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 – Owner 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)* ☐

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 ☐   Denied ☐   Inspection Requested (yes) ☐   Checklist Attached (yes) ☐
# of Units____ X $25/unit =$ _____ Points $_____ Past Due $_____ Total $_____ Payment/Check #_____
Received by_____ Reviewed by_____

Revised 3/8/2023

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

Section 4 – Property Address(es) for which Permit is Requested:				
Rental Unit Address	Unit #	# of Occupants*	Is this a Short Term Rental?	
Attach additional pages as necessary.				
There cannot be more than 3 unrelated adults in any unit.				

CODE ENFORCEMENT DIVISION
920-A Hemlock Drive, Columbia, SC 29201
(803)545-3430