

## Planning & Development Department

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Physical (By Appointment Only): 155 Johnston Street, Rock Hill, SC 29730

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[www.cityofrockhill.com](http://www.cityofrockhill.com)



## SHORT-TERM RENTAL PERMIT APPLICATION PACKET

### WHEN TO USE THIS PROCESS

The City's Zoning Ordinance defines short-term rentals as the rental of property with five or fewer bedrooms in whole or in part for an overnight stay of less than 30 days at a time to one or more guest parties. Use this process to apply for a short-term rental permit.

In order for the application to be approved, the property must be located in one of these zoning districts.

- Mixed Use (MX)
- Neighborhood Office (NO)
- Neighborhood Commercial (NC)
- Limited Commercial (LC)
- General Commercial (GC)
- Community Commercial (CC)
- Commercial Industrial (CI)
- Downtown (DTWN)
- Mixed Use Corridor (MUC)

To see what the subject property is zoned, use the City's [GIS maps](#).

### APPLICATION PROCESS

1. Submit the application and all associated documents in PDF format through our Online Services website at [www.cityofrockhill.com/onlineservices](http://www.cityofrockhill.com/onlineservices).
2. We will email you an invoice for a \$300 application fee.
3. City staff will review your application and send comments back to the designated contact person on the application within approximately 10 business days. If the application materials must be revised or supplemented, use the [Plan Resubmittal Instructions](#) to guide you about that process.
4. If the short-term rental application is approved, a business license is required in addition to the short-term rental permit. If the host is not the owner of the property, both the property owner and the host must obtain separate business licenses. Apply for the business license at [www.cityofrockhill.com/newlicense](http://www.cityofrockhill.com/newlicense). If you have questions about this part of the process, please contact us at [businesslicense@cityofrockhill.com](mailto:businesslicense@cityofrockhill.com) or 803- 325-2647.

### RENEWAL APPLICATION PROCESS

It is your responsibility to renew your short-term rental permits and business license through our online application portal prior to April 30th each year. If you fail to do so before the deadline any year, you will lose the permit if the property is not zoned with one of the above zoning districts, or you will be required to apply for a new permit if the property is zoned with one of the above zoning districts.

- [Short-term rental renewal application](#)

## ACCOMMODATIONS TAX

The local accommodation tax rate is 3%. This is separate from the state accommodation tax. It is due by the 20<sup>th</sup> of the month for the previous month. We will create a local accommodations tax account for you as and will send you information about remitting the tax if the short-term rental permit is approved.

For more information: [Local Accommodations Tax Webpage](#)

## SHORT-TERM RENTAL REGULATIONS

While all relevant provisions from the [Zoning Ordinance \(PDF\)](#) will apply to short-term rental uses, you can find the regulations that are specific to short-term rentals in these sections:

- **Chapter 4: Land Use: Primary Uses** (see the Table of Primary Uses and the use-specific standards and descriptions sections)
- **Chapter 8: Development Standards—Parking Section** (see the table with minimum number of parking spaces)
- **Chapter 10: Nonconformities** (see the nonconforming short-term rentals section)

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## SHORT-TERM RENTAL PERMIT APPLICATION

**The short-term rental application must be completed by the short-term rental host.**

Address of proposed short-term rental: \_\_\_\_\_, Rock Hill, SC

Host name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing address: \_\_\_\_\_ Email: \_\_\_\_\_

Legal Business Name: \_\_\_\_\_ Doing Business As Name: \_\_\_\_\_

If you plan to market or rent the property using an online platform, provide as much of the following that has been determined at the time of application:

Platform: \_\_\_\_\_ Property #: \_\_\_\_\_ Name of listing: \_\_\_\_\_

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Number of bedrooms: \_\_\_\_\_ (The number of guests is limited to 2 per bedroom, plus 2.)

Number of parking spaces: \_\_\_\_\_ (1/2 space per bedroom is required. Each space must be at least 9 feet by 19 feet, paved, and contained completely on the property without overhanging sidewalks, roads, alleys, etc.)

Do you own the property? Yes  No  If no, provide letter from property owner authorizing the use.

Property owner name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Mailing address: \_\_\_\_\_ Email: \_\_\_\_\_

Do you live on the property as your primary residence? Yes  No  If no, you must do one of the following.

- Live within 15 miles of the City limits of Rock Hill and be willing to accept phone calls at all times of the day at the above phone number to address any issues with the short-term rental.
- Provide the following information for a designated responsible agent who lives within 15 miles of the City limits, who is willing to take phone calls at all times if needed to address issues with the short-term rental use, and who is authorized to accept service of process on behalf of the owner of said unit:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing address: \_\_\_\_\_

*Deed Restrictions/Restrictive Covenants:* Are there any deed restrictions or restrictive covenants that apply to this property which are contrary to, conflict with, or prohibit the permitted activity being requested? Yes  No

*Certifications:* I certify that I have completely read this application and instructions, that I understand all it includes, and that the information in the application and the associated documents is correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_