



COLUMBIA POLICE DEPARTMENT

"Policing Excellence through Community Partnerships"

RESIDENTIAL RENTAL PERMIT APPLICATION – (Up to 4 Units)

Permit Fee: \$25 per unit (checks made payable to City of Columbia)

Section 1 – Property Address(es) for which Permit is Requested:			
Rental Unit Address	Unit #	Parcel# (this can be found on your tax bill)	# of Occupants

Note: A business license is required for 5 or more units. Use the *residential rental application for business*.

Section 2 – Owner Information:	
Name/Contact:	Company Name:
Physical Address:	City/State/Zip:
Telephone:	Email:
Signature	Date

Note: If owner does not reside within 45 miles of the City of Columbia, a Local Agent must be designated below.

Section 3 – 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.

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 submit the Residential Rental Unit Checklist for each unit.

CODE ENFORCEMENT DIVISION
 1136 Washington Street, Columbia, SC 29201
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