



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. ***I also affirm my understanding that City ordinance permits no more than three unrelated individuals to reside in a dwelling unit.***

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 7/23/2024

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

