



# CITY OF CHARLESTON

**Business License & Certificate of Occupancy (BL&CO)**

[www.charleston-sc.gov/BL](http://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](mailto: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 30<sup>th</sup>:** \_\_\_\_\_

**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. <b>Will this business sell prepared meals, food, or beverages? If yes, business is subject to <a href="#">Hospitality Taxes</a>.</b>
Yes	No	2. <b>Will this business sell beer, wine, or liquor? If selling for on-premise consumption after midnight, an <a href="#">LNE Permit</a> is required.</b>
Yes	No	3. <b>Will this business rent accommodations? If yes, business is subject to state and local <a href="#">Accommodations Taxes</a>.</b>
Yes	No	4. <b>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.</b>

## 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](http://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](mailto: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

