



843.795.4141
Fax: 843.795.4878

Town Hall
P.O. Box 12240
James Island, SC 29412

Bed and Breakfast/ Short Term Rental Checklist
Planning Department Application

Application Number: _____

Requirements Checklist:

- ☐: **Completed Home Occupation Application: (\$25.00)**
- ☐: Completed Business License Application.
- ☐: **Proof of full-time residency** from provided Tax Bill. - *Full time residents shall reside overnight on the property while residential Bed & Breakfast guests are present.
- ☐: **Compliance** with provided fire safety checklist (provided below)
- ☐: **Provide floor plan** of home. - Rooms should be labeled and must indicate the location of fire extinguishers, smoke and/or carbon monoxide detectors, operable windows and emergency lighting.
- ☐: **Parking Plan** for guests- no on street parking , only 1 car per guest room is permitted.

Fire and Safety Requirements:

*This form is intended to serve as a guide and assist with general compliance in your building and may not be all-inclusive. It is your responsibility as a homeowner to know, understand, and comply with all appropriate rules and regulations.

By signing below, I certify that I have met all of the requirements for operating a Bed & Breakfast.

- ☐ At least one operable window or door to the exterior is provided for each bedroom for emergency escape and rescue.
- ☐ Fire Extinguishers are to be located on each floor and in kitchen of home.
- ☐ Smoke Alarms are to be placed inside each bedroom, outside each bedroom, and on each floor.
- ☐ If a fuel burning appliance is present, Carbon Monoxide detectors are to be located on each floor.
- ☐ Hallways and stairs are to be illuminated with an emergency power source in the event of power failure to the home.

*All properties are subject to inspection by the James Island Fire Department. Questions or concerns may be directed to (843) 270-1583.

Signature

Date



Home Occupation
Zoning/Planning

843.795.4141
Fax: 843.795.4878
Town Hall
1122 Dills Bluff Road
James Island, SC 29412

Home Occupation

_____, I am a full time resident of the dwelling at
Name

Address

Name of the business I will be operating from this address is

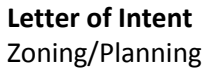
Name of Home Occupation

I have read and understand the requirements and standards for a Home Occupation as stated in Section 153.210 and Section 153.124 of the *Town of James Island Zoning and Land Development Regulations (ZLDR) Ordinance*. Additionally, I have been provided a copy of this section of the Ordinance.

Any violations of The Town of James Island Ordinances could result in revocation of your zoning permit and/or business license.

Signature

Date



Letter of Intent to Establish a Business

Phone #: _____

Proposed Name of Business: _____

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Signature: _____ Date: _____

Staff Notes:

--



Restrictive Covenants
Zoning/Planning

843.795.4141
Fax: 843.795.4878
Town Hall
1122 Dills Bluff Road
James Island, SC 29412

PERMIT APPLICATION: RESTRICTIVE COVENANTS AFFIDAVIT

I, _____, have reviewed the restrictive covenants applicable to
(Print Name)

Parcel Identification Number(s) _____, located at
(TMS #)

_____, and the proposed permit application is not
(Address)

contrary to, does not conflict with, and is not prohibited by any of the restrictive covenants, as
specified in South Carolina Code of Laws, Section 6-29-1145.

(Signature)

(Date)

(Print Name)

Explanation:

Effective July 1, 2007, South Carolina Code of Laws Section 6-29-1145 requires local governments to inquire in the permit application, or in written instructions provided to the applicant, if a tract or parcel of land is restricted by a recorded covenant that is contrary to, conflicts with or prohibits an activity for which a permit is being sought. (Section 6-29-1145 is copied on the back of this page)

Received by: _____

Date: _____

Application #: _____

"Section ~~6-29-1145~~. (A) In an application for a permit, the local planning agency must inquire in the application or by written instructions to an applicant whether the tract or parcel of land is restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the permitted activity.

(B) If a local planning agency has actual notice of a restrictive covenant on a tract or parcel of land that is contrary to, conflicts with, or prohibits the permitted activity:

- (1) in the application for the permit;
- (2) from materials or information submitted by the person or persons requesting the permit; or
- (3) from any other source including, but not limited to, other property holders, the local planning agency must not issue the permit unless the local planning agency receives confirmation from the applicant that the restrictive covenant has been released for the tract or parcel of land by action of the appropriate authority or property holders or by court order.

(C) As used in this section:

- (1) 'actual notice' is not constructive notice of documents filed in local offices concerning the property, and does not require the local planning agency to conduct searches in any records offices for filed restrictive covenants;
- (2) 'permit' does not mean an authorization to build or place a structure on a tract or parcel of land; and
- (3) 'restrictive covenant' does not mean a restriction concerning a type of structure that may be built or placed on a tract or parcel of land."

§153.210

HOME OCCUPATIONS

A. General

Some types of work can be conducted at home with little or no effect on the surrounding neighborhood. The home occupation regulations of this Section are intended to permit residents to engage in home occupations, while ensuring that home occupations will not be a detriment to the character and livability of the surrounding area. The regulations require that home occupations (an accessory use) remain subordinate to the principal residential use of the property and that the viability of the residential use is maintained. Zoning Permits shall be required for all home occupations.

B. Where Allowed

Home occupations that comply with the regulations of this Section shall be allowed as an accessory use to any allowed Residential or Agricultural principal use.

C. Allowed Uses

The home occupation regulations of this Section establish performance standards rather than detailed lists of allowed home occupations. Uses that comply with all of the standards of this Section will be allowed as home occupations unless they are specifically prohibited.

D. Prohibited Uses

1. Vehicle/Equipment Repair, Rental or Sales

Any type of repair, rental, sales or assembly of vehicles or equipment with internal combustion engines (such as autos, motorcycles, scooters, outboard marine engines, lawn mowers, chain saws, and other small engines) or of large appliances (such as washing machines, dryers, and refrigerators) or any other work related to automobiles and their parts is prohibited as a home occupation in the RSL, RSM, MHS, and MHP Zoning Districts, unless these types of repairs, rentals, or sales take place in an enclosed structure and pose no noise or safety concerns.

2. Restaurants

Restaurants and food service establishments are not allowed as home occupations. Food service for Bed and Breakfasts shall be allowed under this Ordinance.

3. Employee Dispatch Centers

Dispatch centers, where employees come to the site to be dispatched to other locations, are not allowed as home occupations.

4. Animal Care or Boarding

Animal care or boarding facilities (including animal hospitals, kennels, stables and all other types of animal boarding and care facilities) are not allowed as home occupations in the RSL, RSM, MHS and MHP Residential Zoning Districts.

5. Medical Offices or Clinics

Medical offices and medical clinics are not allowed as home occupations in the RSL, RSM, MHS and MHP Residential Zoning Districts. This includes doctors' offices, dentists' offices, psychologists' offices, hospitals and all other medical care facilities. The prohibition shall not be interpreted as preventing medical practitioners from seeing patients in the practitioner's home on an emergency basis.

6. Funeral Homes

Funeral homes and funeral service activities are not allowed as home occupations.

7. Barber Shops, Beauty Shops and Nail Salons

Barber and Beauty Shops with more than one chair are not allowed as a home occupation.

8. Dancing Schools

Dancing schools are not allowed as home occupations.

E. Employees

Only one full-time or one part-time employee, who is not a full-time resident of the home where the home occupation is located, is allowed. The home occupation may have other employees who are not working at the residence, but work at other off-site locations, if applicable. For the purpose of this provision, the term "nonresident employee" includes an employee, business partner, co-owner, or other person affiliated with the home occupation, who does not live at the site, but who visits the site as a part of the home occupation.

F. Resident Operator

The operator of a home occupation shall be a full-time resident of the dwelling unit.

G. Customers

Customers may visit the site of a home occupation only during the hours of 8:00 a.m. to 8:00 p.m., with no more than an average of one customer or client per hour being allowed.

H. Floor Area

No more than 25 percent of the total floor area of the dwelling unit may be used to house a home occupation, except that Bed and Breakfasts allowed by this Ordinance are exempt from this provision. Up to 1,000 square feet of an accessory structure, such as a garage, may be used for a home occupation.

I. Outdoor Activities

All activities and storage areas associated with home occupations must be conducted in completely enclosed structures.

J. Exterior Appearance

There shall be no visible evidence of the conduct of a home occupation when viewed from the street right-of-way or from an adjacent lot. Signs for a home occupation are expressly prohibited. There may be no change in the exterior

appearance of the dwelling unit that houses a home occupation or the site upon which it is conducted that will make the dwelling appear less residential in nature or function. Examples of such prohibited alterations include construction of parking lots, paving of required setbacks, adding additional entrances to the dwelling unit or adding signs or commercial-like exterior lighting.

K. Operational Impacts

No home occupation or equipment used in conjunction with a home occupation may cause odor, vibration, noise, electrical interference or fluctuation in voltage that is perceptible beyond the lot line of the lot upon which the home occupation is conducted. No hazardous substances may be used or stored in conjunction with a home occupation.

L. Trucks

Not more than one truck, truck cab, or van used in conjunction with a home occupation may be parked at the site of the home occupation in any RSL, MHS, or MHP Zoning District. No semi-truck trailers or full trailers shall be allowed in these zoning districts.

M. Deliveries

No more than four deliveries or pick-ups of supplies or products associated with home occupations are allowed between the hours of 8:00 a.m. and 8:00 p.m.

N. Sales

No article, product, or service may be sold in connection with a home occupation, other than those produced on the premises or comprise 25 percent or less of the gross receipts.

§153.124 BED AND BREAKFASTS

Bed and Breakfasts shall be subject to the following standards.

- A. The Bed and Breakfast must be residential in nature and comply with the Home Occupation regulations of Section 153.210 of this Chapter.
- B. No exterior alterations, other than those necessary to assure the safety of the structure, shall be made to any building for the purpose of providing a Bed and Breakfast.
- C. Bed and Breakfasts shall contain no more than three guest rooms.
- D. There shall be an owner or innkeeper/manager residing on the premises.
- E. Meals may be served by the resident owner to paying guests staying at the Bed and Breakfast.
- F. Parking areas for bed and breakfast uses located in agricultural or residential zoning districts shall be screened from view of residential zoning districts and public right-of-ways by evergreen plant material that will provide opaque screening at the time of plant maturity. Only one car per guest room is allowed.



1122 Dills Bluff Road
James Island, SC 29412/
PO Box 12240
James Island, SC 29422
Office: (843) 795-4141/
revenuecoll@jamesislandsc.us

Town of James Island

BUSINESS LICENSE APPLICATION

TYPE or PRINT (PLEASE PRINT CLEARLY)

Federal Tax ID: _____ SSN: _____ SC Dept. of Revenue ID: _____

Legal Name of Business: _____

Doing Business As: _____

Mailing Address: _____

E-Mail Address: _____

Account Payable Phone: (____) _____ Fax: (____) _____ Cell: (____) _____

Business Classification: Class: _____ N.A.I.C.S. Classification Code: _____ Sub Class: 00

Business Office Location Address: _____

Location E-Mail: _____

Location Phone: (____) _____ Fax: (____) _____ Cell: (____) _____

Owner Name(s): _____

Type of Business: _____

Location's Property Identification Number: _____

Is this business located within the Town of James Island? (circle one) YES or NO

If the business described herein was in operation at another location or with different ownership prior to opening at the location listed above, include:

Prior Business License Number _____; Prior Business Location Address: _____

and; Prior Owner(s): _____

What is the estimated "Gross Income" this business is expected to generate between the date of this application and the end of the current Business License Year (December 31st)? _____

***** **Applicant Certification** *****

I (we) do hereby certify that the information given in this application is true and that the gross receipts are accurately reported, or estimated for a new business, without any unauthorized deductions. I am aware that all ordinances relating to the Building, Electrical, Plumbing, Fire and Zoning Codes must be complied with before the requested license(s) can be issued.

Signature of Applicant(s): _____

Date: _____ Title: _____

Received: _____ Date: _____

WE ACCEPT CHECKS, MONEY ORDERS, CASH OR CREDIT
THERE IS A CONVENIENCE FEE OF \$2.00 FOR CREDIT CARDS
CHECKS OR MONEY ORDERS SHOULD BE MADE PAYABLE TO THE
TOWN OF JAMES ISLAND

REVISED:07/10/18