



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 at 375 Meeting Street 7 days a week from 8:30am-5:00pm or at the office at 75 Calhoun Street, Suite 3400 Monday-Friday 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_____

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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.

