



**BEAUFORT COUNTY BUSINESS LICENSE SERVICE CENTER**

**P. O. DRAWER 1228**

**PHONE: 843-255-2270**

**BEAUFORT, SC 29901**

**FAX: 843-255-9411**

[www.beaufortcountysc.gov](http://www.beaufortcountysc.gov)

**BUSINESS LICENSE CHANGE FORM**

NAME: \_\_\_\_\_ BUSINESS LICENSE # \_\_\_\_\_

NAME CHANGE

CHANGE OF BUSINESS TYPE

CHANGE OF LOCATION

	CHANGE TO		EFFECTIVE DATE
BUSINESS NAME – CHANGE AND/OR UPDATE DBA			
**PHYSICAL LOCATION (NO PO BOX OR MAIL CENTER)			
CITY/STATE/ZIP			
BUSINESS PHONE#			
MAILING ADDRESS - STREET/PO BOX			
CITY/STATE/ZIP			
PHONE #			
NEW AND/OR ADDITIONAL CONTACT			
FEDERAL ID/ SS #			
ADD QUALIFIER – SCLLR LICENSE			
<b>**CLEARANCE FORM REQUIRED**</b>	<b>YES</b>	<b>NO</b>	<b>OTHER/EXPLAIN</b>
<b>IF LOCATED WITHIN UNINCORPORATED BEAUFORT</b>			
CHANGING TYPE OF BUSINESS			
INSIDE BEAUFORT COUNTY LIMITS?			
IS THIS A HOME BASED BUSINESS?			
DO YOU HAVE COVENANTS AND RESTRICTIONS THAT DO NOT ALLOW A HOME BASED BUSINESS			
COMMERCIAL LOCATIONS: WILL THERE BE ANY CONSTRUCTION			
COMMERCIAL LOCATIONS: DO YOU NEED A NEW SIGN ( <b>SIGN PERMIT REQUIRED</b> )			

To the best of my knowledge, the information on this application is factual and complete per Beaufort County Ordinance to conduct the aboved named business in the County. I affirm that the business will not employ any person who fails to meet identity and employment eligibility requirements to work in the USA. I affirm under oath that I will maintain accurate contact information for responsible persons on file with the County. I certify that all assessments and business personal property taxes due and payable to Beaufort County have been paid, and that the business name is the same as reported on documents filed with the state and federal governments. I agree to comply with the requirements of Beaufort County Ordinance governing business license and any other applicable County code requirements. I understand that my business income tax returns and other documents may be inspected/ audited to verify gross income or other business data.

**Owner or Owner Agent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_