeal must be submitted as an application to the Board of Zoning Appeals – Zoning and will not be heard until the next available meeting.
5. If no appeals are submitted, the Fire Marshal will review the application and you will be notified via email once their review is completed.
6. You can then schedule a Fire Safety inspection using your Citizen Access Portal (CAP) account.
7. 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 Bed and Breakfast use can begin.
8. **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 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 CAP account?

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

Where can I find more information about Bed and Breakfasts and 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 B&B.

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?

Your Bed and Breakfast permit is valid for one year from the date of issuance and it needs to be renewed. Your Business License expires on December 31st and it must be renewed at that time.