



Short-Term Rental Permit Requirements

Owner Requirements:

- Owner or Short-Term Rental Agent must be available by phone at all times.
- Owner or Short-Term Rental Agent must be available on site or taking responsible action within (1) hour of complaint and is required to prominently display contact information in the rental property.
- Owner shall maintain fully operational fire code compliant smoke and carbon monoxide detectors.
- Owner shall maintain at least (1) fully operable and charged fire extinguisher.
- Owner shall maintain unobstructed escape routes in the event of fire.
- Owner will notify guests in writing of the existence of a pool or hot tub and any safety equipment related to the swimming pool or hot tub prior to making any agreement.
- Owner will notify guests in writing the maximum number of vehicles permitted at the rental property prior to making any agreement. Parking space must be at least (9) feet by (18) feet and an improved surface. Owner must ensure that guests are not parking off-site in street or on grass or pine straw.
- Owner shall display any town-provided outreach materials.
- Owner must properly maintain and regularly inspect property to ensure continued compliance.
- Owner shall prominently display trash removal instructions including designated pick-up times and, if applicable, relevant property owner association requirements.
- Owner shall maintain a designated trash storage area that is fenced or screened so that trash containers are not visible from street. In addition, the owner must ensure that trash containers are not placed curbside more than (24) hours in advance and that they are removed from curbside within (24) hours of pick-up.

Noise Regulations:

The owner shall notify guests in writing of the Town's noise regulations prior to making any agreement. The owner shall display the following noise regulations in a prominent location in the short-term rental property:

- A. In the Town of Hilton Head Island, South Carolina, it is unlawful to unreasonably disturb the peace and quiet of those in their homes and public places.
- B. Quiet hours are between 10:00 p.m. and 7:00 a.m., though town noise regulations are in force twenty-four (24) hours each day.

Site Plan Requirements:

Owners of **single-family dwellings** will also be required to upload a site plan of their property to show the parking and trash areas which will be reviewed by town staff for approval.

You may also contact our GIS mapping department directly for assistance: GiSHelp@hiltonheadislandsc.gov

In addition to the annual short-term rental permit, **All Property Owners must also obtain an annual Town of Hilton Head Island Business License**. If renting on your own or with a non-licensed property management company such as Airbnb, the 3% Local Accommodation Tax should be collected by the owner and submitted to the Town of Hilton Head Island. **For questions regarding Short-Term Rental Permits or Business Licenses please contact Barbara Wooster at 843-341-4652 or barbaraw@hiltonheadislandsc.gov**