



Town Hall
843.795.4141
Fax: 843.795.4878
1122 Dills Bluff Road
James Island, SC 29412

Bed and Breakfast/ Short Term Rental Application

Application Number: _____

Requirements Checklist:

- : Completed Bed & Breakfast/ Short Term Rental Application
- : Completed Business License Application
- : **Proof of full-time residency**
Proof of full-time residency must be provided at the time of application with owner-occupied legal residence (4%) tax bill, driver's license, voter registration, vehicle registration, and any other documentation requested by the Zoning Administrator and listed on this application.
- : **Parking Plan**
A parking plan must be drawn to show the location of each required off street parking space as well as owner spaces. Only one car per guest room is allowed and must be capable of being completely parked within and upon the premises.
- : **Floor Plan of Home**
Floor plan must clearly note all rooms that will be used for the STR use and all rooms that will be used by the property owner for their residence. The location of fire detectors , carbon monoxide detectors, emergency lighting and operable windows must be indicated on the floor plan. Bed and breakfasts/short-term rentals shall contain no more than three guest rooms.

Fire and Safety Requirements:
 - At least one operable window or door to the exterior is provided for each bedroom for emergency escape and rescue.
 - Fire Extinguishers are to be located on each floor and in kitchen of home.
 - Smoke Alarms are to be placed inside each bedroom, outside each bedroom, and on each floor.
 - If a fuel burning appliance is present, carbon monoxide detectors are to be located on each floor.
 - Hallways and stairs are to be illuminated with an emergency power source in the event of power failure.

All properties are subject to inspection by the James Island PSD Fire Department. Questions or concerns may be directed to (843) 270-1583

This form is intended to serve as a guide and assist with general compliance in your building and may not be all-inclusive. It is your responsibility as a homeowner to know, understand, and comply with all appropriate rules and regulations.



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Bed & Breakfast/ Short Term Rental

I _____ , am a full time resident of the dwelling at
Name

Address

The name of the rental I will be operating from this address is

Name of Bed & Breakfast/ Short Term Rental

I have read and understand the requirements and standards for a Bed & Breakfast/ Short Term Rental Section 153.124 of the *Town of James Island Zoning and Land Development Regulations (ZLDR) Ordinance*. Additionally, I have been provided a copy of this section of the Ordinance.

Any violations of The Town of James Island Ordinances could result in revocation of your zoning permit and/or business license.

Signature

Date



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Bed & Breakfast/ Short Term Rental Letter of Intent

Applicant Information

Name: _____
Address: _____
Email: _____
Phone #: _____

Property/Home Information

Complete Address: _____
Will common areas (kitchen/living room) be shared? _____ Yes _____ No
Total number of bedrooms in home: _____
Total number of rooms guests will utilize for sleeping: _____

Provide a description of the proposed Bed & Breakfast/ Short Term Rental (if applicable).

I acknowledge by my initials and signature below that the information provided herein is accurate and complete.

- ____ This application is complete and accurate.
- ____ I have reviewed and understand the applicable Zoning Ordinance regulations for operating a Bed & Breakfast/ Short term rental (Section 153.124.)
- ____ I am the owner and resident of the property where the STR unit is to be located, I reside at the subject property and I will reside overnight on the property while guests are present.

Signature: _____ Date: _____

Staff Notes:



Restrictive Covenants
Zoning/Planning

Town Hall
843.795.4141
Fax: 843.795.4878
1122 Dills Bluff Road
James Island, SC 29412

PERMIT APPLICATION: RESTRICTIVE COVENANTS AFFIDAVIT

I, _____, have reviewed the restrictive covenants applicable to
(Print Name)

Parcel Identification Number(s) _____, located at
(TMS #)

_____, and the proposed permit application is not
(Address)

contrary to, does not conflict with, and is not prohibited by any of the restrictive covenants, as
specified in South Carolina Code of Laws, Section 6-29-1145.

(Signature)

(Date)

(Print Name)

Explanation:

Effective July 1, 2007, South Carolina Code of Laws Section 6-29-1145 requires local governments to inquire in the permit application, or in written instructions provided to the applicant, if a tract or parcel of land is restricted by a recorded covenant that is contrary to, conflicts with or prohibits an activity for which a permit is being sought. (Section 6-29-1145 is copied on the back of this page)

Received by: _____

Date: _____

Application #: _____

"Section ~~6-29-1145~~. (A) In an application for a permit, the local planning agency must inquire in the application or by written instructions to an applicant whether the tract or parcel of land is restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the permitted activity.

(B) If a local planning agency has actual notice of a restrictive covenant on a tract or parcel of land that is contrary to, conflicts with, or prohibits the permitted activity:

- (1) in the application for the permit;
- (2) from materials or information submitted by the person or persons requesting the permit; or
- (3) from any other source including, but not limited to, other property holders, the local planning agency must not issue the permit unless the local planning agency receives confirmation from the applicant that the restrictive covenant has been released for the tract or parcel of land by action of the appropriate authority or property holders or by court order.

(C) As used in this section:

- (1) 'actual notice' is not constructive notice of documents filed in local offices concerning the property, and does not require the local planning agency to conduct searches in any records offices for filed restrictive covenants;
- (2) 'permit' does not mean an authorization to build or place a structure on a tract or parcel of land; and
- (3) 'restrictive covenant' does not mean a restriction concerning a type of structure that may be built or placed on a tract or parcel of land."



1122 Dills Bluff Road
 James Island, SC 29412/
 PO Box 12240
 James Island, SC 29422
 Office: (843) 795-4141/
 revenuecoll@jamesislandsc.us

Town of James Island

BUSINESS LICENSE APPLICATION

TYPE or PRINT (PLEASE PRINT CLEARLY)

Federal Tax ID: _____ SSN: _____ SC Dept. of Revenue ID: _____

Legal Name of Business: _____

Doing Business As: _____

Mailing Address: _____

E-Mail Address: _____

Account Payable Phone: () _____ Fax: () _____ Cell: () _____

Business Classification: Class: _____ N.A.I.C.S. Classification Code: _____ Sub Class: 00

 Business Office Location Address: _____

Location E-Mail: _____

Location Phone: () _____ Fax: () _____ Cell: () _____

 Owner Name(s): _____

Type of Business: _____

Location's Property Identification Number: _____

Is this business located within the Town of James Island? (circle one) YES or NO

If the business described herein was in operation at another location or with different ownership prior to opening at the location listed above, include:

Prior Business License Number _____ ; Prior Business Location Address: _____

and; Prior Owner(s): _____

What is the estimated "Gross Income" this business is expected to generate between the date of this application and the end of the current Business License Year (December 31st)? _____

***** *Applicant Certification* *****

I (we) do hereby certify that the information given in this application is true and that the gross receipts are accurately reported, or estimated for a new business, without any unauthorized deductions. I am aware that all ordinances relating to the Building, Electrical, Plumbing, Fire and Zoning Codes must be complied with before the requested license(s) can be issued.

Signature of Applicant(s): _____

Date: _____ Title: _____

Received: _____ Date: _____

**WE ACCEPT CHECKS, MONEY ORDERS, CASH OR CREDIT
 THERE IS A CONVENIENCE FEE OF \$2.00 FOR CREDIT CARDS
 CHECKS OR MONEY ORDERS SHOULD BE MADE PAYABLE TO THE
 TOWN OF JAMES ISLAND**

§ 153.124 BED AND BREAKFASTS/SHORT-TERM RENTALS.

Bed and breakfasts/short-term rentals shall be subject to the following standards.

(A) In residential zoning districts there shall be no visible evidence of the conduct of a bed and breakfast/short-term rental when viewed from the street right-of-way or from an adjacent lot and signs are expressly prohibited.

(B) Bed and breakfasts/short-term rentals shall contain no more than three guest rooms.

(C) There shall be no cooking or kitchen uses in the bed and breakfast/short-term rental space, distinct from the principal dwelling, in residential zoning districts.

(D) Parking areas for bed and breakfast/short-term rental uses located in agricultural or residential zoning districts shall be screened from view of residential zoning districts and public rights-of-way by evergreen plant material that will provide opaque screening at the time of plant maturity. In addition to vehicles registered at the dwelling address, only one car per guest room is allowed and must be capable of being completely parked within and upon the premises.

(E) Owner of bed and breakfast/short-term rental shall be a full-time resident of the dwelling and shall reside in the dwelling in residential zoning districts. Proof of full-time residency must be provided at the time of application with owner-occupied legal residence tax bill, driver's license, voter registration, vehicle registration, and any other documentation requested by the Zoning Administrator and listed on the application. There shall be an owner or innkeeper/manager residing on the premises in non-residential zoning districts.

(F) Advertisements and listings for bed and breakfast/short-term rentals must include an approved permit number. Advertisements that do not list a permit number are considered a violation of this section.

(Ord. 2012-06, § 6.4.4, passed 10-18-2012; Ord. 2013-02, passed 4-18-2013; Ord. 2019-01, passed 5-16-2019; Ord. 2023-04, passed 5-18-2023)

§ 153.375 COMPLIANCE REQUIRED.

(A) No activity regulated by this chapter shall be undertaken except in full compliance with the express provisions of this chapter.

(B) No activity that is the subject of any permit or approval issued pursuant to the provisions of this chapter shall be undertaken except in full compliance with the subject permit or approval, including any attached conditions.

(C) The commencement or continuation of any activity regulated by this chapter that is not in compliance with the express provisions of this chapter, or that is not in compliance with the express provisions of any permit or approval, including any attached conditions, shall be a violation of this chapter, and subject to enforcement under the terms of this subchapter, § 153.999, and state law.

(Ord. 2012-06, § 11.1, passed 10-18-2012; Ord. 2013-10, passed 8-15-2013) Penalty, see § 153.999