

# 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](mailto: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](mailto:jarose@cityofbeaufort.org)