

SUMMARY OF ORD. 2024-06: REQUIREMENTS FOR SHORT-TERM RENTAL UNITS

Definition	<i>Short-Term Rental Unit (STR)</i> . A residential dwelling that is rented or leased, or offered for rent or lease, as an overnight accommodation for periods of less than thirty 30 consecutive days at any time during a calendar year. A STR is generally used by renters and their guests in a manner that is consistent with the residential character of both the dwelling and the surrounding area. Hotels, motels, inns, and bed and breakfasts are not considered STR's. Vacation time-sharing plans are not considered STR's and are prohibited pursuant to Section 8.70.30 of town's Development Standards Ordinance.
Permit Required	A Short-Term Rental permit shall be required for all residential dwelling units which are used, rented, or advertised for rent, as a STR unit within the town. A separate permit shall be required for each STR unit. Upon issuance a STR permit shall remain valid indefinitely unless the permit is modified, suspended, revoked, abandoned, or cancelled. There are now 3 classes of STR permits: <ul style="list-style-type: none"> • Standard (Class A) • Provisional (Class B) – for properties under construction or major renovation as of 4/30/2025 • Temporary (Class C) – for properties that are sold subject to pre-existing rental agreements
Permit Caps	Effective with the license year beginning 5/1/2025, there will be caps on the total number of Standard (Class A) STR permits issued by the town, as follows: <ul style="list-style-type: none"> • Inside STR Overlay District: 557 • All other areas: 110
Dwelling Types	STR's must be located within a conforming or legally non-conforming dwelling. Permits may not be issued for accessory dwellings, pool houses, storage sheds, garages, vehicles, boats, RV's, storage units or non-residential structures.
Rental Types	STR's may only be advertised and rented as an entire unit. The rental of a portion of a dwelling, such as an individual bed or bedroom, is prohibited
Authorized Agent	A property owner may designate an agent, such as a professional property manager or property management company, who shall be authorized to comply with the conditions and requirements of the STR permit. This agent must sign an acknowledgement confirming that he or she understands their responsibilities and agrees to perform them on behalf of the property owner.
Qualified Local Contact	If the owner or agent does not reside within 50 miles of the STR, a local contact must be identified who resides within 50 miles of the STR and can be (or has someone who can be) accessible and available to respond to and resolve emergency situations, alleged violations, inquiries or inspection requests (including the ability to be physically present and enter the unit if required) within 2 hours of receiving notification. They also need to be able to shut off the main water valve. This contact must sign an acknowledgement confirming that he or she understands their responsibilities and agrees to perform them on behalf of the property owner.
Business License	The owner and agent (if applicable) must possess a valid town business license, and it must be renewed on an annual basis.
Rental Activity Report	Beginning May 1, 2025, each host shall maintain a log of all STR rental stays. No later than April 30th of each year, they shall submit an annual rental activity report for the preceding license year, along with the Business License renewal. At a minimum, the annual rental activity report shall include the check-in and check-out date, the zip code of the lead booker, the total number of occupants, and the total revenue collected (excluding taxes) for each rental stay.
SC Retail License	If a STR will be rented for more than 1 week in any calendar quarter, the owner or agent responsible for reporting and filing state and local taxes must have a valid South Carolina Retail License.
State & Local Tax	If a STR is rented for more than 15 days during any calendar year, the owner or agent must collect and remit state and local sales taxes (8%), state accommodations tax (2%), Charleston County accommodations tax (2%), Town of Seabrook Island local accommodations tax (1%).
Maximum Occupancy	STR's are subject to the following occupancy limits during the overnight hours: <ul style="list-style-type: none"> • 2 per code compliance bedroom plus 2 additional (excluding children under 2) – square footage of a home has no bearing on the maximum rental guest occupancy <p><i>NOTE: Number of bedrooms shall be based on Charleston County Tax Records</i></p>
Parking	STR's are subject to the following parking requirements: <ul style="list-style-type: none"> • Each STR must have at least 1 off-street parking space on the same property or in a common parking area. • The maximum number of passenger vehicles which may be parked at a STR unit during the overnight hours of a rental guest stay shall be limited to one (1) per code-compliant bedroom. In no instance shall the maximum number of passenger vehicles be less than two (2) or more than four (4). In the event the number of off-street parking spaces available on the premises of the STR unit (including, where applicable, the number of assigned parking spaces within a common parking lot) is less than would otherwise be allowed, then the maximum number of passenger vehicles allowed during the overnight hours shall be based on the actual number of spaces available. <p>The following general parking requirements apply to all properties in the town, including STRs.</p> <ul style="list-style-type: none"> • Renters and guests must park within designated parking spaces. Vehicles shall not be parked on or within: <ul style="list-style-type: none"> ○ Any yard, landscaped area, fire lane, loading area, median, pathway or sidewalk; ○ Any common open space which is used for a purpose other than vehicle parking; ○ 15 feet of any fire hydrant; and ○ Any area which has been designated as a “no parking” area; ○ Any aisle or driving lane within a shared driveway or parking lot. • Parking in handicapped spaces shall be permitted only with a valid handicapped permit. • Parked vehicles shall not impair access by emergency vehicles, unreasonably impede the flow of vehicular

	<p>or pedestrian traffic or restrict ingress to or egress from neighboring properties.</p> <ul style="list-style-type: none"> • Parking of commercial vehicles larger than a passenger vehicle, trailers and heavy machinery is prohibited. Additional on-street parking may be used where allowed by the owner of the street right-of-way.
Trash	<p>The following general trash requirements apply to all properties in the town, including STRs.</p> <ul style="list-style-type: none"> • Receptacles shall not be placed curbside prior to 12:00 p.m. on the day prior to the scheduled pick-up • Receptacles must be removed from the curb by the end of the day of pick-up. • At all other times, receptacles must be removed from the curb and, except in the R-CL, R-TH, and R-MF zoning districts, shall be stored in a location which is not plainly visible from the street.
Advertising Requirements	<p>All STR advertisements must clearly list the unit's STR Permit number, maximum overnight occupancy, and the maximum number of passenger vehicles which may be parked at the unit overnight in the ad. It shall be a violation to knowingly advertise false or misleading information in any STR advertisement.</p>
Posting Requirements	<p>The owner or agent shall conspicuously post in the STR unit the current STR Placard which must contain the unit's STR permit number, maximum overnight occupancy, maximum number of passenger vehicles which may be parked overnight, fire extinguisher location, and the name and phone number of the qualified local contact.</p>
Information Packets	<p>The owner or agent shall provide or make available an information packet (in printed or electronic format) to all renters prior to (or during) the check-in process OR shall maintain a packet within the STR at all times.</p>
Signage	<p>No exterior signage which advertises or identifies a dwelling as a STR shall be allowed on the premises.</p>
Unlicensed Work	<p>If the owner has obtained an exemption from the Charleston County Building Services Department to undertake work which would otherwise be required to be completed by a licensed residential builder or specialty contractor, that dwelling may not be operated as a STR for a period of 2 years following completion.</p>
Other Uses	<p>Commercial activities (other than remote working and outside vendors) shall be prohibited at/within STR's.</p>
Inspections	<p>Subject to notice requirements, all STR's shall be subject to inspection by the town to verify compliance.</p>
Smoke Alarms	<p>STR's shall be equipped with working smoke alarms inside each bedroom and outside each sleeping area. At least 1 smoke alarm shall be installed on each level of the unit.</p>
Fire Extinguishers	<p>STR's shall be equipped with at least 1 fire extinguisher with a minimum rating of 1A:10B:C. The required fire extinguisher shall be located under the kitchen sink or in another location which is easily accessible to renters.</p>
CO Detectors	<p>STR's shall be equipped with at least 1 carbon monoxide detector on each level IF the unit has any type of heater, generator or appliance which burns fossil fuels, a wood fireplace, or an attached enclosed garage.</p>
Sprinkler Systems	<p>Sprinkler systems are NOT required. Where provided, they must be in good working order and inspected annually.</p>
General Maintenance	<p>All structural (including the interior and exterior of the dwelling, associated decks, stairs, handrails, guardrails, boardwalks, docks, and accessory structures), mechanical, electric and plumbing systems must be maintained in good working order. Safe means of ingress and egress to and from the unit shall be maintained at all times.</p>
Violations	<p>Violations of Ord. 2024-06 are subject to penalties, including fines, suspension and revocation of a rental permit.</p>
Suspension	<p>An STR permit may be suspended and/or revoked due to any one or more of the following:</p> <ul style="list-style-type: none"> • Condemnation or unsafe conditions • Damage beyond repair • Erroneous and unlawful permits • Failure to submit annual rental activity report • Falsification or misrepresentations of material facts on application • Negligible rental activity (if the property is occupied by renters for 15 days or less or generated less than five thousand (\$5,000) in gross income from renters during the preceding license year) • Rental related violations • Unlicensed business activities • Unpaid fines, fees, or penalties • Unpaid taxes • Unreported change of authorized agent or qualified local contact • Unreported sale or transfer of STR • Work by an unlicensed residential builder or specialty contractor • Voluntary suspension due to reconstruction or renovation