



Checklist for Change of Ownership

All items must be completed before a Business License can be issued

<p>The previous owner will send a letter, on letterhead, stating the following:</p> <ul style="list-style-type: none"> • Date of change • Contact information for the new owners 	
<p>The previous owner will be responsible for payment of any delinquent business license taxes, hospitality, and accommodation taxes based on gross income.</p>	
<p>The new owners will notify the Planning department for the following:</p> <ul style="list-style-type: none"> • Sign Permit • Building Permits, if there are any changes to the structure 	
<p>Schedule Life Safety Inspection</p> <ul style="list-style-type: none"> • Contact Joey Rowell, Assistant Fire Chief, 843-473-9093 • Pay fee and provide copy of approved inspection when applying for the Business License 	
<p>The new owners will contact DHEC at 843-846-1030 or scdhec.gov, if applicable, for inspection (food establishments & hotels)</p>	
<p>The new owner will provide all proper state licensing, if applicable</p> <ul style="list-style-type: none"> • Retail Sales Tax License (SC DOR 843-852-3600 or sctax.org) • LLR Licensing (803-896-4300 or llr.state.sc.us) 	
<p>The new owners will contact the Finance Department for Hospitality and/or Accommodation taxes to receive the proper forms and instructions for paying these taxes, if applicable</p>	
<p>The new owners will provide the following documentation:</p> <ul style="list-style-type: none"> • A completed form B-1 • Copy of retail sales tax license, if collecting sales tax • Copy of state contractor's license, if applicable • Copy of Approval from DHEC, if selling prepared food • Copy of Passed Life Safety Inspection • Copy of photo ID of owner or representative • Payment for business license tax • Payment for hospitality/accommodation taxes, if applicable 	

Kathi Reichert-Signs---Ashley Moody-Building Permitting---Cynthia Oliver-Licensing

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