

SHORT TERM RENTALS IN COMMERCIAL ZONING DISTRICTS

Short term rentals are permitted in commercial zones as a conditional use. A copy of the ordinance including the conditions is attached. A conditional use permit application is attached. Specific information to be submitted with the application includes:

- Information on the unit (number of bedrooms etc.)
- Site plan/survey showing dwelling on the lot and parking areas
- Photos of the unit and parking areas
- Copy of rental agreement
- Property management plan (important)

Short term rental units are required to have a monitored fire alarm system. Once the special exception has been approved by the ZBOA, a monitored fire alarm system can be installed. After installation, provide documentation (ex., copy of an invoice from the installer), that the alarm system has been installed and documentation that a contract is in place to have the system monitored.

The last step in the process is securing a business license. Contact Al Johnson, Business License Officer, for more information [(843) 525-6526 or ajohnson@cityofbeaufort.org]. The owner will also be required to collect the local accommodations fee and transmit this to the city. A state accommodations tax account will also be required to be established.

The ordinance requires a Safety inspection before the business license for the facility is renewed. There is a \$50 fee for the Safety inspection. A copy of the inspection checklist is attached. A copy of the contract for the monitoring of the alarm system should be submitted along with the business license renewal application.

Note that until a business license for the rental has been issued, the unit should not be rented on a short term basis.

For questions, contact Libby Anderson, City of Beaufort Planning Department, at (843) 525-7012 or landerson@cityofbeaufort.org.