



## Checklist for Change of Ownership

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

<p>The current owner will send a letter on letterhead stating the following:</p> <ul style="list-style-type: none"> <li>• date of change</li> <li>• contact information for the new owners</li> </ul>	
<p>The current 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 provide the following documentation:</p> <ul style="list-style-type: none"> <li>• A completed form B-1</li> <li>• A copy of retail sales tax license, if collecting sales tax</li> <li>• A copy of state contractor’s license, if applicable</li> <li>• Approval from DHEC, if selling prepared food</li> <li>• A copy of photo ID of owner or representative</li> <li>• Payment for business license tax</li> <li>• Payment for hospitality/accommodation taxes, if applicable</li> </ul>	
<p>The new owners will notify the Planning department for the following:</p> <ul style="list-style-type: none"> <li>• Sign Permit</li> <li>• Building Permits, if there are any changes to the structure</li> <li>• Safety Inspection, if applicable</li> </ul>	
<p>The new owners will contact DHEC at 843-846-1030, if applicable, for inspection (food establishments &amp; hotels)</p>	
<p>The new owner will provide all proper state licensing, if applicable</p> <ul style="list-style-type: none"> <li>• Retail Sales Tax License</li> <li>• LLR Licensing</li> </ul>	
<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>	

Dan Gooding-Zoning

Ashley Moody-Permitting

Cynthia Oliver-Licensing

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