



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

- 1. Completed application, signed, dated and notarized.
- 2. Submit nonrefundable filing fees. **LICENSE FEES SHOULD NOT BE SUBMITTED UNTIL LICENSE IS APPROVED.**
- 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. Must have a current Ad, not more than 90 days old from last publication date.
(See ABL 901 Instructions, page 3, for list of approved newspapers for your location.)
- 4. Must complete the "Consent and Waiver" of the application.
- 5. Must attach a copy of Articles of Incorporation, if applying as a corporation.
- 6. Must attach a copy of Articles of Organization, and Operating Agreement, or LLC Supplemental Information Form (this form is located at **www.sctax.org**, Form #919), if applying as a Limited Liability Corporation (LLC).
- 7. Must attach a copy of bylaws, if applying as a nonprofit private club.
- 8. All principals must attach a criminal records check (CRC), not more than 90 days old. If the principal has lived in SC for more than 2 years, obtain the CRC from SLED at **www.sled.state.sc.us** or SLED Headquarters, Criminal Records Department, 4400 Broad River Rd., P.O. Box 21398, Columbia, SC 29221. If the principal has lived in SC less than 2 years, obtain a CRC from previous state of residency AND a CRC from SLED. If principal is not a SC resident, obtain a CRC from current state of residency.
- 9. Must attach Certificate of Authority to do Business in SC from the South Carolina Secretary of State's Office, if applying as a foreign corporation.
- 10. Must attach a copy of your lease, deed or tax bill for the location for which you are seeking a license. The lease, deed, or tax bill must be in the applicant's name and list the physical address of the business location.
- 11. Must attach partnership agreement, if applying as a partnership or Limited Liability Partnership (LLP).
- 12. **EFFECTIVE JULY 1, 2008:** Must attach completed appropriate residency status verification affidavit. Use Verification of Lawful Presence in the US (ABL-577) for owners of sole proprietorships. Use Verification of Lawful Background for Applicant's Principals (ABL-920) for each principal, if other than sole proprietor. Each principal, officer, owner, member, and/or partner **MUST** sign the appropriate form. If applicable, include his/her non-citizen alien registration number and attach a copy of all appropriate immigration documents.

If also applying for 120 days temporary permit or license, in addition to the above, attach:

- a. \$25 for each temporary permit requested. If applying for a temporary liquor by the drink, or temporary retail liquor, an additional \$5.00 certification fee is required.
- b. Must attach a copy of bill of sale, lease, probate document, divorce decree, eviction order, or document showing how the applicant acquired the business. The bill of sale or lease must be in the name of the applicant.
- c. If applying as a sole proprietor, a current SLED criminal history background check is required on the applicant. If applying as a corporation, partnership, limited liability company or limited liability partnership, a current SLED criminal history background check is required on each principal. (see # 8 above)
- d. Attach the original existing biennial permit/license from the existing business that has not expired, been suspended or revoked.
- e. Must attach proof of Grade A DHEC certificate issued for this location, if applying for Restaurant Liquor by the Drink.
- f. Have a Sales Tax Registration Number. Contact the License and Registration Section at (803) 896-1350.
- g. If sole proprietor - Social Security Number; other than Sole Proprietor, a FEI number.



STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
**APPLICATION FOR RETAIL BEER,
WINE, AND LIQUOR**

ABL-901
(Rev. 12/31/08)
4280

Mail to: SC Department of Revenue, ABL Section, Columbia, SC 29214-0907
Telephone: (803) 898-5864 DOR Website: www.sctax.org

File Number: _____

License Type	Nonrefundable Filing Fee	License Fee
<input type="checkbox"/> On premises beer & wine	\$ 300.00	\$ 600.00 biennially
<input type="checkbox"/> Off premises beer & wine	\$ 300.00	\$ 600.00 biennially
<input type="checkbox"/> Brewpub	\$ 300.00	\$ 2,200.00 biennially
<input type="checkbox"/> 7-day off-premises beer & wine	\$ 300.00	\$ 2,200.00 biennially
<input type="checkbox"/> Sunday/Sabbath beer & wine	\$ 300.00	\$ 650.00 biennially
<input type="checkbox"/> Business (restaurant/hotel/motel) liquor by the drink	\$ 200.00	\$ 1,700.00 biennially
<input type="checkbox"/> Nonprofit private club liquor by the drink	\$ 200.00	\$ 1,700.00 biennially
<input type="checkbox"/> Retail liquor store	\$ 200.00	\$ 1,400.00 biennially
<input type="checkbox"/> Alcoholic liquors (cooking license)	\$ -0-	\$ 250.00 biennially
<input type="checkbox"/> 120 day temporary beer & wine	\$ -0-	\$ 25.00
<input type="checkbox"/> *120 day temporary liquor by the drink	\$ -0-	\$ 25.00
<input type="checkbox"/> *120 day temporary retail liquor	\$ -0-	\$ 25.00
<input type="checkbox"/> *Certification fee	\$ -0-	\$ 5.00

*(Certification fee is required, in addition to filing fees, if you are applying for a license at a location that is currently licensed to sell liquor by the drink or retail liquor. 61-6-120)

PLEASE PRINT OR TYPE ALL INFORMATION					
1. OWNER, PARTNERSHIP, OR CORPORATE CHARTER NAME <hr/>	5. TRADE NAME (DOING BUSINESS AS) <hr/>				
2. PHYSICAL LOCATION OF BUSINESS REQUIRED (NO P.O. BOX) <hr/> <p style="text-align: center;">STREET</p> <hr/> <p>CITY COUNTY (REQUIRED) STATE ZIP</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">6. BUSINESS PHONE NUMBER</td> <td style="width:50%;">DAYTIME PHONE NUMBER</td> </tr> <tr> <td><hr/></td> <td><hr/></td> </tr> </table>	6. BUSINESS PHONE NUMBER	DAYTIME PHONE NUMBER	<hr/>	<hr/>
6. BUSINESS PHONE NUMBER	DAYTIME PHONE NUMBER				
<hr/>	<hr/>				
3. MAILING ADDRESS (FOR ALL CORRESPONDENCE) <hr/> <p style="text-align: center;">IN CARE OF</p> <hr/> <p style="text-align: center;">STREET</p> <hr/> <p>CITY COUNTY STATE ZIP</p>	7. FEDERAL IDENTIFICATION NUMBER AND/OR SOCIAL SECURITY NO <hr/>				
4. TYPE OF OWNERSHIP <input type="checkbox"/> SOLE PROPRIETOR (one owner) <input type="checkbox"/> PARTNERSHIP (two or more owners) <input type="checkbox"/> LLC/LLP <input type="checkbox"/> SC CORPORATION DATE INC. _____ <input type="checkbox"/> FOREIGN CORPORATION (ATTACH COPY OF ARTICLES OF CERTIFICATE OF AUTHORITY). <input type="checkbox"/> NON-PROFIT ORGANIZATION <input type="checkbox"/> OTHER (EXPLAIN) _____	8. NATURE OF BUSINESS <hr/>				
<p>If the corporation is publicly traded, you must designate an officer or other person to hold the license. This person must be of good moral character, over the age 21, and a SC resident. This person should be included on the Consent and Waiver along with other principals of the corporation.</p> Name of designated officer or agent: _____	9. WHAT IS YOUR RETAIL SALES TAX NUMBER? <hr/>				
	10. IS BUSINESS WITHIN SC MUNICIPAL LIMITS? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WHICH CITY? _____				

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 LIQUOR 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** from the Department of Revenue 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: _____ Date of Birth: _____

Home Address of Designated Agent _____
STREET ADDRESS, CITY, STATE, ZIP (NO PO BOX)

CONTACT PERSON

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

Name of Contact Person _____

Telephone Number _____ (daytime)

Telephone Number _____ (evening)

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

Processing of this application may take six to eight weeks, or more. 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 or more for a hearing to be held and a decision made on the application by the Administrative Law Court.

If applying for an off-premises beer and wine permit, wholesale beer and wine permit, or 7-day beer and wine permit, I do hereby stipulate that I will not permit the on-premise consumption of beer and wine on the licensed premises. I understand that a violation of this stipulation will be a violation against the permit and shall constitute sufficient grounds to suspend or revoke the beer and wine permit.

I understand that a misstatement or concealment of fact in an application is sufficient grounds 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 and subscribed before me this

_____ day of _____, year of _____

Notary Public for _____

My Commission Expires: _____

Notary (L.S.) _____

Notary (printed name) _____

Applicant (owner, partner, or corporate officer)

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.

CONSENT AND WAIVER

ABL-946 Rev. 1/7/09

File
Number: _____

Name of Corporation, Partnership, LLC, etc. FEI

SC 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 SC Department of Revenue. The signature(s) below authorizes the SC Department of Revenue to release to any party, person or entity, law enforcement requests for purposes of processing this application or responding to questions related thereto, any information including but not limited to problems with the application, reasons for denial, delinquent taxes, outstanding liabilities, failure to file returns, penalties, or interest.

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

Principal Types:

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. Members and 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. All other principals must be listed also. If not a publicly traded corporation, list all stockholders.
12. If a nonprofit organization, list all officers and directors of the organization.

Name _____

Home Address _____

City _____ State _____ Zip _____

Yr/Mo/Date of SC Residency _____ Sex _____ Race _____ Date of Birth _____

Social Security No. _____ Federal Employer Identification No. _____

Principal/Type: (use above #1-12) _____ % of ownership _____ Signature _____

Have you as an individual, or as an organization in which you were a principal, had revoked or suspended in this state or any other state any license to sell beer, wine, or alcoholic liquors? Yes No **If yes, attach explanation.**

Have you been convicted of a crime in South Carolina or any other state? Yes No **If yes, attach explanation.**

Name _____

Home Address _____

City _____ State _____ Zip _____

Yr/Mo/Date of SC Residency _____ Sex _____ Race _____ Date of Birth _____

Social Security No. _____ Federal Employer Identification No. _____

Principal/Type: (use above #1-12) _____ % of ownership _____ Signature _____

Have you as an individual, or as an organization in which you were a principal, had revoked or suspended in this state or any other state any license to sell beer, wine, or alcoholic liquors? Yes No **If yes, attach explanation.**

Have you been convicted of a crime in South Carolina or any other state? Yes No **If yes, attach explanation.**

Additional Space on Back.

File Number: _____

Name _____

Home Address _____

City _____ State _____ Zip _____

Yr/Mo/Date of SC Residency _____ Sex _____ Race _____ Date of Birth _____

Social Security No. _____ Federal Employer Identification No. _____

Principal/Type: (use above #1-12) _____ % of ownership _____ Signature _____

Have you as an individual, or as an organization in which you were a principal, had revoked or suspended in this state or any other state any license to sell beer, wine, or alcoholic liquors? Yes No **If yes, attach explanation.**

Have you been convicted of a crime in South Carolina or any other state? Yes No **If yes, attach explanation.**

Name _____

Home Address _____

City _____ State _____ Zip _____

Yr/Mo/Date of SC Residency _____ Sex _____ Race _____ Date of Birth _____

Social Security No. _____ Federal Employer Identification No. _____

Principal/Type: (use above #1-12) _____ % of ownership _____ Signature _____

Have you as an individual, or as an organization in which you were a principal, had revoked or suspended in this state or any other state any license to sell beer, wine, or alcoholic liquors? Yes No **If yes, attach explanation.**

Have you been convicted of a crime in South Carolina or any other state? Yes No **If yes, attach explanation.**

Name _____

Home Address _____

City _____ State _____ Zip _____

Yr/Mo/Date of SC Residency _____ Sex _____ Race _____ Date of Birth _____

Social Security No. _____ Federal Employer Identification No. _____

Principal/Type: (use above #1-12) _____ % of ownership _____ Signature _____

Have you as an individual, or as an organization in which you were a principal, had revoked or suspended in this state or any other state any license to sell beer, wine, or alcoholic liquors? Yes No **If yes, attach explanation.**

Have you been convicted of a crime in South Carolina or any other state? Yes No **If yes, attach explanation.**

Name _____

Home Address _____

City _____ State _____ Zip _____

Yr/Mo/Date of SC Residency _____ Sex _____ Race _____ Date of Birth _____

Social Security No. _____ Federal Employer Identification No. _____

Principal/Type: (use above #1-12) _____ % of ownership _____ Signature _____

Have you as an individual, or as an organization in which you were a principal, had revoked or suspended in this state or any other state any license to sell beer, wine, or alcoholic liquors? Yes No **If yes, attach explanation.**

Have you been convicted of a crime in South Carolina or any other state? Yes No **If yes, attach explanation.**



STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
**VERIFICATION OF LAWFUL PRESENCE
IN THE UNITED STATES**

STATE OF SOUTH CAROLINA)
)
COUNTY OF _____)

FOR INTERNAL USE ONLY
Case Verification Number _____
Result _____

Pursuant to the provisions of the South Carolina Illegal Immigration Reform Act, S.C. Code Ann. Section 8-29-10, et seq., every agency of this State shall verify the lawful presence in the United States of any alien 18 years of age or older who has applied for state or local public benefits.

The undersigned _____ of _____
(Print clearly First, Middle and Last name) (Home Address)

_____ being first duly sworn deposes and states as follows:
(City, State and Zip Code)

Name Change/ Alias: Yes No If yes, please list: _____

Check ONLY One Box: See reverse side for Instructions, Definitions, and Accepted Documents.

I am a **United States Citizen** eighteen years of age or older.

I am a **Legal Permanent Resident** eighteen years of age or older.

I am a **Qualified Alien** under the Federal Immigration and Nationality Act, Public Law 82-44, eighteen years of age or older, and lawfully present in the United States.

Other (**Explain**): _____

Date of Birth Alien Registration Number
(MUST ATTACH COPY OF IMMIGRATION DOCUMENTS)

I UNDERSTAND AND ACKNOWLEDGE that a person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit executed pursuant to *South Carolina Code Section 8-29-10* entitled *Verification of Lawful Presence* shall in addition to other sanctions imposed by this state or the United States, be guilty of a felony and upon conviction must be fined and/or imprisoned for not more than 5 years (or both).

I UNDERSTAND AND ACKNOWLEDGE that any person who fails to execute this Affidavit will automatically be denied the license to which it applies. That further, the representations made in this Affidavit shall continue throughout the license period and any subsequent renewals; and I understand and agree to notify the Department of any change of my legal status as a U.S. citizen, legal permanent resident or alien lawfully present in the United States.

Under of penalty of perjury, I hereby declare that I have examined this Affidavit and to the best of my knowledge and belief, it is true, correct and complete.

Signature of Affiant

SWORN to and subscribed before me this
_____day of _____, year of _____

Notary Public for _____

My Commission Expires: _____

Notary (L.S.) _____

Notary (printed name) _____

REQUIRED: Fill out completely.

License Number: _____

Business Name: _____

Contact Person: _____
(Name)

Contact Person Phone Number: (____) _____

Check box 1 –

If you are a **US Citizen** by birth or naturalization.

Check box 2 –

If you are a **legal permanent resident** and you are not a US citizen, but are residing in the US under legally recognized and lawfully recorded permanent residence as an immigrant.

PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.

Check box 3 –

If you are a **qualified alien**. You are a qualified alien if you are:

- an alien who is lawfully admitted for permanent residence under the INA;
- an alien who is granted asylum under Section 208 of the INA;
- a refugee who is admitted to the United States under Section 207 of the INA;
- an alien who is paroled into the United States under Section 212(d)(5) of the INA for a period of at least 1 year;
- an alien whose deportation is being withheld under Section 243(h) of the INA (as in effect prior to April 1, 1997) or whose removal has been withheld under Section 241(b)(3);
- an alien who is granted conditional entry pursuant to Section 203(a)(7) of the INA as in effect prior to April 1, 1980;
- an alien who is a Cuban/Haitian Entrant as defined by Section 501(e) of the Refugee Education Assistance Act of 1980;
- an alien who has been battered or subjected to extreme cruelty, or whose child or parent has been battered or subject to extreme cruelty.

PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.

Accepted Immigration documents:

Unexpired Foreign passport with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization

Alien Registration Receipt Card with photograph (INS Form I-151 or I-551)

Unexpired Temporary Resident Card (INS Form I-688)

Unexpired Employment Authorization Card (INS Form I-688)

Unexpired Reentry Permit (INS Form I-327)

Unexpired Refugee Travel Document (INS Form I-571)

Unexpired Employment Authorization Document issued by the INS which contains a photograph (INS Form I-688B)



STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
**VERIFICATION OF LAWFUL BACKGROUND
FOR APPLICANT'S PRINCIPAL**

STATE OF _____)
COUNTY OF _____)

FOR INTERNAL USE ONLY
Case Verification Number _____
Result _____

Pursuant to the provisions of South Carolina Code Ann. Sections 61-2-90; 61-2-100; 61-4-520; 61-6-20; 61-6-110; 61-6-1820 every principal that is an individual must submit the following information:

The undersigned _____ of _____,
(Print clearly First, Middle and Last name) (Home Address)

_____ being first duly sworn deposes and states as follows:
(City, State and Zip Code)

Name Change/ Alias: Yes No If yes, please list: _____

Check ONLY One Box: See reverse side for Instructions, Definitions, and Accepted Documents.

- I am a **United States Citizen** eighteen years of age or older.
- I am a **Legal Permanent Resident** eighteen years of age or older.
- I am a **Qualified Alien** under the Federal Immigration and Nationality Act, Public Law 82-44, eighteen years of age or older, and lawfully present in the United States.
- I am a **Foreign Citizen**, and resident of _____
(Country of Residency)
and reside at _____,
(Street Address) (City, State, and Zip Code)
- Other (**Explain**): _____

_____ Date of Birth

_____ Alien Registration Number

(MUST ATTACH COPY OF IMMIGRATION DOCUMENTS)

I UNDERSTAND AND ACKNOWLEDGE that any person who fails to execute this Affidavit will automatically be denied the license to which it applies; and further, that the representations made in this Affidavit shall apply throughout any license(s) or renewals issued; and further, that I shall have an affirmative duty to immediately advise the Department of Revenue in any change of my immigration or citizenship status.

Recognizing that I am subject to the criminal and civil penalties imposed by Title 12, of the South Carolina Code of Laws, I declare that I have examined this Affidavit and to the best of my knowledge and belief, it is true, correct and complete.

Signature of Affiant

SWORN to and subscribed before me this
_____ day of _____, year of _____

Notary Public for _____

My Commission Expires: _____

Notary (L.S.) _____

Notary (printed name) _____

REQUIRED: Fill out completely.

License Number: _____

Business Name: _____

Contact Person: _____
(Name)

Contact Person Phone Number: (____) _____

Check box 1 –

If you are a **US Citizen** by birth or naturalization.

Check box 2 –

If you are a **legal permanent resident** and you are not a US citizen, but are residing in the US under legally recognized and lawfully recorded permanent residence as an immigrant.

PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.

Check box 3 –

If you are a **qualified alien**. You are a qualified alien if you are:

- an alien who is lawfully admitted for permanent residence under the INA;
- an alien who is granted asylum under Section 208 of the INA;
- a refugee who is admitted to the United States under Section 207 of the INA;
- an alien who is paroled into the United States under Section 212(d)(5) of the INA for a period of at least 1 year;
- an alien whose deportation is being withheld under Section 243(h) of the INA (as in effect prior to April 1, 1997) or whose removal has been withheld under Section 241(b)(3);
- an alien who is granted conditional entry pursuant to Section 203(a)(7) of the INA as in effect prior to April 1, 1980;
- an alien who is a Cuban/Haitian Entrant as defined by Section 501(e) of the Refugee Education Assistance Act of 1980;
- an alien who has been battered or subjected to extreme cruelty, or whose child or parent has been battered or subject to extreme cruelty.

PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.

Check box 4 –

If you are a non immigrant and you are an alien who seeks temporary entry to the US for a specific purpose. The alien must have a permanent residence abroad (for most classes of admission) and qualify for the nonimmigrant classification sought. The nonimmigrant classifications include: foreign government officials, visitors for business and for pleasure, aliens in transit through the US, treaty traders and investors, students, international representatives, temporary workers and trainees, representatives of foreign information media, exchange visitors, fiancé(e)s of US citizens, intracompany transferees, NATO officials, religious workers, and some others. Most nonimmigrant can be accompanied or joined by spouses and unmarried minors (or dependent) children.

PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.

Accepted Immigration documents:

- Unexpired Foreign passport with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization
- Alien Registration Receipt Card with photograph (INS Form I-151 or I-551)
- Unexpired Temporary Resident Card (INS Form I-688)
- Unexpired Employment Authorization Card (INS Form I-688)
- Unexpired Reentry Permit (INS Form I-327)
- Unexpired Refugee Travel Document (INS Form I-571)
- Unexpired Employment Authorization Document issued by the INS which contains a photograph (INS Form I-688B)



STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
**GENERAL INFORMATION FOR BEER, WINE,
AND ALCOHOLIC LIQUOR APPLICATIONS**

ABL-901
Instructions
(Rev. 12/31/08)
4386

LEGAL DISCLAIMER

The information provided here is for general guidance only. It should not be considered as, or substituted for, legal advice. The department's staff is not permitted to give legal advice. Please read the laws, regulations, and applicable court decisions carefully before applying.

Processing of applications may take six to eight weeks, or more. 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 or more for a hearing to be held and a decision made on the application by the Administrative Law Court.

This information in this form does not constitute all of the statutes and regulations established by law. See SC Code of Laws and Regulations at the Departments Website: <http://www.sctax.org>

Mail application to:

SC Department of Revenue, ABL Section, Columbia, SC 29214-0907.

Telephone (803) 898-5864, FAX (803) 898-5899, DOR Website: <http://www.sctax.org>

Apply Online: <http://www.scbos.com>

Applicable laws:

Beer, wine and alcoholic liquors are governed by SC Code of Laws Title 61, Chapters 2, 4, and 6, Title 12 Chapters 21 and 33, Title 20 Chapter 7, and Title 33 Chapter 42. Regulations can be found in Chapter 7 of the Code of Regulations. The SC Code of Laws and Regulations can be accessed over the web at <http://www.sctax.org> <http://www.myscgov.com> or at your local public library.

GENERAL QUALIFICATIONS

A. Qualifications of applicants for all license types:

1. A Sole Proprietor must be 21 years of age, be of good moral character, be a legal resident of the United States and **must be a legal resident of South Carolina for 30 days prior to submitting an application to this department.**
2. The applicant must be the owner of the business seeking the license and must not previously have had a license revoked within the past five years.
3. All principals, officers, agents, and employees listed on the license must be over the age of 21 and be of good moral character. **A current criminal history background check of not more than 90 days old, on each principal, officer, and employee must accompany this application.**
4. You must obtain a sales tax retail license to conduct business and if charging admission you must obtain an admissions tax license. To obtain a retail license complete form SCTC-111 or visit our website and register online at SCBOS and pay a \$50 license fee. An admissions tax license may be obtained by completing form L-514 which can also be found on our website. There is no charge for this license. If completing SCTC-111 and/or L-514 you may attach it to this application with a separate check for the fee, or you may mail it to the address on the respective forms.
5. Please check with the city and/or county authorities to insure you are in compliance with zoning laws and local business license requirements.

B. Tax liabilities:

A license or permit cannot be issued if the applicant or any principal has any outstanding tax liabilities with the SC Department of Revenue.

C. Sign posting:

1. An agent of the S.C. State Law Enforcement Division (SLED) must post and remove a sign at the proposed place of business.
2. This sign must remain posted for at least fifteen days, and may be removed only by the SLED agent. If the sign disappears before the SLED Agent removes it, contact the S.C. Department of Revenue or SLED immediately. Permits/Licenses will not be issued until the afternoon of the fourth day after the sign is taken down by Agent; unless your published ad provides for a later date.

43861020

D. 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 not be filed until you have furnished a receipt from the approved newspaper indicating that you have paid for the Notice of Application.
4. To complete your application, you must:
 - (a) submit your Affidavit of Publication and a copy of the ad furnished to you by the newspaper office.

SAMPLE ADVERTISEMENT

NOTICE OF APPLICATION

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

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, ABL SECTION, P.O. Box 125, Columbia, SC 29214-0907;**
or faxed to: (803) 898-5899.

E. Finding the correct newspaper to publish your advertisement:

1. Refer to page 3 and find the county in which your business is located.
2. If your business is **NOT** located in the city or municipal limits, or if you do not find the city or municipality in which your business is located, **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.
3. If your business is **within** the **city or municipal limits and that city is listed** on page 3, place your advertisement in a **newspaper listed below that city or municipality.**

If you are not sure, please call this office at (803) 898-5864 before advertising.

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



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*.



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

Abbeville County
Press & Banner

Aiken County
Aiken Standard
The State
NORTH AUGUSTA
The Star

Allendale County
People-Sentinel

Anderson County
Independent Mail
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
Gaffney Ledger
Spartanburg Herald
GAFFNEY
Cherokee Chronicle
Gaffney Ledger
BLACKSBURG
Blacksburg Times
Gaffney Ledger

Chester County
News & Reporter

Chesterfield County
Cheraw Chronicle
CHERAW
The Link
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
Columbia 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

PERMITS AND LICENSE TYPES

F. Explanation of types of license and/or permit:

1. **Off-premises beer and wine permit:**
Authorizes the sale of beer and wine "to go" only.
2. **On-premises beer and wine permit:**
Authorizes the sale of beer and wine "to go" and also authorize consumption on the licensed premises.
3. **7-day beer and wine permit:**
Authorizes the sale of beer "to go" only, 7 days a week, with no restrictions on hours of sale and only issued in counties or municipalities that have passed a referendum allowing Sunday sale of beer.
4. **Brewpub permit:**
Authorizes the sale of beer and wine, the manufacture of beer, and the consumption of these products on the permitted premises.
5. **Sunday/Sabbath beer and wine permit:**
Authorizes the sale and consumption of beer and wine on Sunday if you close your business on Saturday for religious purposes. These permits are only issued in counties or municipalities that have passed a referendum allowing Sunday sale of beer.
6. **Business liquor by the drink license:**
Authorizes the sale and consumption of alcoholic liquors on the licensed premises. These licenses are issued to **Restaurants** and **Hotels/ Motels ONLY**.
7. **Nonprofit private club liquor by the drink license:**
Authorizes the sale and consumption of alcoholic liquors on the licensed premises. These licenses are issued **ONLY** to nonprofit organizations chartered by SC Secretary of State Office. These locations may not be open to the general public.
8. **Retail liquor license:**
Authorizes the sale of liquor "to go" only. These licenses are issued to retail locations for the sale of alcoholic liquors and/or wines containing up to 21% alcohol by volume.
9. **Alcoholic liquors cooking license:**
Authorizes the holder to use alcoholic liquors for cooking purposes only.
10. **120 day temporary nonprofit or business (restaurant/hotel/motel) liquor by the drink license:**
Authorizes a person who purchases or otherwise acquires a retail business which is licensed to sell liquor by the drink **at the business**, upon initiating the application process, may be issued a temporary Liquor by the Drink license.
11. **120 day temporary retail liquor license:**
Authorizes a person who purchases or otherwise acquires a retail business, which is licensed to sell retail liquor at the business, upon initiating the application process, may be issued a temporary liquor license.
12. **Local Option Permit:**
Only available to food establishments and places of lodging that have a liquor by the drink license. Permits are only available in those counties and municipalities where a majority of the qualified electors have approved them in a referendum vote.

BEER AND WINE PERMITS

G. On or off-premises beer and wine permit requirements:

1. On or off-premises beer and wine three tier rule: No person, partner or member may have any financial interest of any kind in any other tier of the beer, wine, or alcoholic beverage industry. For example, the applicant, partnership or L.L.P. seeking a retail beer and wine permit must not have a financial interest of any kind in a beer and wine wholesale business or a brewery.
2. On-premises permits require the location to have functioning restrooms available for use by customers.

H. Special seven day permit requirements:

1. In counties and municipalities where the public has approved by referendum, retailers may apply for a special permit that allows for the sale of beer and wine seven days a week, 24 hours a day for off premises consumption.
2. The cost of this biennial permit is \$2200.00.
3. Currently, these permits are available for businesses located in the following counties: **Beaufort, Charleston, Dorchester, Georgetown, Horry and the unincorporated areas of Richland County**. They are also available for businesses located in the municipalities of **Aiken, Bluffton, Blythewood, Columbia, Daniel Island, Edisto Beach, Florence, Goose Creek, Greenville, Hanahan, Hilton Head Island, Mauldin, North Charleston, Port Royal, Summerville, Tega Cay and Yemassee**.

I. Brewpub permit requirements:

1. Must be a tavern, public house, restaurant, or hotel that produces on the permitted premises a maximum of two thousand barrels a year of beer for sale on the premises (see Code Section 61-4-1740 for restrictions).
2. Must meet Department of Health and Environmental Control rules for eating/drinking establishments (see Code Section 61-4-1750).
3. Once registered you will be liable for S.C. beer excise tax on all beer produced. DOR will mail you a monthly excise tax return (L-600) to remit your payment. For more info on this tax please call 803-896-1970.

J. Sunday/Sabbath Beer and Wine Permit:

This permit authorizes the sale and consumption of beer and wine on Sunday if you close your business on Saturday for religious purposes. These permits are issued in counties or municipalities that have passed a referendum allowing Sunday sale of beer. If you operate on Saturdays while holding this permit, the Department will revoke your permit to sell beer and wine (see Code Section 61-4-620).

LIQUOR LICENSES

K. General Location Requirements for Business liquor by the drink, Nonprofit private club liquor by the drink, and Retail liquor store:

1. Your business must be at least 300 feet from a church, school or playground if the church, school, or playground is located in the city.
2. Your business must be at least 500 feet from a church, school, or playground if the church, school, or playground is located in the county.
3. These requirements do not apply if the establishment or location was established prior to November 7, 1962 or if you are acquiring a business that is currently licensed to sell alcohol. ABL regulation 7-303 establishes how this measurement is conducted.

L. Business restaurant liquor by the drink requirements:

1. Your business must be primarily engaged in the preparation and serving of meals.
2. Your business must have seating for at least 40 people simultaneously at tables for the service of meals each day it is open for business and available in all types of weather.
3. Your business must have a kitchen that is in a separate area of the business and that is used solely for the preparation and serving of solid foods that make up meals.
4. Your kitchen must have a working fixed grill, stove, or microwave oven.
5. You must have a functioning cold storage unit with a minimum of 21 cubic feet capacity.
6. You must have a menu or sign listing the meals offered at your place of business.
7. There must be adequate food on the premises of your business to serve 40 people a hot meal. (Prepackaged single portioned foods prepared off the premises will not count as adequate food.)
8. You must have (or plan to have by the time you open for business) hot meals during normal "mealtimes" which occur when your business plans to be open to the public.
9. The bar area used for storing and dispensing liquor by the drink must be lighted (or plan to be lighted by the time you open for business) so that customers have a clear view of all activities taking place in the bar area.
10. Your place of business must have a Grade A Restaurant License issued by the Health Department. **Before your liquor by the drink license can be issued, you must furnish to the Department a copy of the inspection form given to you by the Health Department showing that the Grade A Restaurant License has been issued.**
11. You must have functioning restrooms available for use by customers.
12. If you are selling liquor by the drink (from "big bottles" and/or you sell liquor by the drink in minibottles) you are required to remit the five percent liquor by the drink excise tax. Upon completion of the ABL registration process you will receive an information packet that includes the liquor by the drink return and procedures on remitting the liquor by the drink excise tax.

M. Business hotel/motel liquor by the drink requirements:

1. Your business must have at least 20 rooms to rent to the public as accommodations for lodging.
2. The bar area used for storing and dispensing liquor by the drink must be lighted (or plan to be lighted by the time you open for business) so that customers have a clear view of all activities taking place in the bar area.
3. Sales and consumption are restricted to the interior of the building and do not extend to the parking area even if food is served in these areas.

N. Nonprofit organizations (private clubs) liquor by the drink requirements:

1. The premises to be licensed must not be open to the general public and must have limited membership.
2. The premises to be licensed must be located in a place separate and distinct from the premises of any business establishment. (This means that the location must have a separate address, separate entrance, and cannot be connected by common doors or passageways with any other business premises.)
3. The club's by-laws must have a fixed method of electing persons on an individual basis to the membership in the organization.
4. The method of electing members must bear some reasonable relationship to the object and purpose of your organization.
5. The club's by-laws must require that upon dissolution of the organization, its residual assets must not inure to the direct benefit of any member, but must be turned over to a nonprofit organization, which is organized and operated for charitable purposes.
6. Your organization's by-laws, charter, or constitution must require that it be operated solely and exclusively for social, benevolent, patriotic, recreational, or fraternal purposes. You must attach a copy of your club's by-laws, a certified copy of the organization's charter, articles of incorporation, or constitution.
7. The bar area used for storing and dispensing liquor by the drink must be lighted (or plan to be lighted by the time you open for business) so that members have a clear view of all activities taking place in the bar area.
8. You must have functioning restrooms available for use by members.
9. If you are selling liquor by the drink (from "big bottles" and/or you sell liquor by the drink in minibottles) you are required to remit the five percent liquor by the drink excise tax. Upon completion of the ABL registration process you will receive an information packet that includes the liquor by the drink return and procedures on remitting the liquor by the drink excise tax.

O. Retail liquor store:

1. No more than **three** retail dealer licenses may be issued to one licensee. No more than three retail dealer licenses may be issued for the use of one corporation, association, partnership, or limited partnership. A corporation having the use of a retail dealer license that is owned by another corporation is considered to be holding the retail dealer license for the use of the owning corporation. In addition no person, directly or indirectly, individually or as a member of a partnership or an association, as a member or stockholder of a corporation, or a relative to a person by blood or marriage within the second degree, may have any interest in more than three retail liquor stores licensed.
2. A retail dealer must maintain a separate store or place of business with not more than two means of public ingress or egress which must be on the front or the same side of the building, except that the doors may be located at the corner of two adjacent sides of the building. One additional door, not in the front, is allowed if used solely for the receipt of commercial deliveries or an emergency exit.
3. Non-alcoholic merchandise is prohibited except as described in code section 61-6-1540.

120 DAY TEMPORARY LICENSES

P. 120 day temporary beer & wine permits:

1. The existing business must have a biennial permit/license that has not expired, been suspended or revoked.
2. A \$25 fee is required for each temporary permit requested.
3. Attach a copy of the bill of sale, lease, probate document, divorce decree, or eviction order, or document showing how the business was acquired.
4. Must attach the existing original permit/license.
5. Be sure to include your Sales Tax License Number on your ABL-901 application.

Q. 120 day temporary business (restaurant/hotel/motel) liquor by the drink license requirements:

1. The existing business must have a biennial permit/license that has not expired, been suspended or revoked.
2. A \$25 fee is required for each temporary permit requested, plus an additional \$5 Certification fee.
3. Must attach a copy of the bill of sale, lease, probate document, divorce decree, or eviction order, or document showing how the business was acquired.
4. Must attach the existing original permit/license.
5. Must attach a current Grade A health rating.
6. Be sure to include your Sales Tax License Number on your ABL-901 application.

R. 120 day temporary Nonprofit/private club liquor by the drink license requirements:

1. The existing business must have a biennial permit/license that has not expired, been suspended or revoked.
2. A \$25 fee is required for each temporary permit requested, plus an additional \$5 Certification fee.
3. Attach a copy of the bill of sale, lease, probate document, divorce decree, or eviction order, or document showing how the business was acquired.
4. Must attach the existing original permit/license.
5. Must submit a copy of organizational by-laws.
6. Be sure to include your Sales Tax License Number on your ABL-901 application.

S. 120 day temporary retail liquor license requirements:

1. The existing business must have a biennial permit/license that has not expired, been suspended or revoked.
2. A \$25 fee is required for each temporary permit requested, plus an additional \$5 Certification fee.
3. Attach a copy of the bill of sale, lease, probate document, divorce decree, or eviction order, or document showing how the business was acquired.
4. Must attach the existing original permit/license.
5. Be sure to include your Sales Tax License Number on your ABL-901 application.

T. Local Option Permits:

1. May only be issued to licensed liquor by the drink businesses, which qualify as a food service establishment or a place of lodging. See Code sections 61-6-20(2) & 61-6-20(4).
2. These businesses must be located in counties or municipalities where a majority of the voters have approved the sale of alcoholic liquors on Sundays by a referendum vote.
3. A twenty-four hour permit may be obtained for a fee of \$200. To apply for local option permits complete form ABL-29.
4. An annual fifty-two week permit may be obtained for a nonrefundable fee of \$3050. To apply for a fifty-two week permit complete form ABL-29A.
5. Pursuant to S.C Code section 61-6-2010, the optional 52 week permit must not extend beyond the expiration date of the biennial license issued. If the expiration date is less than 52 weeks from the date of the application for the annual permit, the department will prorate the \$3050.00 fee on a monthly basis.

HOURS OF SALE

U. Nonprofit Organizations (Private Clubs):

1. These locations may sell, and members and guests of members may consume, liquor on these premises between the hours of 10:00 a.m. and 2:00 a.m. seven days a week. See Code Section 61-6-1610. For more information on private clubs, see SC Regulation 7-401.

V. Food Service Establishments and Places of Lodging

1. These locations may sell, and patrons may consume, liquor on these premises between the hours of 10:00 a.m. and 2:00 a.m. the following morning, except between midnight Saturday night and midnight Sunday night.
2. Locations holding a business sale and consumption license: may sell and patrons may consume liquor during the following hours:

10:00am	Mon.	until	2:00am	Tues.	morning
10:00am	Tues.	until	2:00am	Wed.	morning
10:00am	Wed.	until	2:00am	Thurs.	morning
10:00am	Thurs.	until	2:00am	Fri.	morning
10:00am	Fri.	until	2:00am	Sat.	morning
10:00am	Sat.	until	12:00am	Sun.	morning
12:01am	Mon.	until	2:00am	Mon.	morning

W. Locations with a Local Option Permit:

1. These locations may sell and patrons may consume liquor on these premises between 10:00 am and 2:00 am the following morning.
2. Locations with a local option permit may sell and patrons may consume liquor during the following hours:

10:00am	Mon.	until	2:00am	Tues.	morning
10:00am	Tues.	until	2:00am	Wed.	morning
10:00am	Wed.	until	2:00am	Thurs.	morning
10:00am	Thurs.	until	2:00am	Fri.	morning
10:00am	Fri.	until	2:00am	Sat.	morning
10:00am	Sat.	until	2:00am	Sun.	morning
10:00am	Sun.	until	2:00am	Mon.	morning

**X. Locations Licensed for On-Premise Consumption of Beer or Wine
(NOTE: Cities and Counties may restrict hours of sales)**

1. **Locations licensed to sell beer or wine ONLY for on-premise consumption:**
These locations may sell, and patrons may consume, beer or wine on these premises at anytime except between midnight Saturday night and sunrise Monday morning. This allows such locations to sell (and patrons to consume) beer or wine at anytime after sunrise Monday morning until midnight Saturday night.
2. **Locations licensed to sell Beer/Wine AND licensed to sell liquor for on-premise consumption:**
In addition to the hours that beer or wine may be sold in X(1), these locations may sell, and patrons may consume, beer or wine on these premises during the same hours the location is permitted to sell, and patrons are allowed to consume liquor.

**Y. Retail: Locations licensed for off-premise consumption:
(NOTE: Cities and Counties may restrict hours of sales)**

1. **Sale of beer and wine for off premise consumption:**
Locations may sell beer and wine 24 hours a day, except between the hours of 12:00AM Saturday night and sunrise Monday morning.
2. **Seven day permit:**
If you have a special seven day permit you may sell beer and wine 24 hours, 7 days a week. (These businesses must be located in counties and municipalities where a majority of the voters have approved the sale of alcoholic liquors on Sundays by referendum vote.)

Z. Application Process

1. Department of Revenue receives application.
2. Normal processing time of a non-protested application is six to eight weeks, or more.
3. Department of Revenue forwards application information to the State Law Enforcement Division (SLED) for investigation.
4. A SLED agent will notify your contact person to set up an appointment.

WHAT YOU NEED FOR THE SLED APPOINTMENT/CONTACT

5. **WHO MUST MEET WITH THE AGENT?** The Contact Person, or person(s) who applied as a sole proprietorship or as a partnership, or one or more partners as a corporation, or someone with knowledge about the corporation, or as an officer of an organization, as a nonprofit organization.
6. **Information and documentation to bring to the meeting:**
 - (a) **Proof, all partners, sole proprietors, corporate officers, non-profit organization officers and/or directors are 21 years of age;**
 - (b) **Proof, sole proprietor the designated agent of a corporation or non-profit organization is a legal resident of the U.S., have been a S.C. resident and have maintained your principle place of abode in S.C. for at least 30 days. A S.C. driver's license is adequate to prove residence. If you do not have a S.C. driver's license, you will need to bring other documentation);**

7. If you have applied as a **corporation** and if the corporation is not publicly traded, this person should have with them documentation to show the officers of the corporation and the stockholders of the corporation. This information should include how many shares each stockholder owns. The corporate stock book will provide this information. If that book is not available, you can furnish a letter from the corporate attorney listing the officers, stockholders, and numbers of shares owned by each stockholder.
8. If you applied as a **nonprofit organization** you will need to have available for inspection the minutes of the meeting of the organization for the past year, and a list of the members of the organization showing the date they applied for membership, the acceptance date of membership, the date fees and dues were paid by each member, the amount paid, and the mailing address of each member.
9. **Proof of ownership/acquisition of business: A copy of the bill of sale, lease, probate document, divorce decree, eviction order, or other documentation. The bill of sale or lease must be in the name of the applicant.**
10. **If you fail to bring the required documentation to the meeting with the SLED agent, it will delay your application, and you will be required to furnish this documentation to the Department of Revenue at its Columbia office before your license or permit can be issued.**
11. After your meeting, the agent will post a sign at your place of business informing the public of your application. This sign must remain posted for at least fifteen days, and must be removed only by the SLED agent.
12. If we receive a protest to your application from a member of the public or from law enforcement, your permit or license cannot be issued until a public hearing is held before the Administrative Law Court. If a protest is received you will be informed and will be given additional information at that time.

AA. Protests

1. Any person residing in the county where a beer, wine or liquor by the drink license is being sought, or any person residing within five miles of the location, may protest the issuance of the license.
2. A protest will delay an application as a contested case hearing must be held before the Administrative Law Court (ALC). It may take two to six months or more for a hearing to be held from the time the file is transmitted to the ALC by the Department of Revenue.
3. Files cannot be transmitted to the ALC until the application file and the SLED investigation is complete and the **applicant** has requested a hearing. If a hearing is not requested by the applicant the license or permit is denied.
4. Once the Department has transmitted an application to the Administrative Law Court, a hearing will be scheduled.
5. Once this has been done, all requests for information and all motions must be filed with the Administrative Law Court, 1205 Pendleton St., Ste 224, Columbia, SC 29211. The telephone number of the Administrative Law Court is (803) 734-0550.