



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

FOOD -- Trucks/Trailers/Vendors

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.
- **Contact the Zoning Department to verify the allowed use in the proposed location IF you are operating permanently in a location and NOT moving it.** Provide copy of **approved New Business Zoning Verification form.**
- Provide **copy of the Dorchester County Fire Inspection** – Contact Rickie Jenkins, Fire Marshal – 843-832-0214 to schedule
- Attach copy of **Driver’s License or State ID**
- Attach copy of **SC Retail License** – 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 **Liability Insurance**
- Attach copy of **New Business Verification Form FOR ALL FOOD VENDORS**
- Attach copy of **Vehicle Registration**
- Attach copy of **SCDA Retail Food Permit - if applicable**
- Attach copy of **SLED Background Check** – <https://catch.sled.sc.gov/>
- Attach copy of **Hospitality Tax Registration Form**
- Attach copy of **PBW (On Premises Beer/Wine License) - if applicable**
- Attach copy of **PLB (On Premises Liquor/Beer License) – if applicable**