

ABL 904 Checklist:

For your application to be processed you must fulfill ALL of the following requirements:

ABL 904 Checklist:

- ___ 1. Completed application, signed, dated and notarized.
- ___ 2. Submit nonrefundable filing fees, if applicable.
- ___ 3. Submit an Affidavit of Publication from the newspaper running your ad. The affidavit must include a copy of your ad. If you have just started your ad in the newspaper and have not received the ad and affidavit, you **must** include the receipt from the newspaper with your application. Forward the ad and affidavit from the newspaper as soon as the newspaper provides it to you. Your license/permit cannot be issued until this is received.
- ___ 4. Must complete the "Consent and Waiver" on page 3 of the application.
- ___ 5. Must attach a criminal records check on all principals. If any principals are nonresidents of SC, you must attach a current criminal history background check obtained from the state of residency for each nonresident. These background checks must accompany your application. See page 3, for a definition of a "principal". For SC residents you can obtain these checks online at **www.sled.state.sc.us**; or at SLED Headquarters, 4400 Broad River Rd, PO Box 21398, Columbia, SC 29221.
- ___ 6. Submit a copy of your lease. If you own the property you must submit a copy of the deed or tax bill.



STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
**APPLICATION FOR
SPECIAL BAKERY LICENSE**

ABL-904

(Rev. 4/10/07)
4346

Mail to: SCDOR, ABL Section, Columbia, SC 29214-0908
Telephone: (803) 898-5864 DOR Website: www.sctax.org

For Office Use Only

▶ File Number _____
▶ License Period Ending _____
▶ DLN _____
▶ DLN _____
▶ _____
14-3976
▶ _____
SLED 34-3973-9100

PLEASE PRINT OR TYPE ALL INFORMATION

Nonrefundable Filing Fee	License Fee	Total Fees
\$200.00	\$1,200.00	\$1,400.00

1. Owner, Partnership, or Corporate Charter Name _____

2. Physical Location of Business Required (No. P.O. Box)

STREET

CITY COUNTY (REQUIRED) STATE ZIP

3. Mailing Address (For All Correspondence)

STREET

CITY COUNTY STATE ZIP

4. Type of Ownership

- Sole Proprietor (one owner) Partnership (two or more owners) LLC/LLP
- SC Corporation Date Inc. _____ Foreign Corporation (Attach Copy of Articles or Certificate of Authority).
- Non-Profit Organization Other (Explain) _____

5. Trade Name (Doing Business _____)

6. Business Phone Number _____ Daytime Phone Number _____

7. Federal Identification Number and/or Social Security Number _____

8. Location of Records (No P.O. Box) _____

Section 61-6-720. Notwithstanding any other provision of this title, a person who operates in this State a bakery for the preparation of food items, in which food items alcoholic beverages are used as ingredients, and which food items are manufactured for and sold at wholesale, must apply for a special bakery food manufacturer's license from the department, in accordance with Section 61-6-100(2), or from a retailer licensed pursuant to Section 61-6-100(3), or from a manufacturer in containers holding greater quantities of alcoholic liquor than wholesalers or retailers have authority to sell.

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10. HAS THIS LOCATION BEEN PREVIOUSLY LICENSED TO SELL BEER, WINE AND/OR ALCOHOLIC LIQUORS?
IF YES PRINT NAME OF BUSINESS AND BEER, WINE AND LICENSE PERMIT NUMBER.

A. PREVIOUS OPERATORS LICENSE NUMBER:

B. NAME OF BUSINESS :

_____ (Full organization name including trade name)

DESIGNATED AGENT

- A. You must designate a person to receive all notices concerning your permit/license. These notices will be sent to the person at the mailing address shown in question 3. It is your responsibility to keep the department advised of any change regarding this person or your mailing address as the law will presume you received all notices sent to the address you have given us. **Must be 21 years of age and a resident of South Carolina.**

Name of designated agent: _____

- B. The S.C. State Law Enforcement Division will conduct an investigation on this application, and will need to meet with someone at the location for which you are seeking a permit, or near-by, to discuss the business and ownership of the business. Give the name and daytime and evening telephone numbers of a person who can meet with the SLED agent for this purpose.

Name _____

Telephone Number _____ (daytime)

Telephone Number _____ (evening)

If the agent is unable to contact this person or if the person cannot discuss the ownership of the business, your application will be delayed.

Processing of this application may take six to eight weeks. If the application is denied by the department or protested by a member of the public or law enforcement, it could take up to six months for a hearing to be held and a decision made on the application by the Administrative Law Court.

If applying for a Special Bakery License, I do hereby stipulate that I will not permit the on-premises consumption of beer, wine or alcoholic liquor on the license premises. I understand that a violation of this stipulation will be a violation against the license and shall constitute sufficient grounds to suspend or revoke the license.

I understand that a misstatement or concealment of fact in an application is sufficient ground for the revocation of the license or permit. I consent to the inspection of the premises covered by this license or permit by any agent of the SC Department of Revenue or any law enforcement officer.

I have read the instructions to this application and to the best of my knowledge, all information provided with this application is true and accurate.

SWORN to before me this

_____ day of _____, _____.

Applicant (owner, partner, or corporate officer)

Notary Public for South Carolina

My commission expires: _____

Social Security Privacy Act Disclosure

It is mandatory that you provide your social security number on this tax form. 42 U.S.C 405(c)(2)(C)(i) permits a state to use an individual's social security number as means of identification in administration of any tax. SC Regulation 117-201 mandates that any person required to make a return to the SC Department of Revenue shall provide identifying numbers, as prescribed, for securing proper identification. Your social security number is used for identification purposes.

Name of Corporation, Partnership, LLC, etc. _____

FEI _____

File Number: _____

CONSENT AND WAIVER

S.C. Code Section 61-2-160 prohibits the issuance of any permits or license under Title 61 if the applicant or any principal owes delinquent taxes, penalties, or interest to the S.C. Department of Revenue. The signature below authorizes the S.C. Department of Revenue to release to the applicant, or to the applicant's agent, attorney, information concerning delinquent taxes, penalties, or interest that is causing the denial of this application. The signature below also authorizes SLED to check, examine and release to the Department person's signed below criminal record for convictions.

1 - 12 is a list of principals. Each principal must complete and sign a box below. If a required person does not sign, this application will be denied:

Principals:

1. The owner (if sole proprietorship);
2. All officers of the business or entity which owns the business;
3. All partners (limited partners that cannot exercise management control need not sign);
4. All persons who own twenty-five percent (25%) or more of the value of the business entity;
5. All persons who own twenty-five percent (25%) or more of the combined voting power of the business or entity;
6. Managers of a limited liability company which is managed by managers;
7. Members of a limited liability company which is not managed by managers;
8. Any fiduciary who manages, controls title, or is otherwise in control of the business;
9. All employees who will have day-to-day operational management responsibility for the business or entity; and,
10. If a publicly traded corporation, the designated license holder (designated agent) (must be over 21 and a resident of S.C.).
11. If not a publicly traded corporation, list all stockholders.
12. If a nonprofit organization, list all officers and directors of the organization.

Name: _____ Principal/Type: (use above number) _____

% of ownership, if applicable

Home Address: Street _____

City _____ State _____ Zip _____

Social Security No: _____ Sex: _____ Race: _____ Date of Birth: _____

Yr/Mo/Date of SC Residency: _____ Signature _____

Have you had revoked or suspended, in this or any other state, any license to sell beer, wine, or alcoholic liquors?

Yes No If yes, give details in Schedule A.

Have you been convicted of a crime in South Carolina or any other state? Yes No If yes, give details in Schedule A

Name: _____ Principal/Type: (use above number) _____

% of ownership, if applicable

Home Address: Street _____

City _____ State _____ Zip _____

Social Security No: _____ Sex: _____ Race: _____ Date of Birth: _____

Yr/Mo/Date of SC Residency: _____ Signature _____

Have you had revoked or suspended, in this or any other state, any license to sell beer, wine, or alcoholic liquors?

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Have you been convicted of a crime in South Carolina or any other state? Yes No If yes, give details in Schedule A

Additional Space on Back.

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Name: _____ Principal/Type: (use above number) _____
% of ownership, if applicable _____

Home Address: Street _____
City _____ State _____ Zip _____

Social Security No: _____ Sex: _____ Race: _____ Date of Birth: _____

Yr/Mo/Date of SC Residency: _____ Signature _____

Have you had revoked or suspended, in this or any other state, any license to sell beer, wine, or alcoholic liqueurs?

Yes No If yes, give details in Schedule A.

Have you been convicted of a crime in South Carolina or any other state? Yes No If yes, give details in Schedule A

Name: _____ Principal/Type: (use above number) _____
% of ownership, if applicable _____

Home Address: Street _____
City _____ State _____ Zip _____

Social Security No: _____ Sex: _____ Race: _____ Date of Birth: _____

Yr/Mo/Date of SC Residency: _____ Signature _____

Have you had revoked or suspended, in this or any other state, any license to sell beer, wine, or alcoholic liqueurs?

Yes No If yes, give details in Schedule A.

Have you been convicted of a crime in South Carolina or any other state? Yes No If yes, give details in Schedule A

Name: _____ Principal/Type: (use above number) _____
% of ownership, if applicable _____

Home Address: Street _____
City _____ State _____ Zip _____

Social Security No: _____ Sex: _____ Race: _____ Date of Birth: _____

Yr/Mo/Date of SC Residency: _____ Signature _____

Have you had revoked or suspended, in this or any other state, any license to sell beer, wine, or alcoholic liqueurs?

Yes No If yes, give details in Schedule A.

Have you been convicted of a crime in South Carolina or any other state? Yes No If yes, give details in Schedule A

Name: _____ Principal/Type: (use above number) _____
% of ownership, if applicable _____

Home Address: Street _____
City _____ State _____ Zip _____

Social Security No: _____ Sex: _____ Race: _____ Date of Birth: _____

Yr/Mo/Date of SC Residency: _____ Signature _____

Have you had revoked or suspended, in this or any other state, any license to sell beer, wine, or alcoholic liqueurs?

Yes No If yes, give details in Schedule A.

Have you been convicted of a crime in South Carolina or any other state? Yes No If yes, give details in Schedule A

Abbeville County
Press & Banner

Aiken County
Aiken Standard
The State
NORTH AUGUSTA
The Star

Allendale County
People-Sentinel

Anderson County
Independent Mall
BELTON
News Chronicle
HONEA PATH
News Chronicle
WILLIAMSTON
The Journal

Bamberg County
Advertiser-Herald

Barnwell County
People-Sentinel

Beaufort County
Beaufort Gazette
Bluffton Today
Hilton Head News
Island Packet

Berkeley County
Berkeley Independent
Post & Courier
GOOSE CREEK
Goose Creek Gazette
HANAHAN
Hanahan News
NORTH CHARLESTON
North Charleston News

Calhoun County
Calhoun Times

Charleston County
Post & Courier
NORTH CHARLESTON
North Charleston News

Cherokee County
Spartanburg Herald
GAFFNEY
Cherokee Chronicle
Gaffney Ledger
BLACKSBURG
Blacksburg Times

Chester County
News & Reporter

Chesterfield County
Cheraw Chronicle
JEFFERSON
Progressive Journal
MT. CROGHAN
Progressive Journal
PAGELAND
Progressive Journal

Clarendon County
Manning Times
The Item (Sumter)

Colleton County
Community Times Dispatch
Press & Standard
Post and Courier

Darlington County
News & Press
HARTSVILLE
Hartsville Messenger

Dillon County
The Dillon Herald

Dorchester County
Post & Courier
ST GEORGE
Eagle-Record
SUMMERVILLE
Summerville Journal-Scene

Edgefield County
Citizen News
Edgefield Advertiser

Fairfield County
Herald-Independent
The State

Florence County
Morning News
News Journal
LAKE CITY
Lake City News & Post

Georgetown County
Georgetown Times
PAWLEYS ISLAND
Coastal Observer

Greenville County
Greenville News
Greenville Journal
GREER
Greer Citizen
SIMPSONVILLE
Tribune Times
TRAVELERS REST
Travelers Rest Monitor

Greenwood County
Index Journal
NINETY SIX
Star & Beacon
WARE SHOALS
Observer

Hampton County
Hampton Guardian

Horry County
Sun News
CONWAY
The Horry Independent
GARDEN CITY
Myrtle Beach Herald
LORIS

Loris Scene
MYRTLE BEACH
Myrtle Beach Herald
NORTH MYRTLE BEACH
North Myrtle Beach Times

Jasper County
Jasper County Sun

Kershaw County
Chronicle Independent
The State

Lancaster County
Lancaster News
KERSHAW
Kershaw News-Era

Laurens County
The Advertiser
The Clinton Chronicle

Lee County
Lee County Observer

Lexington County
The State
BATESBURG-LEESVILLE
Twin City News
CHAPIN
Chapin Times
Lake Murray News
IRMO
New Irmo News
LEXINGTON
Chronicle and Dispatch News
PROSPERITY
Chapin Times
ST ANDREWS
New Irmo News

McCormick County
McCormick Messenger

Marion County
Marion Star/Mullins Enterprise

Marlboro County
Marlboro Herald

Newberry County
Newberry Observer

Oconee County
The DailyJournal
WALHALLA
Keowee Courier
WESTMINSTER
Westminster News

Orangeburg County
Times & Democrat
HOLLY HILL
Holly Hill Observer
NORTH
North Trade Journal

SANTEE
Santee Striper

Pickens County
Pickens Sentinel
Greenville News
CLEMSON
The Messenger
EASLEY
Easley Progress
LIBERTY
Easley Progress

Richland County
The State
Star Reporter
BLYTHEWOOD
The Country Chronicle
IRMO
New Irmo News

Saluda County
Standard-Sentinel

Spartanburg County
Herald-Journal
BLACKSBURG
Blacksburg Times
BOILING SPRINGS
Boiling Springs Sentry
CHESNEE
Chesnee Tribune
COWPENS
Cowpens-Pacelot Tribune
DUNCAN
The Middle Tyger Times
INMAN
The Inman Times
LANDRUM
New Leader
LYMAN
The Middle Tyger Times
MOORE
The Middle Tyger Times
WELLFORD
The Middle Tyger Times
WOODRUFF
Woodruff News

Sumter County
The Item

Union County
Union Daily Times

Williamsburg County
The News
HEMINGWAY
The Weekly Observer

York County
Herald
CLOVER
Clover Herald
Yorkville Enquirer
FORT MILL
Fort Mill Times
YORK
Clover Herald
Yorkville Enquirer

E. Newspaper advertisements:

1. A notice of application must be placed at least once a week for three consecutive weeks in a newspaper approved by the department for your area.
2. The notice must:
 - (a) be in the legal notices section of the newspaper or an equivalent section if the newspaper has no legal notices section;
 - (b) be in large type, covering a space of one column wide and at least two inches deep; and
 - (c) state the type of license applied for and the exact location of the proposed business. (An applicant applying for both a beer/wine permit and also an alcoholic liquor license may use the same advertisement for both if the department approves the advertisement.)
3. Your application may be filed immediately upon the placement of your ad.
4. With your application, you must:
 - (a) forward a receipt from the newspaper office showing that your ad is running.
 - (b) submit your affidavit of publication, furnished to you by the newspaper office.

SAMPLE ADVERTISEMENT

NOTICE OF APPLICATION

Notice is hereby given that _____ intends to apply to the South Carolina Department of Revenue for a license/permit that will allow the sale and _____ premises consumption of _____ at _____
(name of individual, partnership or corporation) (on/off) (Beer, Wine and/or liquor) (as applicable) (exact street address, including city)

To object to the issuance of this permit/license, written protest must be postmarked no later than _____

(16 days from the date of the publication of the first advertisement)

For a protest to be valid, it must be in writing, and should include the following information:

- (1) the name, address and telephone number of the person filing the protest;
- (2) the specific reasons why the application should be denied;
- (3) that the person protesting is willing to attend a hearing (if one is requested by the applicant);
- (4) that the person protesting resides in the same county where the proposed place of business is located or within five miles of the business; and,
- (5) the name of the applicant and the address of the premises to be licensed.

Protests must be mailed to: S.C. Department of Revenue, ATTN: ABL, P.O. Box 125, Columbia, SC 29214; or faxed to: (803) 898-5899.

F. Finding the correct newspaper to publish your advertisement:

1. Refer to page 3 and find the county in which your business is located.
2. Next find the city or municipality in which you business is located. Place your advertisement in a newspaper listed under the city or municipality.
3. If you do not find the city or municipality in which your business is located, or if your business is not located in a city or municipality, **use one of the newspapers that is approved for the county in which the business is located.** County approved newspapers are the **first** newspapers listed under the **county's** name.

Orangeburg County

Times & Democrat
HOLLY HILL
Holly Hill Observer
NORTH



If your business is located in Elloree, a municipality of Orangeburg County that is **not** listed under **Orangeburg County**, you would publish your advertisement in the *Times Democrat*.

North Trade Journal
SANTEE
Santee Striper



If your business is located in Santee, a municipality that **is** listed under **Orangeburg County**, you would publish your advertisement in the *Santee Striper*.