



## 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"> <li>• Date of change</li> <li>• Contact information for the new owners</li> </ul>	
<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"> <li>• Sign Permit</li> <li>• Building Permits, if there are any changes to the structure</li> </ul>	
<p>Schedule Life Safety Inspection</p> <ul style="list-style-type: none"> <li>• Contact Joey Rowell, Assistant Fire Chief, 843-473-9093</li> <li>• Pay fee and provide copy of approved inspection when applying for the Business License</li> </ul>	
<p>The new owners will contact DHEC at 843-846-1030 or <a href="http://scdhec.gov">scdhec.gov</a>, 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 (SC DOR 843-852-3600 or <a href="http://sctax.org">sctax.org</a>)</li> <li>• LLR Licensing (803-896-4300 or <a href="http://llr.state.sc.us">llr.state.sc.us</a>)</li> </ul>	
<p>The new owners will contact Business Licensing 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"> <li>• A completed form B-1</li> <li>• Copy of retail sales tax license, if collecting sales tax</li> <li>• Copy of state contractor's license, if applicable</li> <li>• Copy of Approval from DHEC, if selling prepared food</li> <li>• Copy of Passed Life Safety Inspection</li> <li>• 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>	

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

843-784-2231