

216 South Catawba Street
Post Office Box 1149
Lancaster, South Carolina 29721-1149
Tel: 803-289-1462



Check One

- Annual Business License
- Event/Peddler Business License
- Project Only Business License

New Business License Pre-Approval and Application

If your business is in a new or existing building, please complete the Zoning & Occupancy Permit application.

PLEASE PRINT CLEARLY! Complete this section and take to the Business License Department. A staff member will review your proposed business for compliance with City of Lancaster Codes and Ordinances. To obtain a City business license, payment is due at time application is submitted. Businesses located outside the City limits need only report annual gross receipts generated within the City limits. Businesses located inside the City limits must report **ALL** annual gross receipts. **Please be advised that your business is subject to an audit.** City business licenses are issued annually for the period May 1 through April 30. **Renewal license fees are due and payable before June 1 or penalties are applied.** For businesses subject to Hospitality Tax, these **payments are due by the 20th of each month or penalties are applied.** **Credit cards will be accepted in our office or over the phone with a 3% processing fee added to customers.**

Application Date: _____ Expected Start Date: _____ End Date (Project Only): _____

Event / Project Street Address: _____ Lancaster, SC 29720

Applicant Name: _____

Business Phone: _____ Applicant Cell Phone: _____ E-mail Address: _____

Business Name / DBA: _____

Business Mailing Address: _____ City, ST Zip: _____

Business Street Address: _____ City, ST Zip: _____

Business Description: _____ Annual (Estimated) or Project Gross Receipts: \$ _____

Business Federal Identification Number or Applicant Social Security Number: _____ South Carolina Business, Retail, or Other Required License Number: _____

- Will the business have coin-operated machines? Yes No (If "Yes", additional fees apply)
- Will the business sell prepared foods and beverages? Yes No (If "Yes", Hospitality Tax applies)
- Will the business rent booths, e.g., beautician, barber, etc. Yes No (If "Yes", how many booths? _____)
- Will the business have on-site alcohol consumption? Yes No
- Do you own rental property inside the city? Yes No (If "Yes", how many units? _____)
- Would you like to receive text messages/emails pertaining to your business? Yes No

Please provide two names with telephone numbers for Police or Fire Department personnel to contact in case of emergency:

Contact 1: _____ Telephone: _____

I HEREBY CERTIFY THAT THE INFORMATION WRITTEN ABOVE IS TRUE AND CORRECT and that any and all business and business premises related assessments, charges, and taxes due to the City have been paid in full (\$12-5 City of Lancaster Code of Ordinances). I understand that City ordinances provide for penalties and revocation of license for false or fraudulent statements.

Applicant Signature: _____ Date: _____

FOR INTERNAL USE ONLY Pre-Approval by Building, Planning, and Zoning Department
I have reviewed the proposed business and find that it complies with the applicable zoning requirements.

BPZ Staff: _____ Date: ____/____/____ Zoning: _____

Comments: _____ Business is not located inside City limits.

FOR INTERNAL USE ONLY Amount Due: \$ _____ Paid: ____/____/____
 Cash Check # _____ CC Mirror Hangers # _____ (Mirror Hangers must be displayed on job site)

Business License Approved and Issued By: _____ License Number: _____ Expires: ____/____/____