



COLUMBIA POLICE DEPARTMENT

"Policing Excellence through Community Partnerships"

SHORT-TERM RENTAL UNIT CHECKLIST

Minimum Safety Standards (Complete one checklist for each rental unit)

Property Information:	
STR Address: _____ # of Bedrooms: _____	Occupancy <input type="checkbox"/> Owner Type: <input type="checkbox"/> Non-Owner
Name of person completing inspection of unit: _____ Title: _____	

STR REQUIREMENTS	In Compliance?			Comments
	Yes	No	N/A	
Parking - Are there two designated off-street parking spaces?				
House Manual - Must be made available to STR guests and should include at a minimum: emergency contact numbers, the name and contact information for the owner or local representative, instructions or a diagram of the designated parking spaces, the house rules imposed on the guests by the owner.				

PROPERTY AREA	In Compliance?			Comments
	Yes	No	N/A	
Sanitation - Free from trash and debris.				
Overgrowth - Grass and weeds must be less than 12 inches.				
Environmental - Property exteriors shall comply with the International Property Maintenance Code and applicable City Codes.				
Swimming pools/spas - Swimming pools and spas shall be enclosed and include a self-closing and self-latching gate.				
Premise identification - Address Numbers must be a minimum of 4 inches tall and visible and legible from the street.				
Accessory structures - Structurally sound and secure.				
Motor vehicles - All vehicles must be operable and licensed.				
Parking - No Vehicles shall be parked on the grass in the front yard.				
Roll carts - Out of the Right of Way except for day of collection.				

STRUCTURE	In Compliance?			Comments
	Yes	No	N/A	
Doors and windows - Individual dwelling units must have access directly to the outside or to a common corridor. There must be at least one openable window in each bedroom. Deadbolts cannot lock with a key from the inside.				

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STRUCTURE (Continued)	In Compliance?			Comments
	Yes	No	N/A	
Stairs, rails, porches, decks - A graspable handrail is required for four or more stairs whether indoors or out. Guardrails are required on decks over 30 inches above grade, must be between 34 and 38 inches in height, and not have any openings between pickets or rails that exceed four inches.				
Electrical service and electrical hazards - Electrical service through a public service provider. All bathrooms, exterior outlets, non-dedicated kitchen outlets within six feet of kitchen sink shall be ground fault protected. Missing or cracked plates on switches or outlets shall be repaired.				
Ceilings - Ceilings shall not have any apparent visual defects, evidence of mold or mildew, or holes with exposed wiring or insulation.				
Walls - Walls shall not have any apparent visual defects evidence of mold or mildew, or holes with exposed wiring or insulation.				
Floors - Floors shall not have any apparent visual defects, evidence of mold or mildew, or soft spots.				
Sink - In kitchen with hot and cold running water.				
Stove or range - Stoves and ranges shall be free of apparent hazards.				
Toilet - Flushing and leak free in a room affording privacy.				
Wash basin - Operational and leak free equipped with hot and cold running water.				
Tub or shower - Operational and equipped with hot and cold running water in a room affording privacy.				
Ventilation in bathroom - Bathrooms must have a window or mechanical ventilation and not have any evidence of mold or mildew.				
Smoke detectors - Every sleeping area and adjoining hallway shall be equipped with an operational, approved listed smoke detector. In units containing more than one story, detectors are required on each story.				
Fire extinguisher - Minimum of one 2A10BC fire extinguisher that is fully charged per unit or per floor where applicable every 75 feet apart.				
Heating equipment - Operational heating facilities capable of maintaining a room temperature of 68 degrees.				
Evidence of infestation - Premises shall appear free of rats, mice, roaches or other vermin.				
Interior stairs and common halls - Stairs and halls shall not have apparent damage or missing rails or steps.				

Revised 4/25/2023

I, _____, certify under penalty of false statement, that I have inspected the aforementioned unit and that the information above is true and correct to the best of my knowledge.

Signed this _____ day of _____, 20_____.

Signature _____ Title _____

Please note that a courtesy inspection by a City inspector is available upon request if you are uncertain that the unit meets the Minimum Safety Standards as outlined on this checklist.

Please call to schedule an inspection if needed.

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SHORT-TERM RENTAL PERMIT APPLICATION

Application Fee: \$50 (checks made payable to City of Columbia)

Section 1 – Property Address for which Permit is Requested:

STR Address: _____	# of Bedrooms: _____	Occupancy <input type="checkbox"/> Owner (\$100/per unit fee)
		Type: <input type="checkbox"/> Non-Owner (\$250/per unit fee)

Section 2 – Owner Information: *(If more than one owner, list primary owner here and add additional owners in section 5)*

Name/Contact: _____	Company Name: _____
Physical Address: _____	City/State/Zip: _____
Telephone: _____	Email: _____
Signature _____	Date _____

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

Section 3 – Local Representative Information: *(check here if same as owner)* ☐

Name/Contact: _____	Company Name: _____
Physical Address: _____	City/State/Zip: _____
Telephone: _____	Email: _____
Signature _____	Date _____

Note: Local Representative must be within 45 miles of the City of Columbia.

Section 4 – Checklist:

- ☐ Ensure short-term rental unit meets all applicable City codes.
- ☐ Designate two parking spaces per dwelling unit. *(include diagram with house manual)*
- ☐ Neighbor Notification: Notify each household immediately adjacent to the STR and provide applicable contact information.
- ☐ Provide a copy of House Manual to be made available to short-term rental guests.
- ☐ Provide a copy of current City of Columbia Business License.
- ☐ Provide a copy of general liability insurance.
- ☐ Include payment for applicable fees.



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Section 5 – Additional Owners:			
Owner Name	Address of Owner	Phone #	Signature

By signing this application, I certify under penalty of false statement, that the short-term rental property that I represent listed in this application meets the minimum safety standards as outlined in the City of Columbia's **Short-Term 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 certifying that I have read and understand the applicable city regulations, including but not limited to, those found in Section 5-402(c) of the City of Columbia's Code of Ordinances and I am aware that penalties may be assessed against the permit for violations caused by guests.

Signed this _____ day of _____, 20_____.

Signature _____ Title _____

<u>Official Use Only</u>		Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	Inspection Requested (yes) <input type="checkbox"/>	Checklist Attached (yes) <input type="checkbox"/>
Application Fee: \$50	Permit Fee: \$_____	Points: \$_____	Late Fee: \$100_____	Total \$_____	
Received by _____		Reviewed by _____			

Revised 5/31/2023

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