



Zoning and Planning Department

**Commercial Guest House
Short-Term Rental Property
Zoning Permit Application Packet**



Commercial Guest House (CGH) Short-Term Rental Property (STRP) Zoning Permit Application Process/Checklist

Pursuant to *Article 6.8* of the *Charleston County Zoning and Land Development Regulations Ordinance*, Zoning Permits for Short-Term Rental Properties must be renewed annually. Short-Term Rental Property renewal applications must demonstrate compliance with all current requirements of *Article 6.8* of the *Charleston County Zoning and Land Development Regulations Ordinance* (see *Article 6.8* for more information, including enforcement and penalties).

- Completed Short-Term Rental Property Zoning Permit Application including the documents in this packet and required fee (see the application form for required fees).
- STRP, Full Site Plan Review Application and Fee: Requires compliance with *Art. 3.7, Site Plan Review*, of the *Charleston County Zoning and Land Development Regulations Ordinance*. A Pre-Site Plan Review Application Meeting with staff is also required (call 843-202-7200 to schedule a meeting).
- Upon Site Plan Review Approval, the applicant shall obtain a Short-Term Rental Property Zoning Permit and Business License which must be renewed annually.

Note: See the *Charleston County Zoning and Land Development Regulations Ordinance* for all Short-Term Rental Property Zoning requirements including annual renewal requirements and Business License requirements.

Important Contact Information:

Phone: Planning & Zoning 843-202-7220

Email: shorttermrental@charlestoncounty.org



Zoning and Planning Department
 Joel H. Evans, AICP, PLA, Director
 Lonnie Hamilton III Public Services Building
 4045 Bridge View Drive
 North Charleston, SC 29405
 843.202.7200

Short-Term Rental Property Zoning Permit Application

| | | |
|---|--|---|
| Type of Short-Term Rental: | | Limited Home Rental <input type="checkbox"/> |
| | | Extended Home Rental <input type="checkbox"/> |
| | | Commercial Guest House <input type="checkbox"/> |
| Owner Information | | |
| <i>First Name:</i> | | <i>Last Name:</i> |
| <i>Mailing Address:</i> | | |
| <i>Home/Cell Phone #:</i> | | |
| <i>Email Address:</i> | | |
| Applicant Information (if not being submitted by owner) | | |
| <i>First Name:</i> | | <i>Last Name:</i> |
| <i>Mailing Address:</i> | | |
| <i>Home/Cell Phone #:</i> | | |
| <i>Email Address:</i> | | |
| Short-Term Rental Property Information | | |
| <i>Address:</i> | | |
| <i>TMS #:</i> | | |
| <i>Zoning:</i> | | |
| <i>Type of Dwelling Unit to be used as a Short-Term Rental (e.g. single-family home, principal dwelling unit, accessory dwelling unit, etc.):</i> | | |
| <i>Maximum Number of Bedrooms to be used for Short-Term Rentals (Note: The use of 5 or more bedrooms for Short-Term Rental purposes may result in the application of building code requirements. Please speak to the Building Inspections Department regarding any potential building code requirements):</i> | | |
| <i>Number and location of Parking Spaces Provided Onsite (required parking is 1 space per permitted bedroom plus the required parking for the applicable use):</i> | | |
| <i>Maximum Number of Guests:</i> | | |
| <i>Maximum Number of Nights the Short-Term Rental Property is Proposed to be Rented Per Year:</i> | | |
| <i>Is the Short-Term Rental Property Owner Occupied:</i> <input type="checkbox"/> YES <input type="checkbox"/> NO | | |

I am aware that if this Short-Term Rental Application is approved this may affect the Tax Assessment ratio on my property:

YES

Notes:

- After receiving a Zoning Permit for a Short-Term Rental – Limited Home Rental, a **Business License must be obtained** prior to offering, advertising, or providing Short-Term Rental Properties for lodging.
- The advertisement of a Short-Term Rental shall include the County issued Zoning Permit Number and Business License Number.
- Tax Assessments of the property may change due to its partial use as a Short-Term Rental Property. Please contact the County Assessor’s Office at 843-958-4100 for further information regarding this note.
- Zoning Permits for all Short-Term Rentals must be renewed annually, on or before December 31st of each year (see the Short-Term Rental Property zoning requirements contained in the *Charleston County Zoning and Land Development Regulations Ordinance* for details).
- The property owner is responsible for contacting the Charleston County Building Services Department (843-202-6930) to ensure the Short-Term Rental Property complies with all Charleston County Building Code requirements. This will include applying for and receiving a Building Safety Permit.

See the *Charleston County Zoning and Land Development Regulations Ordinance* for all Short-Term Rental Property Zoning requirements.

By signing this application, I certify that I understand and will comply with the Short-Term Rental Property requirements contained in the *Charleston County Zoning and Land Development Regulations Ordinance*, and that all required information has been submitted and is accurate.

| | | | |
|--|--|--------------|--|
| Property Owner Signature (required): | | Date: | |
| Applicant Signature (if not the owner): | | Date: | |

OFFICE USE ONLY

Amount Received: _____ Cash Check # _____ **Invoice Number:** _____

Permit Specialist/Planner’s Signature

Date

SHORT-TERM RENTAL ZONING PERMIT APPLICATIONS FEES

| | |
|--|---------------------|
| a. Short-Term Rental Permit: Limited Home Rental (LHR) Note that additional applications, processes, and fees may apply pursuant to the requirements for Short-Term Rentals contained in the Charleston County ZLDR. | \$100.00 Zoning Fee |
| b. Short-Term Rental Permit: Extended Home Rental (EHR) Note that in addition to the EHR Zoning Permit application and fee, Site Plan Review and Special Exception applications and required fees must be submitted pursuant to the requirements and processes contained in the ZLDR. Zoning Permits for EHRs will not be issued until/unless the Site Plan Review application is approved, and the Board of Zoning Appeals approves the Special Exception application. | \$200.00 Zoning Fee |
| c. Short-Term Rental Permit: Commercial Guest House (CGH) Note that in addition to the CGH Zoning Permit Application and fee, a Site Plan Review application (with the required fee) must be submitted pursuant to the requirements and processes contained in the ZLDR. Zoning Permits for CHRs will not be issued until/unless the Site Plan Review application is approved. | \$300.00 Zoning Fee |



Joel H. Evans, AICP, PLA
Zoning & Planning Director

843.202.7200
1.800.524.7832
Fax: 843.202.7222
Lonnie Hamilton, III
Public Services Building
4045 Bridge View Drive
North Charleston, SC 29405-7464

RESTRICTIVE COVENANTS AFFIDAVIT

I, _____, have researched the restrictive covenants applicable to Parcel Identification Number/s (PID #) _____ located at (address/es) _____, and have found that either there are no restrictive covenants applicable to the subject property/properties or that the proposed application is not contrary to, does not conflict with, and is not prohibited by any of the restrictive covenants, as specified in South Carolina Code of Laws, Section 6-29-1145.

(Signature)

(Date)

(Print Name)

Explanation:

Effective July 1, 2007, South Carolina Code of Laws Section 6-29-1145 requires local governments to inquire in the permit application, or in written instructions provided to the applicant, if a tract or parcel of land is restricted by a recorded covenant that is contrary to, conflicts with or prohibits an activity for which a permit is being sought.
(Section 6-29-1145 is copied on the back of this page)

For Staff Use Only:

Received by _____ Date _____ Application Number _____

“Section 6-29-1145.

(A) In an application for a permit, the local planning agency must inquire in the application or by written instructions to an applicant whether the tract or parcel of land is restricted by any recorded covenant that is contrary to, conflicts with or prohibits the permitted activity.

(B) If a local planning agency has actual notice of a restrictive covenant on a tract or parcel of land that is contrary to, conflicts with, or prohibits the permitted activity;

- 1. in the application for the permit;**
- 2. from materials or information submitted by the person or persons requesting the permit; or**
- 3. from any other source including, but not limited to, other property holders, the local planning agency must not issue the permit unless the local planning agency receives confirmation from the applicant that the restrictive covenant has been released for the tract or parcel of land by action of the appropriate authority or property holder or by court order.**

(C) As used in this section:

- 1. ‘actual notice’ is not constructive notice of documents filed in local offices concerning the property, and does not require the local planning agency to conduct searches in any records offices for filed restrictive covenants;**
- 2. ‘permit’ does not mean an authorization to build or place a structure on a tract or parcel of land; and**
- 3. ‘restrictive covenant’ does not mean a restriction concerning a type of structure that may be built or placed on a tract or parcel of land.”**