



DORCHESTER COUNTY
BUSINESS SERVICES DEPARTMENT
BUDGET & REVENUE DIVISION
500 N. Main Street, Box 3,
Summerville, South Carolina 29483
Phone (843) 832-0018
businesslicense@dorchestercountysc.gov

BUSINESS LICENSE CHECKLIST – REQUIRED DOCUMENTATION
UPON APPROVAL, THE BUSINESS LICENSE WILL BE ISSUED

This is a complete list of all required documentation.

**** NOTE: Not all of these requirements will apply to every situation.**

- Fill out and submit a **Business License Application** to Business Licensing for approval.
- Attach a copy of **Lease agreement**
- **Contact the Zoning Department** 843-832-0020 to verify the allowed use in the proposed location. **Provide copy of approved New Business Zoning Verification form.**
- **Contact the Building Services Department** 843-832-0011. Building Plans or Building Inspection may be required based on the type of business and proposed use of the space. Submit any plans for review to the Permit Department – if applicable
- ALL Construction and Fire inspections have been completed, provide **copy of Fire Inspection.** (Rickie Jenkins, Fire Marshal – 843-832-0214)
- Attach copy of **Driver's License**
- Attach copy of **SC State License (LLR)**
- Attach copy of **SC Retail License –if applicable - SC Dept. of Revenue – www.dor.sc.gov**
- Attach copy of **IRS EIN Notification form – if applicable**
- Attach copy of **Article of Organization – if applicable, SC Secretary of State – www.sos.sc.gov**
- Attach copy of **Home Business Zoning Agreement**
- Attach copy of **New Business Verification Form**
- Attach copy of **DCWS Grease Trap Application – if applicable, contact DC Water & Sewer 843-832-0075**
- Attach copy of **SCDA Retail Food Permit - if applicable**
- Attach copy of **SLED Background Check -- <https://catch.sled.sc.gov/>**
- Attach copy of **PBW (On Premises Beer/Wine License) - if applicable**
- Attach copy of **PLB (On Premises Liquor/Beer License) – if applicable**
- Attach copy of **Hospitality Tax Registration Form**