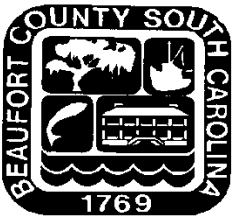


STEP 2

Complete all forms as required these forms or requirements *only **AFTER** obtaining Zoning approval and Zoning Permit*. Unique business activities may have other requirements not shown here.

County Forms provided <u>in your package</u>		Applies	N/A
1.	Complete Data Form and License Application	✓	
2.	Auditor Form – all businesses in Beaufort County- this includes towns and city’s	✓	
3.	E-911 form – complete only if you lease or own a commercial location that the business is operating	✓	
Documents Required from Business			
4.	Copy of Driver License – applies to all applicants	✓	
Other documentation required from business if applicable			
5.	Commercial locations – Lease agreement	<input type="checkbox"/>	<input type="checkbox"/>
6.	SC SOS: Business Articles and listing of officers	<input type="checkbox"/>	<input type="checkbox"/>
7.	SC LLR: Occupational Licenses	<input type="checkbox"/>	<input type="checkbox"/>
8.	SC DHEC: licenses	<input type="checkbox"/>	<input type="checkbox"/>
9.	SC DOR: Alcohol/Liquor License	<input type="checkbox"/>	<input type="checkbox"/>
10.	SC DOR: Retail License	<input type="checkbox"/>	<input type="checkbox"/>
11.	IRS: 501(c) documentation	<input type="checkbox"/>	<input type="checkbox"/>
12.	Other items required:		



BEAUFORT COUNTY BUSINESS SERVICE CENTER
P.O. DRAWER 1228 **PHONE: 843-255-2270**
BEAUFORT, SC 29901-1228 **FAX: 843-255-9411**
www.beaufortcountysc.gov

CLEARANCE FORM

This form is required for all businesses physically located within the unincorporated

Business Information (All fields are required to be completed.)

- 1) Business (Corporate) Name: _____
- 2) Doing Business As (as seen by public): _____
- 3) Business Location (suite, street, CITY, ZIP): _____
- 4) Telephone # _____ Person completing form _____

- This form documents that a business has received all necessary approvals and met all necessary requirements to operate each type of business activity. Approvals needed depend upon business location, type, and use.
- **It is a business' responsibility to obtain all necessary approvals – a local contact is required.** Complete one form for each business activity.
- A **\$25.00** Zoning fee is required when returning each Clearance Form (with any other applicable payments).
- Return the **original**, completed form to the Business Service Center. **Faxes AND emails are not accepted.**
- All approvals must be obtained and requirements met before a business license will be issued.

STEP 1 – Complete all information below).

Select Reason(s) for Completing Form:

- New business or Existing business
- Change in physical location/address
- Change in or Addition of Business Activity/Use

Select Structure Type:

- Residence (Home-based business)
- New Commercial**
- Existing Commercial(Same Use)
- Change of Use/ Occupancy**

Will you have any renovations to the commercial building space. Please make selection and initial.

- YES _____ NO _____

**** SEE BUILDING CODES:** If in a new commercial structure, a copy of the CO or Building Codes Department Approval is needed to continue the business license application process. Please be advised this applies to Change of Use and Upfits (A copy may be obtained from Building Inspections Department.)

COMPLETE THE FOLLOWING QUESTIONS

If you are physically located within the unincorporated boundaries

* HOME OCCUPATION? Yes___ No ___ * DO YOU HAVE COVENANTS AND RESTRICTIONS THAT DO NOT ALLOW A HOME BASED BUSINESS? Yes___ No___

Signature _____

- 5) Describe *Single* Business Activity: _____
- 6) Are *any other* business activities occurring at or planned for this location? Yes* No **INITIAL:** _____
 * If yes, another Clearance Form must be completed for each activity occurring or being planned.



Beaufort County Sheriff's Office Emergency Management Division Hazardous Materials Office

Did you know...

A business is required to register with the Beaufort County Sheriff's Office Emergency Management Division for the use, handling, production, and/or storage of any quantity of hazardous chemicals,

Qualifying Substances:

Explosives Gases Flammable/Combustible liquids Flammable Solids
Oxidizers Peroxides Poisonous/Infectious Substances Corrosive Materials
Radioactive Materials

Examples: oil based paints, insecticides, chlorine, bleach, lye, battery acid, acetylene, charcoal lighter fuel, diesel fuel, drano, ammonia etc.

Refer to Beaufort County Code of Ordinances Chapter 46-Health & Sanitation

(Article V / Hazardous Materials)

Fees:

- A fee shall be paid for initial registration of a business on file & an annual renewal fee is due by January 1 of each year. Only one registration per facility per year. Businesses are categorized under three sections - A, B and C.
- No registration is valid after December 31st of the year in which it was issued.

Infractions:

- Renewal fees received after January 1st shall be subject to a late fee of double their annual renewal fee.
- Penalties for non-compliance can include criminal sanctions in addition to monetary fines

Contact Information:

Beaufort County Sheriff's Office

Emergency Management Division
Hazardous Materials Office
La Shawn Jefferson, Hazardous Materials Coordinator

Post Office Box 1758
Beaufort, South Carolina 29901

Phone: 843-255-4000
Fax: 843-255-4008
E-mail: lashawnj@bcgov.net

