



Commercial Short Term Rental Renewal 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. Renewal applications will be reviewed by Zoning staff. If there are any changes to the originally approved permit, additional information will be required and the applicant may be required to submit a new application. Review and approval may take up to three weeks. ***Incomplete applications will be denied*** For instructions on how to apply online and for additional information please visit www.charleston-sc.gov/shorttermrentals

Operational Permit(s) # _____

Expiration date* (must be within 45 days of application) _____

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

<p style="text-align: center;">APPLICANT'S CONTACT INFORMATION</p> <p><input type="checkbox"/> Owner</p> <p><input type="checkbox"/> Operator</p> <p><input type="checkbox"/> Agent</p>	<p>Name: _____</p> <p>Owner of record of the property: _____</p> <p>Mailing Address for applicant: _____</p> <p>Applicant's email address: _____</p> <p>Applicant's daytime phone: _____ Mobile Phone: _____</p> <p>Owner's email address: _____</p> <p>Owner's daytime phone: _____ Mobile Phone: _____</p> <p>Emergency Contact (other than applicant): _____</p> <p>Phone number: _____</p>
<p style="text-align: center;">PROPERTY FOR STR USE</p>	<p>Street Address of Property: _____</p> <p>Unit/Suite/Apt: _____</p> <p>Property Identification Number (PIN/TMS#): _____</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: _____</p> <p>Total number of bedrooms on this property: _____</p> <p>Total number of rooms to be used by STR guests for sleeping: _____</p> <p>Total number of parking spaces on property: _____</p>
<p style="text-align: center;">APPLICATION CHECKLIST:</p>	<p><input type="checkbox"/> Commercial Short Term Rental Renewal Application, completed and notarized.</p> <p><input type="checkbox"/> If use was approved prior to July 10, 2018, a copy of current floor plan and site plan showing existing parking are required.</p> <p><input type="checkbox"/> Non-refundable application renewal fee of \$200 per Operational Permit (does not include Fire Marshal fees.)</p>

I hereby certify and acknowledge by my initials and signature below that:

- _____ This application is complete and accurate;
- _____ I have reviewed and understand the applicable Zoning Ordinance regulations for operating STR;
- _____ There are no changes to the approved Floor Plan and Site Plan for this address;
- _____ I comply with all business license and revenue collection laws of the City, County and State, including accommodations taxes to Charleston/Berkeley County (contact Charleston or Berkeley County’s Office of Revenue Collections for additional information);
- _____ 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;
- _____ All advertisements include the last five (5) digits of my Operational Permit(s) number. I understand that failure to comply constitutes a violation of the STR Ordinance and will result in the issuance of a Municipal Summons.

Signature of property owner _____ **Date** _____

Signature of STR owner/operator _____ **Date** _____

Sworn to me this _____ day of _____, 20____

Notary Public

My Commission expires _____

OFFICE USE ONLY	date & time application received:	# of permits:	fee:	staff:
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Once an application and fee are received and determined to be complete, City staff will review to ensure compliance. This includes review by Zoning, Livability and Tourism and the Fire Marshal. After review is completed, applicant will receive an email with instructions on how to schedule a safety inspection with the Fire Marshal department via CAP account (Citizen Access Portal). If you do not have a CAP account please fill out the CAP Authorization Form found at <http://charleston-sc.gov/cap>. Once a successful inspection is completed, applicant will receive an updated Certificate of Operation valid for one year from the Business License department, upon verifying that Business License is up to date.

Operational Permits are valid for a period of one (1) year and must be renewed annually. Failure to renew is considered a Zoning violation and may result in the issuance of a Municipal Summons for operating without a valid permit.

Questions? Contact shorttermrentals@charleston-sc.gov.