



# 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.

\* There cannot be more than 3 unrelated adults in any unit.

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 2/7/2022

**Please submit the Residential Rental Unit Checklist for each unit.**

**CODE ENFORCEMENT DIVISION**  
 920-A Hemlock Drive, Columbia, SC 29201  
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