

## **SHORT TERM RENTALS IN RESIDENTIAL DISTRICTS**

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Short term rentals (rental of a residential dwelling for a period less than 30 days) are a permitted use in residential neighborhoods (see attached ordinance). Short term rental of the primary unit is permitted by special exception by the Zoning Board of Appeals (ZBOA). Section 3.16 of the Unified Development Ordinance (UDO) (attached) outlines the special exception process. An application for a special exception and a schedule of submittal deadlines are 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 Justin Rose, Business License Technician, for more information [(843) 525-7025 or [jrose@cityofbeaufort.org](mailto:jrose@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](mailto:landerson@cityofbeaufort.org).