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GUIDE TO COMPLETING YOUR APPLICATION



**A Reference Guide to Completing Your
Vacation Rental Property Application in
Charleston SC.**

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Figuring out how to properly complete a city application can be daunting. The below reference guide outlines the steps needed to take.

Applications for new Class 1, 2 or 3 STR Permits shall be notarized and include the following:

- (a) the location and name of the record owner of the property; and
- (b) an application fee; and
- (c) floor plans drawn to scale of the habitable structures on the property that clearly designate all rooms to be used by STR guests, and the specific room or rooms to be used by guests for sleeping; and
- (d) a site plan of the lot showing the location of the proposed Residential STR unit and the required off-street parking spaces and driveways; and
- (e) a photograph or photographs of the current principal view or views of the structure where the Residential STR unit is to be located; and
- (f) a statement which the Resident-owner must sign acknowledging that he or she has reviewed and understands the requirements of this Section and the applicable Section for the class of permit requested.

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Upon receiving a complete application and prior to the issuance of a new STR Permit, the zoning administrator shall cause notice to be posted on the property upon which the proposed STR use is to be located for fifteen (15) consecutive calendar days, advising that the Resident-owner of the property has applied for a zoning permit to establish a STR use at the location and supplying a phone number to call for further information. During this fifteen (15) calendar day period, the zoning administrator shall determine if the application meets the requirements as set forth in this Section. If, at the end of the fifteen (15) day posting period, the zoning administrator determines that the application meets the requirements for the STR use requested, the zoning administrator shall notify the applicant that the application is approved and shall, after waiting an additional five business days to allow for appeals, issue the STR Permit, which shall be valid for one (1) year from the date of issuance, and shall be renewable annually unless revoked. Any appeals filed within the five-day period shall cause the issuance of the STR Permit to be stayed pending resolution of the appeal.

**This information is derived directly from
the City of Charleston and can be
accessed here.**

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**HAVE
QUESTIONS OR
NEED HELP?**



DROP US A LINE

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