



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 #	# of Occupants *	Is this a Short Term Rental?	

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.

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

Section 3 – 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.

** I also affirm my understanding that City ordinance permits no more than three unrelated individuals to reside in a dwelling 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 3/8/2023

Please submit the Residential Rental Unit Checklist for each unit.

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