



Town of Seabrook Island Short-Term Rental Permits

Frequently Asked Questions (FAQ)

When does the 2022 Business License and Short-Term Rental Permit Year start?

The Town will begin processing 2022 Short-Term Rental (STR) Permit and Business License applications on March 28, 2022. To avoid late fees, all renewal applications must be received (or postmarked) no later than April 30, 2022.

Applications will be processed in the order they are received. Upon issuance, a copy of each STR Permit will be emailed to the owner or designated agent, as applicable. A hard copy of the business license will be sent by mail.

What do I need to submit to obtain a 2022 Business License and Short-Term Rental Permit?

The application packet for each STR unit (new and renewal) must contain ALL of the following:

- A completed 2022 STR Permit application form
- A completed 2022 Business License application form
- A check or money order for the full amount due for the STR Permit (\$250.00) and Business License tax (varies by gross income). If paying for multiple properties at the same time, please submit one check or money order for each property.

PLEASE NOTE: Incomplete application packets will be returned and, if applicable, may become subject to late fees and suspension of rental privileges if received after April 30, 2022.

Please keep track of what you submit! We have a very small staff processing thousands of applications during the renewal period. We are unable to flip through individual applications to verify what was and was not submitted.

- **Tips for completing your 2022 Business License application:**
 - Business License applications must include the property owner's Tax ID. If income is reported on an individual's income taxes, the Tax ID will generally be the owner's Social Security Number (SSN). If the property owner is a corporation or other entity, then the Federal Tax ID (EIN) should be used. Do not use a management company's Tax ID unless the management company owns the unit.
 - **The rate class for all STR units is Class 9.2.**
 - Base Rate: \$54.00 for the first \$2,000 in gross income
 - Variable Rate: \$2.05 for each additional \$1,000 (or fraction thereof)
- **Tips for completing your 2022 STR Permit application:**
 - Please note that the STR Permit application form has been updated for 2022. Application packets that re-use the 2021 form will be returned.
 - The property owner listed on the application form must match the information on file with Charleston County Tax Records. If the unit is owned by multiple individuals, each owner must be listed on the application form. If the unit is owned by a LLC or

Trust, then the name of the LLC or Trust must be listed on the application form and an authorized representative of the LLC or Trust must also be listed as the owner's primary contact. Property ownership may be verified at the following link:

<https://sc-charleston.publicaccessnow.com/RealPropertyRecordSearch.aspx>

- If the owner or designated agent are not physically located within 50 miles of the rental unit, the applicant must designate a 24-hour local contact who is located within 50 miles and able to respond to the unit within two hours of receiving notice of a violation or emergency situation.
- Beginning in 2022, applicants must provide the unit's Charleston County License Number on the application form. This is the number used to report Local Accommodations Tax payments to Charleston County on a monthly basis. If you don't know your County License Number, you may contact Charleston County at (843) 202-6080. As allowed by ordinance, the town reserves the right to request documentation verifying the payment of all required taxes.
- The STR Permit application must be signed by the property owner(s). If the owner(s) choose to designate an agent, the agent may sign on behalf of the owner as long as a signed copy of the management agreement is attached to the application.

Can I continue advertising and renting a STR unit while my applications are pending?

STR's operating with a valid STR Permit and Business License for 2021 may continue to be advertised and rented until April 30, 2022.

- **Renewals:** As long as your STR Permit and Business License renewal applications have been received (or postmarked) by April 30, 2022, the STR unit may continue to be advertised and rented beyond April 30, 2022, while awaiting the processing of your applications. If applications are not received by April 30, 2022, or if the applications are returned as incomplete, the unit may not be advertised or rented beyond this date. Advertising and renting a STR unit without a valid STR Permit and Business License is a violation of town ordinance.
- **New Permits:** A new STR unit may not be advertised or rented until a STR Permit and Business License have been issued by the town.

I received a STR Permit Placard and STR Information Packet from the town when my permit was issued. What do I need to do with these documents?

Once your STR permit is issued, you will receive a STR Permit placard via email. The STR Permit placard is designed to meet the posting requirements specified in town ordinance. Within three days of receipt, the STR permit placard should be placed on or adjacent to the inside of the primary access door serving the unit. The owner or designated agent may not alter or modify the STR permit placard, except to include the location of the unit's fire extinguisher.

Once your STR permit is issued, you will also receive a copy of the town's "Short-Term Rental Information Packet" for 2022-23. This packet is prepared by the town and includes all information which is required by ordinance to be provided to rental guests. The packet must be provided prior to (or during) the check-in process, either in printed or electronic format. Alternatively, the information packet may be maintained within the rental unit at all times.

What is the maximum occupancy for each STR unit?

The maximum occupancy of a STR unit is set by town ordinance and is based on the unit's heated square footage and the total number of bedrooms according to Charleston County tax records.

The number of beds within a unit, or the presence of bunk beds, sofa beds or lofts, will have no bearing on a unit's maximum occupancy.

Each unit's maximum occupancy will be listed on its STR Permit Placard. Please review the Permit Placard carefully and make sure that the maximum occupancy is correctly listed in all advertisements for the property. [Advertising a higher occupancy than that listed on the STR Permit is a violation of town ordinance.](#) Exceeding the maximum allowable occupancy is also a violation of town ordinance.

If you believe the heated square footage and/or bedroom count is incorrect, please contact Charleston County for further assistance. If the county amends its records to increase the heated square footage and/or bedroom count, you may submit this documentation to the town along with an updated STR Permit application form and \$100.00 Permit Modification fee. Once the information has been verified, an updated STR Permit will be issued.

What if a rental property is sold?

In general, STR Permits and Business Licenses are non-transferrable and will become null and void upon the sale of the property. When a property is sold, the permit holder (seller) or their designated agent should notify the town so that we may cancel the STR Permit and Business License. If the new property owner (buyer) wishes to continue renting the property, they will need to apply for and obtain a new STR Permit and Business License once they take ownership of the property.

Following a transfer of ownership, an existing STR permit may be modified (subject to a \$25.00 fee) only under the following circumstances: transfer of ownership to one or more individuals who are related by blood, adoption or marriage to the current owner of record; transfer of property ownership to a trust, partnership, corporation or similar entity in which the current owner of record retains an ownership stake of at least fifty (50%) percent; transfer of property ownership to the heirs of the current owner of record following their death; or transfer of property ownership resulting from a court order.

What if there is a change to the designated agent and/or 24-hour local contact?

As long as there is no change in property ownership, a permit holder may amend the designated agent and/or 24-hour local contact by submitting an updated STR Permit application form. Please fill out the application form in its entirety and make sure to check the box at the top next to "Change of Designated Agent or 24-Hour Contact." If the owner is designating an agent, the form must be signed by both the owner and the agent unless a copy of the management agreement is enclosed with the application form, in which case the form may be signed by either party. All changes are subject to a \$25.00 fee.

Can I get a STR permit for a house that is under construction?

No. An STR permit cannot be issued until a certificate of occupancy (CO) has been issued for the structure.