



Zoning and Planning Department

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



Commercial Guest House Short-Term Rental Property Zoning Permit Application Process/Checklist

A Commercial Guest House is a property located in the OR, OG, CN, CR, CT, or CC Zoning Districts, where lodging is offered, advertised, or provided to Short-Term Rental tenants (excluding family members) for a fee or any form of compensation, for intervals of 29 days or less during a calendar year.

A Commercial Guest House Short-Term Rental Property is different from properties that are rented to tenants on a month-to-month, multi-month or yearly basis.

- The applicant shall set up a Pre-Site Plan Review Application Meeting with Staff (call 843-202-7200 to schedule a meeting);
- Following the Pre-Site Plan Review application Meeting, the applicant shall submit a completed Site Plan Review Application Form and all required documentation and required fees; and
- Upon Site Plan Review approval, the applicant shall submit a completed Short-Term Rental Property Zoning Permit Application and required fee (see the application form for required fees), and receive a Short-Term Rental Property Zoning Permit, which must be renewed annually.

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

NOTE: All payments to Charleston County Zoning and Planning Department are by CASH or CHECK with a valid Driver's License. *WE DO NOT ACCEPT CARDS.

Important Contact Information: Planning/Zoning 843-202-7200
planning@charlestoncounty.org

Short-Term Rental Property Zoning Permit Application

Type of Short-Term Rental: Limited Home Rental
 Extended Home Rental
 Commercial Guest House

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

Address:

TMS #:

Zoning:

Type of Dwelling Unit to be used as a Short Term Rental (e.g. single-family home, principal dwelling unit, accessory dwelling unit etc):

Maximum Number of Bedrooms to be used for Short-Term Rentals (Note: The use of 5 or more bedrooms for the purposes of a Short-Term Rental may result in the application of building code requirements. Please speak to the Building Insoections Department regarding any potential building code requirements):

Number of Parking Spaces Provided Onsite (required parking is 1 per permitted bedroom plus the required parking for the applicable use):

Maximum Number of Nights the Short-Term Rental Property is Proposed to be Rented Per Year :

Is the Short-Term Rental Property Owner Occupied (Circle One): Yes No

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 or full use as a Short-Term Rental Property. Please contact the County Assessor’s Office on 843-958-4100 for further information regarding this.
- Zoning Permits for all Short-Term Rentals must be renewed annually, on or before April 1st 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: <i>Limited Home Rental (LHR)</i> <i>Note that additional applications, processes, and fees may apply pursuant to the requirements for Short-Term Rentals contained in the Charleston County ZLDR.</i>	\$50.00, provided, however, that the fee for the initial Zoning Permit for a Limited Home Rental Short-Term Rental use shall be \$25.00 if the Zoning Permit application is submitted between July 1 st and December 31 st .
b. Short-Term Rental Permit: <i>Extended Home Rental (EHR)</i> <i>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.</i>	\$100.00, provided, however, that the fee for the initial Zoning Permit for an Extended Home Rental Short-Term Rental use shall be \$50.00 if the Zoning Permit application is submitted between July 1 st and December 31 st .
c. Short-Term Rental Permit: <i>Commercial Guest House (CGH)</i> <i>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.</i>	\$150.00, provided, however, that the fee for the initial Zoning Permit for a Commercial Guest House Short-Term Rental use shall be \$75.00 if the Zoning Permit application is submitted between July 1 st and December 31 st .



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 holders 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."



Zoning and Planning Department

Short-Term Rental Property Annual Zoning Permit Application Renewal Package



Short-Term Rental Property Zoning Permit Annual Renewal 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 Annual Renewal Application Form**
- **Previous year's Zoning Permit issued for the Short-Term Rental Property**
- **Signed Restrictive Covenants Affidavit**
- **Signed and Notarized Short-Term Rental Property Affidavit**
- **Required Fee (see application form for required fee)**

NOTE: All payments to Charleston County Zoning and Planning Department are by CASH or CHECK with a valid Driver's License. *WE DO NOT ACCEPT CARDS.

Important Contact Information:

Phone: Planning/Zoning 202-7200

Email: planning@charlestoncounty.org

Short-Term Rental Property Zoning Permit Annual Renewal Application

Previous Zoning Permit Approval Number:

Type of Short-Term Rental: Limited Home Rental
 Extended Home Rental
 Commercial Guest House

Owner Information

First Name: _____ *Last Name:* _____
Mailing Address: _____
Home/Cell Phone: _____
Email Address: _____

Applicant Information (if not being submitted by owner)

First Name: _____ *Last Name:* _____
Mailing Address: _____
Home/Cell Phone: _____
Email Address: _____

Short-Term Rental Property Information

Address: _____
TMS #: _____
Zoning: _____

Type of Dwelling Unit to be used as a Short Term Rental (e.g. single-family home, principal dwelling unit, accessory dwelling unit etc):

Maximum Number of Bedrooms to be used for Short-Term Rentals (Note: the use of 5 or more bedrooms for the purposes of a Short-Term Rental may result in the application of building code requirements. Please speak to the Building Inspections Department regarding any potential building code requirements):

Number of Parking Spaces Provided Onsite (required parking is 1 per permitted bedroom plus the required parking for the applicable use):

Maximum Number of Nights the Short-Term Rental Property is Proposed to be Rented Per Year :

Is the Short-Term Rental Property Owner Occupied (Circle One): Yes No

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 or full use as a Short-Term Rental Property. Please contact the County Assessor’s Office on 843-958-4100 for further information regarding this.
- Zoning Permits for all Short-Term Rentals must be renewed annually, on or before April 1st 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.
- See the Charleston County Zoning and Land Development Regulations Ordinance for all Short-Term Rental Property Zoning requirements.

I verify that the Short-Term Rental Property is compliant with all current Charleston County Zoning and Land Development Regulations for Short-Term Rental Properties.

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

<p>a. Short-Term Rental Permit: <i>Limited Home Rental (LHR)</i> <i>Note that additional applications, processes, and fees may apply pursuant to the requirements for Short-Term Rentals contained in the Charleston County ZLDR.</i></p>	<p>\$50.00, provided, however, that the fee for the initial Zoning Permit for a Limited Home Rental Short-Term Rental use shall be \$25.00 if the Zoning Permit application is submitted between July 1st and December 31st.</p>
<p>b. Short-Term Rental Permit: <i>Extended Home Rental (EHR)</i> <i>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.</i></p>	<p>\$100.00, provided, however, that the fee for the initial Zoning Permit for an Extended Home Rental Short-Term Rental use shall be \$50.00 if the Zoning Permit application is submitted between July 1st and December 31st.</p>
<p>c. Short-Term Rental Permit: <i>Commercial Guest House (CGH)</i> <i>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.</i></p>	<p>\$150.00, provided, however, that the fee for the initial Zoning Permit for a Commercial Guest House Short-Term Rental use shall be \$75.00 if the Zoning Permit application is submitted between July 1st and December 31st.</p>



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(Date)

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- (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 holders or by court order.

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SHORT-TERM RENTAL AFFIDAVIT

I, _____, hereby certify under the penalty of perjury that with the submission of the attached Short-Term Rental Property Annual Renewal Application for the Short-Term Rental Property on Parcel Identification Number/s (PID #) _____ located at (address/es) _____, the occupancy type of Short-Term Rental Property use (Limited Home Rental, Extended Home Rental, or Commercial Guest House) and the information submitted as part of the application for the previous year's Zoning Permit (Zoning Permit Number) _____ for the Short-Term Rental Property use, has not changed in any manner whatsoever and that the Short-Term Rental Property use complies with the Charleston County Zoning and Land Development Regulations Ordinance, as amended, Article 6.8, Short-Term Rentals.

(Signature)

(Date)

(Print Name)

(Notary Signature and seal)

For Staff Use Only:

Received by _____ Date _____ Application Number _____