



COLUMBIA POLICE DEPARTMENT

"Policing Excellence through Community Partnerships"

RESIDENTIAL RENTAL PERMIT APPLICATION – BUSINESS

Use this application for 5 or more units. A City of Columbia business license is required to waive the fees.

Section 1 – Business Information:	
Name/Contact:	Company Name:
Physical Address:	City/State/Zip:
Telephone:	Email:
Signature	Date
Note: If Business is not located within 45 miles of the City of Columbia, a Local Agent must be designated below.	

Section 2 – Local Agent Information: (check here if same as owner) <input type="checkbox"/>	
Name/Contact:	Company Name:
Physical Address:	City/State/Zip:
Telephone:	Email:
Signature	Date
Note: Local Agent must be within 45 miles of the City of Columbia.	

Section 3 – Rental Checklist Affidavit (List Property Addresses on page 2.)

I, _____, certify under penalty of false statement, that all of the rental properties that I represent listed in this application meet the minimum safety standards as outlined in the City of Columbia’s **Residential Rental Unit Checklist** in which one has been provided to me and I have fully reviewed and understand. I also understand that by signing this section I am not required to submit an individual Residential Rental Unit Checklist for each of the units I represent.

Signed this _____ day of _____, 20_____.

Signature _____ Title _____

Official Use Only	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	Inspection Requested (yes) <input type="checkbox"/>	Checklist Attached (yes) <input type="checkbox"/>
# of Units _____ X \$25/unit = \$ _____	Points \$ _____	Past Due \$ _____	Total \$ _____	Payment/Check # _____
Received by _____		Reviewed by _____		

Revised 6/1/2017

Please include with the application a copy of any applicable City of Columbia Business Licenses.

CODE ENFORCEMENT DIVISION
 1136 Washington Street, Columbia, SC 29201
 (803)545-3430



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Section 4 – Property Address(es) for which Permit is Requested:				
Rental Unit Address	Owner, <i>If different from Business Owner</i>	Unit #	Parcel #	# of Occupants
Attach additional pages as necessary.				