



CONDITIONAL USE PERMIT APPLICATION SHORT TERM RENTAL

Business License Division
1911 Boundary Street, Beaufort, South Carolina, 29902
p. (843) 525-7025 / e. buslicense@cityofbeaufort.org

Application Fee: \$100

Post Facto Fee: \$1,000

****THIS APPLICATION WILL EXPIRE SIX (6) MONTHS FROM THE DATE OF ENTRY****

Units that were found to be operating without approval of the City prior to submitting this application are subject to the post facto fee of \$1,000 per Section 3.6.2.1 of the City Code

Pursuant to Section 6-29-1145 of the South Carolina Code of Laws, is this tract or parcel restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity described in this application? Yes No
If yes, has approval been granted by that governing body? Yes No

Applicant and Property Information

Applicant Name: _____ E-mail: _____ Phone Number: _____

Applicant Address: _____

Property Address: _____

Property Identification Number (Tax Map & Parcel Number): _____

Property Owner: _____ E-mail: _____ Phone Number: _____

Property Owner Address: _____

Submittal Requirements:

- Copy of rental agreement. The rental agreement must specify all of the following:
 - The minimum stay (2 night minimum required)
 - The maximum number of guests
 - The maximum number of vehicles permitted
 - Where guests are to park and not park
 - That the City's noise ordinance applies between 9:00 PM and 8:00 AM
 - Prohibits large gatherings such as weddings and reunions unless specifically approved by the City
 - That pets, if permitted, are not to be left outside unattended
- Property Management plan addressing the following:
 - Contact information for property manager (phone, cell phone, email)
 - Contact information for alternative property manager(s) when primary manager is unavailable (phone, cell phone, email)

Please answer the following questions:

1. Is the applicant the property owner? Yes No
If no, a notarized letter from the owner is needed.
2. Number of vehicles that can be parked on site: _____
3. Number of bedrooms in rental unit: _____
4. Number of persons unit sleeps: _____
5. Will the property owner live on the premises?
Yes No
6. Is the property currently or previously been in use as an STR? Yes No

Rental Unit Type:

- Rental of primary dwelling
- Rental of carriage house
- Rental of bedroom

Applicant's Signature: _____ Date: _____

Approved By: _____ Date: _____



**CITY OF BEAUFORT
CONTACT LIST FOR SHORT TERM RENTAL
LOCATED AT _____**

PROPERTY OWNER:

Name: _____

Address: _____

Phone: _____

E-Mail: _____

PROPERTY MANAGER: (PRIMARY)

Name: _____

Address: _____

Phone: _____

E-Mail: _____

PROPERTY MANAGER: (BACK-UP)

Name: _____

Address: _____

Phone: _____

E-Mail: _____

PROPERTY MANAGER (SECONDARY BACK-UP)

Name: _____

Address: _____

Phone: _____

E-Mail: _____

CITY OF BEAUFORT SHORT-TERM RENTAL PROGRAM

SUMMARY SHEET

Short term rentals (rentals less than 30 days), where allowed, are permitted as conditional uses approved by staff. The City's short-term rental ordinance and short-term rental application forms, are available on the City's website here: <http://www.cityofbeaufort.org> The Short-Term Rental (STR) program and process applies to all types of STRs including whole house rentals, rentals of one room in a house, and rentals of carriage houses/accessory dwelling units. The property owner may or may not live on the premises when using the property for a STR.

Here are the steps to successfully complete the STR Application Process:

Step 1: Complete the Short-Term Rental Application. The application shall include:

- **Application Form & Fee** - A short-term rental application is required. There is a \$100 fee for regular applications. There is a \$1,000 fee and separate application form for post-facto STRs (ones that were being used prior to approval). All of the submittal requirements listed in the Application form should be submitted including the items listed below.
 - **Unit Information:** number of bedrooms, number of beds, etc.
 - **Site Information:** Site plan/survey showing the dwelling on the lot and parking areas.
 - The parking area must be clearly delineated and cannot be located in the front yard, it must be located to the side or the rear of the dwelling.
 - If the unit is located in the neighborhood with covenants, a written statement from the president of the association that short-term rentals are permitted by the covenants.
 - **Management Plan and Information List** – who will be managing the unit? If the applicant lives locally and will be managing the unit, the applicant should address how the unit will be managed when the owner is out of town. Note that property managers who are not the property owner will need a City of Beaufort Business License for property management.
- **Rental Agreement** - A copy of the rental agreement to be used should be submitted with the application. The rental agreement should cover the following items:
 - The minimum stay (2-night minimum is required by the ordinance)
 - The maximum number of guests--based on the number of beds
 - The maximum number of vehicles permitted at the unit--based on the number of bedrooms and the design of the driveway
 - Where guests are to park. Where no formalized on-street parking is available, specify that guests are to park on-site and not in the street.
 - That the City's noise ordinance applies between 9:00 PM and 8:00 AM
 - Prohibits large gatherings such as weddings and reunions unless specifically approved by the City
 - Pets--if permitted, are not to be left outside unattended

- **Monitored Fire Alarm Contract** - Short term rental units are required to have a monitored fire alarm system (one per floor). Once the conditional use permit has been approved by staff, a monitored fire alarm system can be installed. After installation, provide documentation (ex., copy of an invoice from the installer or a certificate of coverage), that the alarm system has been installed and documentation that a contract is in place to have the system monitored.

Step 2: Safety Inspection: A safety inspection is required. A list of the items that will be inspected is available on the website. There is a \$50 application fee for the inspection. After all submittal requirements have been met you will be notified to call the inspection line (843) 525-7041 the day before you would the inspection performed to schedule the inspection. This will be done after the Certificate of Occupancy/Completion is issued for a current construction project.

Step 3: Business License: A business license is required for the property owner and the property manager if the manager is not the owner. Contact the Business License Division, for more information (843) 525-7025 or buslicense@cityofbeaufort.org. The owner will be required to collect the local accommodations fee and transmit this to the city monthly. A state accommodations tax account will also be required to be established. Issuance of the business license is the last step in the process.

Please note, the unit should not be used as a short-term rental until a business license is issued for the use.

For questions, contact Justin Rose, City of Beaufort Business License Division, at (843) 525-6526 or jarose@cityofbeaufort.org

within 500 feet of a proposed B&B in either of these districts. Distances shall be measured from the property line.

- e. **Meals:** No meals will be served to anyone other than registered guests, except as provided for in Section 3.6.2.C.1.f below. No variances from this condition shall be permitted.
 - f. **Events:** Business meetings, receptions, teas, and other events are permitted, provided that the events are hosted for registered guests. This shall apply to all B&Bs established under the Beaufort Code.
 - g. **Operation:** B&Bs shall be operated by a resident manager living on the premises.
2. **Short Term Rental**
- a. **Specific to T3-S, T3-N, T4-HN, and all boats regardless of zoning district:** Short term rentals, where the owner does not live on the premises, are limited to 6% of the lots in the neighborhood as shown on the City of Beaufort Neighborhoods Map zoned T3-S, T3-N, and/or T4-HN. Boats used for Short term rentals are limited to 6% of the slips in marina. The following exceptions apply:
 - i. Structures on the City's List of Vacant and Abandoned Structures being rehabilitated for use as a short term rental; and
 - ii. Short term rentals are prohibited in The Point neighborhood, as shown on the City of Beaufort Neighborhoods Map.
 - b. **Minimum Stay:** 2 nights
 - c. **Permitted Rental Types**
 - i. Rental of the primary dwelling
 - ii. Rental of an accessory dwelling
 - iii. Rental of a portion of a primary dwelling.
 - iv. Rental of a boat in an approved marina.
 - d. **Parking:** Parking shall be provided on-site and located to the side or rear of the dwelling. On-site parking shall be clearly delineated with an improved surface such as pavement, gravel, or another method approved by the administrator. If formalized parking is provided on the street(s) adjacent to the primary or accessory unit, this may be utilized in lieu of on-site parking.
 - e. **Rental Agreement:** The applicant shall provide a copy of the rental agreement that will be used. The rental agreement shall specify the following:
 - i. The minimum stay
 - ii. The maximum number of guests--which shall be based on the number of beds in the unit. For Primary house rentals, the number of adult guests is limited to 2 per bedroom. For Carriage House rentals, the total number of adult guests is limited to 4.
 - iii. The maximum number of vehicles permitted at the unit--which shall be based on the number of bedrooms and the design of the driveway. For Primary house rentals, the number of vehicles is limited to 1 per bedroom. For Carriage House rentals, the total number of adult guests is limited to 2.
 - iv. Where guests are to park. Where no formalized on-street parking is available, the agreement shall specify that guests are to park on-site and not in the street.
 - v. That the City's noise ordinance applies between 9:00 PM and 8:00 AM

- vi. Prohibit large gatherings such as weddings and reunions unless specifically approved by the City
 - vii. Pets, if permitted, are not to be left outside unattended
 - f. **Property Management Plan:** A property management plan shall be developed and approved by the administrator. The property management plan shall identify a property manager. Where the property owner does not live on the premises, the property manager must be available to appear on the premises to respond a complaint within three hours of being notified by the administrator. Where the property owner lives on the premises, a back-up property manager must be identified unless the owner certifies the unit will not be rented when the owner is out of town. The administrator shall be notified when management of the unit changes. Failure to comply with the approved property management plan shall result in the revocation of the zoning permit (Section 9.4).
 - g. **Signs:** No on-site signs shall be permitted.
 - h. **Rental Rules:** Rental rules, including use of the sanitation and recycling roll-carts, and emergency contact information including the police non-emergency number, shall be posted in a conspicuous location in the unit.
 - i. **Monitored Fire Alarm:** A monitored fire alarm is required for all units except boats. Boats are required to provide documentation that a Coast Guard Auxiliary Safety Vessel Check has been performed is required. The Vessel Safety Check can be arranged through this link: <http://www.cgaux.org/vsc>. Existing facilities not meeting this requirement shall be brought into conformance within 6 months of the date of adoption of this code.
 - j. **Outside Approvals Required:** For properties located in a neighborhood with a property owners' association, written confirmation from the association president that short-term rentals are permitted in the neighborhood is required. In multifamily structures, written approval from the property management association is required. For boats in an approved marina, written permission from the marina manager is required.
 - k. **Safety Inspection and Licensing:** A Safety Inspection shall be conducted before the Business License for the facility is issued. The facility shall comply with all business license, revenue collection, and health laws of the City of Beaufort, Beaufort County and the state of South Carolina.
 - l. **Unlicensed Units:** For units that are found to be operating without approval of the City, the short term rental application fee shall be \$1,000. If the property owner chooses not to submit a short term rental application within 60 days of being notified by the City of being in violation of the ordinance, a short term rental application shall not be approved for a period of 2 years.
3. **Inn/Hotel/Motel**
- a. **Specific to T4-N**
 - i. Inns up to 10 rooms are permitted.
 - ii. Inns with 11-24 rooms are permitted in retail frontage overlay areas.
 - b. **Specific to T4-NA:** This use is prohibited.

D. **Retail & Restaurants**

- 1. **Specific to T4-N only:** Except for Animal Hospitals/Kennels, Restaurants and Retail

General Safety Inspection for Short Term Rentals

Emergency Contact information posted in a conspicuous location—Property Manager, Police and Fire emergencies, dial 911, and non-emergency dispatch (843) 524-2777

Fire escape plan posted in a conspicuous location--basic line drawing of the house noting room names; red arrows showing the exits--front, side, and rear doors

Property address clearly visible from the street

Fire Alarm installed and working properly

Smoke alarm

Carbon Monoxide detection

Stair/handrail/guardrail

Bedroom/sleeping room egress- an operable window or door to the exterior that meets the egress requirements.

Fire extinguisher (2A/10BC)

General safety

Structure

Electrical

Plumbing

Mechanical

Gas

Revised 7-05-18

Short Term Rental Business License Requirements

- Obtain a SC State Retail/Accommodations License - \$50.00 fee
 - *Not required If you rent a room in the house in which you live, and the house has less than six bedrooms.*
 - Beaufort County Affidavit for Business Personal Property Tax form signed by County Auditor's office.
 - Completed Business License Application
 - Proof of Ownership (Articles of Organization)
 - Copy of Driver's License
-

Business License Fees/Renewals

- First year is a base fee of \$85.00
 - Valid for the calendar year (January 1 through December 31).
 - The business license must be renewed by April 15 of each year.
 - Renewal fee is based on TOTAL GROSS REVENUE from the preceding year.
 - *0-2,000 = \$85 over 2,000 (per k rate) = \$3.45*
-

Accommodations/Sales Tax - *If you rent a room in the house in which you live, and the house has less than six bedrooms, you are exempt from these taxes.*

- 2% state accommodations tax and 6% state sales tax are to be collected and remitted to the South Carolina Department of Revenue.
 - *These taxes do not apply when renting to the same person for at least 90 continuous days*
- 3% local accommodations tax are to be collected and remitted to the City of Beaufort by the 20th of each month by mail, in person, or online.
 - *This tax does not apply when renting to the same person for at least 30 continuous days.*
 - *For months in which the unit is not rented, or if it's rented 30 days or more, you will still file and report zero.*
 - *Failure to collect this tax does not relieve you from making the required remittance.*

South Carolina Retail License Registration Information

South Carolina Department of Revenue

Registration

Columbia, SC 29214-0140

Phone: 803-896-1350

Email: TaxRegistration@dor.sc.gov

How to Get a Retail License

- Apply for the retail license online using **MyDORWAY** at <https://dor.sc.gov/tax/registration> or by paper with the **SCDOR-111**, Business Tax Registration Form. The fee for each permanent retail license is \$50. If an outstanding debt exists for state taxes, the retail license will not be issued until the taxes are paid.
- Purchaser's Certificate of Registration - This is required for someone who does not make retail sales but who purchases tangible personal property from outside this state to store, use or consume in South Carolina. Those licensed as retailers do not need a purchaser's certificate of registration. Apply for the certificate online using **MyDORWAY** or by paper with the **SCDOR-111**.
- Temporary license - A temporary retail license is available to transient retailers making sales in this state for no more than 30 consecutive days. The fee for the temporary license is \$50.
- Artists and crafters - Artists and crafters selling at arts and crafts shows and festivals products they have created or assembled may obtain a permanent retail license for \$20. Apply for this special license online using **MyDORWAY** or by paper with the **SCDOR-111**, Retail License Application for Artists and Craftsmen.
- Transient sales - If you have no permanent retail location, you can obtain a transient retail license which will allow you to make sales throughout the state, in one location at a time. Note: Temporary transient included under retail license.
- Nonresident retailers - Nonresident retailers with a physical presence in South Carolina must obtain a retail license to do business in this state. A nonresident retailer is one who does not have a business location in this state, but solicits business from South Carolina residents by means of sales representatives, manufacturers' agents, catalogs, advertising or other means.
- Flea market and yard sales - Persons who make sales at a flea market or at a yard sale no more than once a calendar quarter, are not required to obtain a retail license.
- Charitable organizations - Certain non-profit, charitable organizations are exempt from the sales and use tax on sales made for charitable purposes and are not required to obtain a retail license. Application for the exemption must be made on **Form ST-387** (available online via **MyDORWAY**). Purchases made by the organization for its own use are taxable.
- Special events sales - Certain retailers entering the state on a one time basis in order to make sales at special events, which include promotional shows, fair or carnivals for which an admission fee is required for entering the event, are not required to obtain a retail license. The SCDOR will consider the retailer's activity in this State, if any, during the previous twelve months and the retailer's intended activity in this State during the twelve months following the proposed special event. Any activity, or intended activity, in the state during this 24 month period will require the retailer to obtain a license pursuant to subsection (A) of Code Section 12-36-510 (artist and craftsmen, temporary location or transient retailer). Qualifying retailers in lieu of the license requirement are required to file a special event tax return for sales made at the event. The return must be filed within five days after completion of the event. Enforcement will be applied statewide.
- Note: ABL does require a retail license number. For more information please see [ABL section](#).



ANNUAL BUSINESS LICENSE APPLICATION

Business License Division
1911 Boundary Street, Beaufort, South Carolina, 29902
p. (843) 525-7025 / e. buslicense@cityofbeaufort.org

Business Information

Business/Corporate name: _____ DBA: _____

Owner's name: _____

Organization type: Sole proprietor Partnership Incorporated Corporation LLC

Physical address: _____

Mailing address: _____

Federal ID #: _____ SSN #: _____ State Retail Sales #: _____

S. C. LLR License #: _____ Type: _____ Expiration date: _____

Driver's license #: _____ State: _____ Expiration date: _____

Contact name, title: _____

Contact phone: _____ Ext. _____ Email: _____

Landlord/Lessor Information (in-city business only)

Name: _____ Address: _____

Classification of Business

Retail Sales Service (professional/personal) Hotel/Motel/Inn/B&B
 Restaurant Service/Repair Short Term Rental
 Construction Sexually Oriented Other

Explain product(s) to be sold and or services to be provided: _____

Out of city business only: Estimated inside City of Beaufort *gross revenue* for the current year: _____

Certification of Correctness: I certify that the information in this application is correct.

Print Name

Signature

Date

FOR OFFICIAL USE ONLY

Account Number _____ NAICS _____ CATEGORY _____ TYPE CODE _____



Jim Beckert
Auditor of Beaufort County
Post Office Box 458
Beaufort, South Carolina 29901-0458
843-255-2500 Fax 843-255-9409
auditor@bcgov.net

**Beaufort County Affidavit For Business Personal Property Tax
For Merchant Or Service “Furniture, Fixtures & Equipment”**

No County Or City Business License (New / Renewal) Can Be Issued Without Proof Of Paid Business Personal Property Tax Or This Affidavit Signed By The Beaufort County Auditor

South Carolina Code of Law § 12-37-970

Please Type or print the below information

DATE BUSINESS STARTED: _____

CORPORATE NAME: _____
“As listed on the Business License”

BUSINESS NAME OR D/B/A: _____

BUSINESS OWNER NAME: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP _____

**PHYSICAL LOCATION
OF BUSINESS:** _____

CITY, STATE, ZIP: _____

**TYPE BUSINESS OR
SERVICE PROVIDED:** _____

SERVICE ORIENTED BUSINESS () or RETAIL (sales tax) BUSINESS ()

Social Security Number or Federal employer Tax ID Number (FEIN) _____

BUSINESS LICENSE# _____

Is this Business License due to you are renting a second home? YES () OR NO ()

FOR COUNTY USE ONLY

- () **EXEMPT**
() **PAID (SEE ATTACHED PAID TAX RECIEPT)**
() **APPLIED DATE FIRST (1ST) TAX BILL DUE:** _____

BEAUFORT COUNTY AUDITOR’S SIGNATURE: _____

IMPORTANT: ALL APPLICABLE BLANKS MUST BE COMPLETED TO PROCESS