



# Town of Seabrook Island

2001 Seabrook Island Road  
Seabrook Island, SC 29455  
[townofseabrookisland.org](http://townofseabrookisland.org)

# Short-Term Rental Permit 2023-24

Contact Us: (843) 768-9121  
[licensing@townofseabrookisland.org](mailto:licensing@townofseabrookisland.org)

An annual Short-Term Rental (STR) Permit is required for any dwelling that is rented or leased, or offered for rent or lease, as an overnight accommodation within the Town for periods of less than thirty (30) consecutive days at any time during the calendar year. **A separate permit shall be required for each STR unit.** Permits must be renewed annually by April 30<sup>th</sup>.

*Late Fee: 1-31 Days Late (Add \$150.00 Late Fee); 32-61 Days Late (Add \$300.00 Late Fee); 62+ Days Late (Add \$450.00 Late Fee)*

- APPLICATION TYPE (Select One)
- New Permit (\$450.00)
  - Permit Renewal (\$450.00)
  - Permit Modification (\$100.00)
  - Change of Designated Agent or 24-Hour Contact (\$25.00) – Current STR Permit # 2023-\_\_\_\_\_
  - Reinstatement of STR Permit (\$225.00) – Current STR Permit # 2023-\_\_\_\_\_

1 PROPERTY INFORMATION	
Property Address	
Rental Type	<input type="checkbox"/> Short-Term Rental Unit <input type="checkbox"/> Vacation Club Unit
Is this property subject to the covenants and restrictions of SIPOA?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this property located within a community association or regime? (Condo, villa, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, what is the name of the community association or regime? ▶</i>	

2 PROPERTY OWNER(S)	
<i>Owner name(s) must match the property owner records on file with the Charleston County Register of Deeds Office. Applications with incorrect or incomplete information will be returned.</i>	
Owner Name(s)	<i>Must match county ROD records</i>
Contact Person	<i>Required if owner is an LLC, trust, etc.</i>
Owner Mailing Address	
Owner Phone Number	Owner Email Address

3 DESIGNATED AGENT	
<i>A property owner may designate an agent (such as a management company) to comply with the requirements of the Town's STR Ordinance. The designated agent may also send and receive communication on behalf of the property owner.</i>	
Do you wish to designate an agent for this property?	<input type="checkbox"/> Yes: <i>Complete this Section</i> <input type="checkbox"/> No: <i>Skip Ahead to Section 4 ▼</i>
Agent/Company Name(s)	
Contact Person	
Agent Mailing Address	
Agent Phone Number	Agent Email Address

4 24-HOUR LOCAL CONTACT	
<i>I hereby designate the following person or company as my (our) 24-hour local contact and further certify, under penalty of perjury, that the local contact 1) physically resides within 50 miles of the rental property; and 2) is accessible and available to respond to any emergency situation, alleged violation, inquiry or inspection request within 2 hours of receiving notice.</i>	
Who will serve as the 24-hour local contact for this rental property?	<input type="checkbox"/> Property Owner(s): <i>Skip Ahead to Section 5 on Next Page ▼</i>
	<input type="checkbox"/> Designated Agent: <i>Skip Ahead to Section 5 on Next Page ▼</i>
	<input type="checkbox"/> Other Contact: <i>Complete Lines A-D ▶</i>
	<b>A</b> Contact Name
	<b>B</b> Relationship to Owner(s)
	<b>C</b> Phone Number
	<b>D</b> Email Address

5 TAX INFORMATION (CONTINUED ON SECOND PAGE)	
Will this unit be rented for more than 15 days during any calendar year?	<input type="checkbox"/> Yes: <i>Complete this Section</i> <input type="checkbox"/> No: <i>Skip Ahead to Section 6 ▼</i>
Charleston County Accommodations Tax License/Reporting Number	

<b>Which party (or parties) will be responsible for collecting and remitting to SCDOR all state and local sales taxes for this unit?</b> <i>(Check all that apply)</i>	<input type="checkbox"/> <b>Property Owner(s)</b>	<b>Owner SC Retail License #</b>	
	<input type="checkbox"/> <b>Designated Agent</b>	<b>Agent SC Retail License #</b>	
	<input type="checkbox"/> <b>Online Rental Platform(s)</b> <i>(Airbnb, VRBO, Turnkey, etc.)</i>	<b>Platform Name</b>	<b>Account #</b>

**6 OTHER INFORMATION**

<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	<b>A</b>	Does the unit have at least one (1) designated off-street parking space?
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	<b>B</b>	Is the unit equipped with at least one (1) working smoke alarm on each level?
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	<b>C</b>	Is the unit equipped with a working smoke alarm inside each bedroom <b>and</b> outside each sleeping area?
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	<b>D</b>	Is the unit equipped with at least one (1) fire extinguisher with a minimum rating of 1A:10B:C?
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	<b>E</b>	Will a placard containing the unit's business license number, maximum occupancy, fire extinguisher location and 24-hour local contact be conspicuously posted on, or adjacent to, the inside of the primary access door within three (3) business days following issuance by the Town?
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	<b>F</b>	Will the property owner or designated agent 1) provide a copy of the Town's STR "Information Packet" (either in printed or electronic format) to all renters prior to (or during) the check-in process; <b>OR</b> 2) maintain a printed copy of the "Information Packet" within the unit at all times?
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	<b>G</b>	Is there any exterior signage on the property which identifies or advertises the unit as a STR unit?
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	<b>H</b>	Is the unit equipped with a sprinkler system? <i>If yes, when was it last tested?</i> _____
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	<b>I</b>	Does the owner or designated agent wish to establish a maximum occupancy for the unit that is <b>LESS</b> than the number allowed by ordinance? <i>If yes, what is the desired maximum occupancy?</i> _____
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	<b>J</b>	Has the owner undertaken any renovations or repairs to the unit during the last two years? <i>If yes, who completed the work?</i> <input type="checkbox"/> <b>Licensed Builder/Contractor</b> <input type="checkbox"/> <b>Owner</b> <input type="checkbox"/> <b>Other</b> _____
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	<b>K</b>	Is the unit equipped with any of the following: any type of heater, appliance, generator, fireplace or stove which burns wood, fossil fuels or fossil fuel derivatives (such as propane); and/or an enclosed garage which is attached to or part of the unit? <i>If yes, is the unit equipped with at least one (1) working carbon monoxide detector on each level?</i> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>

**7 Permit Modification**

<b>What modifications need to be made to the permit?</b> <b>(eg. changing number bedrooms from 2 to 3)</b>	
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**8 CERTIFICATION**

- (A) I (We) certify that all information contained herein is true and accurate to the best of my (our) knowledge.
- (B) I (We) understand that providing false or fraudulent information may result in the imposition of penalties including, but not limited to, suspension or revocation of a STR Permit, and any other remedies allowed by law.
- (C) I am (We are) aware of and understand the requirements of the Town Code and the Development Standards Ordinance (DSO) as they pertain to the permitting and operating requirements of STR units within the Town, and further understand that failure to comply with these requirements may result in the suspension or revocation of my (our) STR Permit, in addition to any other remedies allowed by law.
- (D) I (We) understand that all STR units operating in the Town must maintain a valid Town business license, and both the business license number and maximum occupancy shall be clearly listed in all advertisements for the STR unit.
- (E) I (We) understand that I am (we are) responsible for ensuring that all structural elements (including the interior and exterior of the dwelling, associated decks, stairs, handrails, guardrails, boardwalks, docks and accessory structures), as well as all mechanical, electrical and plumbing systems, are maintained in good working order; that safe means of ingress and egress to and from the unit shall be maintained at all times; and all areas of the property which are under my (our) control shall remain clear of litter and debris.
- (F) I (We) understand that all STR units may be inspected by the Town, subject to notice requirements, to verify compliance with the requirements of the Town's STR ordinance.

<b>Owner Signature(s)</b>		<b>Date</b>	
		<b>Date</b>	
<b>Agent Signature (If Applicable)</b>		<b>Date</b>	