



CITY OF CHARLESTON

Business License & Certificate of Occupancy (BL&CO)

www.charleston-sc.gov/BL

Office Use Only

Permit #: _____

NAICS: _____

Submit complete application through the City's [Customer Self Service \(CSS\) Portal](#), email to businesslicense@charleston-sc.gov, drop-off at the Permit Center, or mail to Revenue Collections: PO Box 22009, Charleston, SC 29413-2009.

The BL&CO application is required for any business operating with a physical location within the City of Charleston limits.

BUSINESS LICENSE INFORMATION

Applying for:

New Business Location Change Ownership Change Name Change Change of Hours Other: _____

Business Name: _____ DBA (Doing business as): _____

Physical Business Address: _____ Suite/Unit #: _____

Business Mailing Address: _____ Suite/Unit #: _____ City: _____ State: _____ Zip: _____

Business Activity Description: _____

Provide Estimated Gross Income from Open Date through April 30th: _____

Previous Business Name and Use at this Location: _____

NAICS Code(s): _____ Hours of Operation: _____ Requested Open Date: _____

Federal Tax ID Number: _____ Contractor License Number: _____

Type of Business: LLC Corporation Sole Proprietor Partnership Non-profit

Please read the following and check all that apply:

- | | | |
|-----|----|--|
| Yes | No | 1. Will this business sell prepared meals, food, or beverages? If yes, business is subject to Hospitality Taxes . |
| Yes | No | 2. Will this business sell beer, wine, or liquor? If selling for on-premise consumption after midnight, an LNE Permit is required. |
| Yes | No | 3. Will this business rent accommodations? If yes, business is subject to state and local Accommodations Taxes . |
| Yes | No | 4. Is this business a deferred presentment lender or title loan lender? Such as those regulated by S. C. Code § 34-39 or § 37-3-413. |

CONTACT INFORMATION

Business Owner Name: _____ Email: _____ Phone: _____

Additional Contact Name: _____ Email: _____ Phone: _____

Do you have a CSS Account? If yes, include CSS account Email: _____ If no, visit the [Customer Self Service \(CSS\) Portal](#) to create an account. With a CSS Account, you can check the status of your application, schedule your fire inspection, pay business license fees, apply for permits, and more.

CERTIFICATE OF OCCUPANCY INFORMATION

Please provide information on the tenant space that your business will be operating in:

Number of buildings: _____ Number of off-street Parking Spaces: _____ Total # of Square Feet: _____

Patron Use Area Square Feet: _____ Storage Square Feet: _____ Office Area Square Feet: _____

Number of Exits: _____ Number of Restrooms: _____ Number of toilets/urinals: _____

ATTACHMENTS: A detailed floor plan must be included, review “Required Attachments – Floor Plan” for assistance.

Please read the following and check all that apply:

Use (Check all that apply): Retail Office Restaurant Institutional Other: _____

Are you changing the use of this tenant space? (Ex. retail to restaurant, home to office, etc.) _____

What is your requested number of occupants? Include anticipated number of employees and patrons: _____

Will this business be caring for children? If yes, list the number of children: _____ and the minimum age: _____

Yes No **Are you making any changes to the building structure?** (ex. add/remove walls, doors, etc.)

Yes No **Are you adding/changing heating, ventilation, air conditioning, or refrigeration?**

Yes No **Are you adding/changing plumbing?** (ex. sinks, toilets, showers, bathtubs, etc.)

Yes No **Are you adding/changing electrical?** (ex. new lights, switches, outlets, etc.)

Yes No **Will you be adding/changing signage?** If yes, a [Sign Permit](#) is required.

Is your building equipped with the following? Check all that apply.

Cooking equipment Fire Sprinkler Fire Alarm Kitchen Fire Suppression System

Will you be storing or using any of the following? Check all that apply.

Hazardous Materials High-rack Storage (over 12') Compressed Gas Cylinders

> 10 gallons of Combustible or Flammable Liquid

STATEMENT OF COMPLIANCE

I (we) hereby make application for a Business License & Certificate of Occupancy for the tenant space to be used as indicated above. I have read and examined this application and know the same to be true and correct. I (we) attest that I am (we are) in compliance and will maintain all applicable City of Charleston Code & Zoning Ordinances and South Carolina Building & Fire Codes in order for the Business License & Certificate of Occupancy to remain valid once issued. I (we) further understand that this certificate is subject to cancellation if any misrepresentations have been made or if any changes are made which violate any applicable City of Charleston Ordinances or South Carolina Codes. **I (we) acknowledge I (we) cannot conduct business until both the Business License & Certificate of Occupancy are approved.**

Signature: _____ Print Name: _____ Date: _____

SUPPLEMENTAL INFORMATION

SINGLE-USE PLASTICS REGULATIONS: Single-use plastic carryout and merchandise bags, as well as certain plastic carryout and food packaging items, such as foam containers and plastic straws and stirrers are not allowed within Charleston city limits. Learn more and view the official City code at www.charleston-sc.gov/plastic.

_____ (INITIAL) I agree that I understand and will comply with the single-use plastic regulations. (Article V: Environmentally Acceptable Packaging and Products).

DISCLAIMER: Providing the requested demographic information is voluntary and any sensitive personally identifiable information will not be shared publicly. The use of disaggregated data is an important tool to improve equity in the delivery and assessment of the City of Charleston's services, programs, and policies. The City of Charleston is collecting this information to more effectively use data to inform decision-making and improve service and resource efficiencies.

DEMOGRAPHIC QUESTIONS: Please select one option for each category.

Ethnicity:

Are you Hispanic, Latino, or Spanish origin?

- ☐ Yes
- ☐ No
- ☐ Prefer not to answer

Race:

Please select the racial category with which you most closely identify.

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ African American
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White
- ☐ Prefer not to answer

Gender:

- ☐ Male
- ☐ Female
- ☐ X (intersex, non-binary, and gender non-conforming persons)
- ☐ Prefer not to answer

REQUIRED ATTACHMENTS - FLOOR PLAN

All Business License & Certificate of Occupancy (BL&CO) applications require a floor plan. Please follow this guide to submit a complete floor plan with your BL&CO application.

Submit Floor Plan: Attach an electronic floor plan in a .PDF format with your completed BL&CO application. For questions, contact us at businesslicense@charleston-sc.gov.

Floor Plan: Floor plans can be prepared by a building owner, tenant, or proprietor for all occupancies other than those occupancies listed below.

The following require signed & sealed plans by a licensed South Carolina design professional:

- **> 50 Occupants:** Spaces that will hold greater than 50 occupants
- **Assemblies:** Restaurants, bars, event spaces, and other social/civic/ or gathering spaces
- **Educational** (Grades K-12): Child daycare, tutoring centers, and schools
- **Institutional:** Hospitals, nursing homes, 24-hour adult/child custodial care
- **Hazardous:** Processing, generating, storing materials constituting a physical or health hazard
- **> 5,000 sq/ft:** Businesses located within a building over 5,000 sq/ft (*ex. office suite in an office building*)

How to Create a Floor Plan: For businesses that do not fall into any of the categories above, follow the floor plan example below. Draw a floor plan of the tenant space that your business is occupying and include the floor plan elements listed below.

Floor Plan Elements:

- Label rooms
- Indicate total sq/ft
- Indicate sq/ft of each room (*ex. Restroom is 5' x 5'*)
- Restrooms with plumbing fixtures (*toilets, urinals, sinks*)
- Obstructions (*tables, chairs, shelving, counters, etc.*)
- Exit doors (*directional swing*)
- Stairways

