



HOME-BASED BUSINESS CLEARANCE FORM

12 W. LIBERTY ST., P.O. BOX 1449, SUMTER, SC 29151

PHONE: 803-774-1601; FAX: 803-774-1688

EMAIL: businesslicense@sumtersc.gov

OFFICE USE ONLY

NAICS Code: _____

Date Rec'd: _____

Time Rec'd: _____

Zoning: _____

Parcel No.: _____

CF Handled by (Business license):

APPLICATION FEE IS \$50.00

A 3.4% + \$0.30 surcharge applies for all credit card transactions.

Checks can be made payable to the City of Sumter.

Clearance forms are required for all businesses located in the City or County of Sumter, SC.

Any new business, change of location or change of ownership for an existing business should complete this form and return it to the business license office. In the event of a change of location or ownership of a business, notification must be given within **10 days** and the same procedure shall be followed.

Name of business (As it will appear on your Federal & SC State Tax Returns):

Physical Address of Business (No P.O. Boxes):

Street _____ City _____ State _____ Zip Code _____

Mailing Address

Street _____ City _____ State _____ Zip Code _____

Phone Number of Business: _____ Business Website: _____

Business Owner Information:

Name: _____ Phone Number: _____

Address (street, city, state, zip code): _____

Email Address: _____

Property Owner Information:

Name: _____ Phone Number: _____

Address (street, city, state, zip code): _____

Email Address: _____

Type of Business – Please provide a detailed description of ALL proposed activities in which the business will engage.

Will customers or clients come to this home-based business? ☐ Yes ☐ No

Will this home-based business have employees that will work from this location? ☐ Yes ☐ No

Will there be outside storage associated with this home-based business? ☐ Yes ☐ No

Will a commercially classified vehicle/trailer be parked on the property? ☐ Yes ☐ No

(example: box truck, semi-cab, tow truck, large commercial trailers)

If yes, additional information to include pictures, make, model, and commercial classification rating of the vehicle/trailer may be requested to process this request.

Note: Certain city & county zoning districts do not allow commercial vehicle/trailer parking.

Note: Service trades where automobile or truck fleets are customary to the conduct of the business are expressly prohibited

Does the activity include food service? ☐ Yes ☐ No

- If yes:
- You will need prior approval from the Pretreatment Department at the Wastewater Facility (803-774-7810).
 - The Hospitality fee is a 2% fee imposed by the City of Sumter on the purchase of prepared or modified foods and/or beverages prepared for immediate consumption. The hospitality fee applies to all restaurants, convenience stores, grocery stores, ice cream parlors, bakeries, night clubs, hotels, motels, bars, lounges, grocery or convenience stores, caterers, or other food service facilities (Ask business license personnel for report forms and details.)

Have you ever been convicted of a crime? ☐ Yes ☐ No

If yes, please fill in the following:

List Conviction Date(s)	City/State	Nature of offense

If you have any questions, please do not hesitate to call our office at (803) 774-1601. Office hours are Monday through Friday from 8:30 a.m. to 5:00 p.m.

Before a license can be issued, you must get the necessary approvals for code compliance applicable to the location and nature of your business. You may not lawfully conduct business until this office issues a license. A new business shall be required to have a business license prior to operation within the municipality. () Initial here.

NOTICE: you should confirm that no restrictive covenants are on this property which would limit your right to perform the activity for which you seek approval. If such restrictive covenants do exist, surrounding property owners may be able to have a court stop your activity even if the City grants you a license to perform the contemplated activity. In granting this license, the City/County does not attempt to determine if there are restrictive covenants. This determination is the sole responsibility of the applicant. The acceptance of this application for review and the payment of any fees does not constitute the approval of this application. Approval is granted only upon the receipt of a business license. THIS APPLICATION IS NOT A LICENSE. () Initial here.

I state that I have read all of this form and that the information I have provided is true and correct. I also agree to abide by all laws, codes, and regulations of the City and County of Sumter and the state of South Carolina. () Initial here.

Clearly Print Name: _____

Signature: _____

Date: _____

- Please check all that apply:
- ☐ Property owner
- ☐ Business owner
- ☐ Agent

OFFICIAL USE ONLY – APPROVAL:

☐ City ☐ County

Planning/Zoning Commission:

Name of employee receiving form: _____

Signature: _____

Date: _____

☐ Approve ☐ Disapprove

Comments for approval/Reason(s) for disapproval:

Police Department/Sheriff's Office:

Name of employee receiving form: _____

Signature: _____

Date: _____

☐ Approve Disapprove

Comments for approval/Reason(s) for disapproval:

LAW ENFORCEMENT INQUIRY

TO: BUSINESS LICENSE DEPARTMENT

FROM: CHIEF OF POLICE/SHERIFF

I have no information regarding this license applicant.

I report the following:

- ☐ The applicant has a criminal record.
- ☐ The nature of the business is unlawful.
- ☐ The location of the business has a history of law enforcement problems.
- ☐ Applicant has managed or operated other businesses in the City/County and has encountered difficulties with the police.

☐ Other:

DATE

CHIEF OF POLICE/SHERIFF SIGNATURE