

CITY OF BEAUFORT
SUMMARY SHEET FOR SHORT TERM RENTAL OF AN ACCESSORY DWELLING
UNIT IN A RESIDENTIAL ZONING DISTRICT

Short term rentals are permitted in residential zones in an accessory dwelling unit where the owner lives on the premises as a conditional use. A copy of the City's Short Term Rental Ordinance 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
- Number of vehicles associated with the current occupancy
- Copy of rental agreement. The agreement should:
 - stipulate a 2-night stay as required by the ordinance
 - limit the number of persons in the unit
 - limit the number of vehicles associated with the rental
 - stipulate that all vehicles are to park on-site in designated parking areas, not in the street
- Statement from the applicant saying unit will not be rented when the owner is out of town overnight.

Short term rental units are required to have a monitored fire alarm system. Once the conditional use permit has been approved, 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.

When the business license for the business is renewed, 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.