

**To be eligible for a new Alcohol License, you must meet the applicable requirement:**

- **Sole Proprietorship:** You must have been a resident of South Carolina for at least 30 days.
- **General Partnership:** The Partnership must have been formed in South Carolina for at least 30 days.
- **Corporation, Limited Liability Corporations (LLCs), and Limited Liability Partnerships (LLPs):** The entity must have been registered with the South Carolina Secretary of State's (SCSOS) office for at least 30 days.

**Submit all of the following documents for any entity type:**

- \_\_\_ 1. Completed application, signed and dated
- \_\_\_ 2. Completed ABL-946 for each principal
- \_\_\_ 3. Completed ABL-920 if applying as a sole proprietor
- \_\_\_ 4. Criminal record check (CRC) for all principals that is less than 90 days old.
- If the principal has lived in SC for two years or more, submit the CRC from SLED at **www.sled.sc.gov**.
  - If the principal has lived in SC for less than two years, the statewide CRC must be submitted from the previous state of residency and from SLED at **www.sled.sc.gov**.
  - If the principal is not an SC resident, the statewide CRC must be submitted from the current state of residency.
  - Attach a disposition for any charge that does not list the court charges determination.
- \_\_\_ 5. The receipt or affidavit from the advertisement you ran in an approved newspaper. The advertisement must have run within the last 90 days. You can obtain a list of approved newspapers on the ABL-32, available at **dor.sc.gov/forms**.
- \_\_\_ 6. Completed ABL-977 or a copy of your lease, deed, or tax bill. If subleased, provide a copy of the assignment of lease.
- \_\_\_ 7. Copy of the agreement between you and the manufacturer.

**LLCs, LLPs, and General Partnerships are required to submit:**

- \_\_\_ LLC Operating Agreement, Partnership Agreement, or the ABL-919



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

**ABL-903**  
**Instructions**  
(Rev. 12/1/21)  
4419

**The information provided is for general guidance only. It should not be considered or substituted for legal advice. SCDOR representatives will not provide legal advice. Read the laws, regulations, and applicable court decisions carefully before applying.**

The SCDOR will process your application within 6-8 weeks. This process will be delayed if the SCDOR denies your application. All applications that are denied or have been protested are subject to a hearing with the Administrative Law Court.

**Mail to:** SCDOR, ABL Section, PO Box 125, Columbia, SC 29214-0907

**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. Find regulations in Chapter 7 of the Code of Regulations. Laws and regulations are available at [dor.sc.gov/policy](http://dor.sc.gov/policy). All applicable legal statutes and regulations are not included in this application.

## GENERAL QUALIFICATIONS

**A. Qualifications of applicants for all license types:**

1. All principals, officers, and employees must be at least 21 years old, be of good moral character, be a legal resident of or have legal authority to be in the United States, and **must be registered with the SCSOS and/or a legal resident of South Carolina for 30 days prior to submitting an application to the SCDOR.**
2. The applicant must be the owner of the business seeking the license and/or permit.
3. The applicant must not have had a Beer and Wine Permit revoked within the last two years or a Liquor License revoked within the last five years.
4. The proposed business can apply for a Sales Retail License for \$50 at [MyDORWAY.dor.sc.gov](http://MyDORWAY.dor.sc.gov). If you will be charging admission, apply for a free Admissions Tax License at [MyDORWAY.dor.sc.gov](http://MyDORWAY.dor.sc.gov).
5. Check with the city and county authorities to ensure you are in compliance with zoning laws and local business license requirements.

**B. Tax liabilities:**

A license and/or permit cannot be issued if the applicant or any principals have any outstanding tax liabilities with the SCDOR.

**C. Sign posting:**

1. A SLED Agent will post and remove a sign at the proposed place of business.
2. This sign must remain posted for 15 days. It can only be removed by the SLED Agent. If the sign is removed by anyone other than the SLED Agent, contact the SCDOR or SLED immediately.

**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 SCDOR for the proposed business.
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 and/or permit applied for and the exact location of the proposed business. An applicant applying for both a Beer and Wine Permit and a Liquor License may use the same advertisement for both if the SCDOR approves the advertisement.
3. The ad receipt from the approved newspaper must be submitted before the application can be processed.
4. The Affidavit of Publication must be submitted and approved by the SCDOR before a license and/or permit can be issued.

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**SAMPLE ADVERTISEMENT**

**NOTICE OF APPLICATION**

Notice is hereby given that \_\_\_\_\_ intends to apply to the South Carolina Department of Revenue  
(legal entity name or sole proprietor)  
for a license and/or permit that will allow the sale and \_\_\_\_\_ premises consumption of \_\_\_\_\_  
(on/off) (beer, wine, and/or liquor)  
at \_\_\_\_\_. To object to the issuance of this license and/or permit, written  
(exact street address, city, state and ZIP)  
protest must be postmarked no later than \_\_\_\_\_.  
(16 days from the date of the publication of the first advertisement)

Mail protests to **SCDOR, ABL Section, PO Box 125, Columbia, SC 29214-0907** or email to **ABL@dor.sc.gov**.

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**E. Finding the correct newspaper to publish your advertisement:**

1. Refer to the ABL-32, Approved Newspapers for ABL Legal Advertisements, to determine the approved newspaper for the municipality or county where the proposed business is located.
2. If your business is located within a municipality with a qualifying newspaper, you may place your ad in one of the municipality-specific newspapers **or** in one of the county-wide newspapers.
3. If your business is not located within one of the listed municipalities, you **must** place your ad in one of the county-wide newspapers.
4. If you place your advertisement in an incorrect newspaper, you will have to rerun the ad in an approved newspaper.

**If you are unsure, contact the ABL section at 803-898-5864 before placing the ad in the newspaper.**

**Example:**

- **HORRY COUNTY**
    - The Sun News
    - **Conway**
    - The Horry Independent
    - **Garden City**
    - Myrtle Beach Herald
- } If your business is located in **Aynor**, a municipality which is **not** listed under **HORRY COUNTY**, you must publish your advertisement in The Sun News.
- } If your business is located in **Garden City**, a municipality which **is** listed under **HORRY COUNTY**, you can publish your advertisement in Myrtle Beach Herald or The Sun News.

## Approved Newspapers for ABL Legal Advertisements

ABL-32 (Rev. 11/30/21)

If your business is located within a municipality with a qualifying newspaper, you may place your ad in one of the municipality-specific newspapers **or** in one of the county-wide newspapers.

If your business is not located within one of the listed municipalities, you **must** place your ad in one of the county-wide newspapers.

- **ABBEVILLE COUNTY**  
The 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
  - **Pelzer**  
The Journal
  - **Piedmont**  
The Journal
  - **Williamston**  
The Journal
- **BAMBERG COUNTY**  
Bamberg County Leader
- **BARNWELL COUNTY**  
The People-Sentinel
- **BEAUFORT COUNTY**  
Bluffton Today  
The Beaufort Gazette  
The Island Packet
- **BERKELEY COUNTY**  
The Berkeley Independent  
The Post & Courier
  - **Goose Creek**  
The Gazette
  - **North Charleston**  
North Charleston News
  - **Summerville**  
Summerville Journal-Scene
- **CALHOUN COUNTY**  
The Calhoun Times Leader
- **CHARLESTON COUNTY**  
The Post & Courier
  - **North Charleston**  
North Charleston News
  - **Summerville**  
Summerville Journal-Scene
- **CHEROKEE COUNTY**  
Spartanburg Herald  
The Gaffney Ledger
- **CHESTER COUNTY**  
The News & Reporter
- **CHESTERFIELD COUNTY**  
Chesterfield County News & Shopper  
The Link
  - **Jefferson**  
Pageland Progressive Journal
  - **Mt. Croghan**  
Pageland Progressive Journal
  - **Pageland**  
Pageland Progressive Journal
- **CLARENDON COUNTY**  
The Manning Times  
The Sumter Item
- **COLLETON COUNTY**  
Press & Standard  
The Post & Courier
- **DARLINGTON COUNTY**  
Darlington County News & Press
  - **Hartsville**  
Hartsville News Journal  
The Hartsville Messenger
- **DILLON COUNTY**  
The Dillon Herald
- **DORCHESTER COUNTY**  
The Post & Courier
  - **St. George**  
The Dorchester Eagle-Record
  - **Summerville**  
The Summerville Journal Scene
- **EDGEFIELD COUNTY**  
The Edgefield Advertiser
- **FAIRFIELD COUNTY**  
The State  
The Voice of Fairfield County
- **FLORENCE COUNTY**  
Morning News  
News Journal
- **GEORGETOWN COUNTY**  
Georgetown Times
  - **Pawleys Island**  
Coastal Observer
- **GREENVILLE COUNTY**  
Greenville Journal  
The Greenville News
  - **Greer**  
The Greer Citizen
  - **Piedmont**  
The Journal
  - **Simpsonville**  
Tribune-Times
  - **Travelers Rest**  
Travelers Rest Monitor
- **GREENWOOD COUNTY**  
Index Journal
  - **Ware Shoals**  
The Observer
- **HAMPTON COUNTY**  
The Hampton County Guardian
- **HORRY COUNTY**  
The Sun News
  - **Conway**  
The Horry Independent
  - **Garden City**  
Myrtle Beach Herald
  - **Loris**  
The Loris Scene
  - **Murrells Inlet**  
Myrtle Beach Herald
  - **Myrtle Beach**  
Myrtle Beach Herald
  - **North Myrtle Beach**  
North Myrtle Beach Times
  - **Surfside Beach**  
Myrtle Beach Herald
- **JASPER COUNTY**  
Jasper County Sun Times
- **KERSHAW COUNTY**  
Chronicle-Independent  
The State
- **LANCASTER COUNTY**  
The Lancaster News
  - **Kershaw**  
The News-Era
- **LAURENS COUNTY**  
Laurens County Advertiser  
The Clinton Chronicle
- **LEE COUNTY**  
Lee County Observer
- **LEXINGTON COUNTY**  
Free Times  
The State
  - **Batesburg-Leesville**  
The Twin-City News
  - **Chapin**  
Lake Murray News
  - **Irmo**  
New Irmo News
  - **Lexington**  
Chronicle and Dispatch News
  - **St. Andrews**  
New Irmo News
- **MARION COUNTY**  
Marion Star & Mullins Enterprise
- **MARLBORO COUNTY**  
Herald-Advocate
- **MCCORMICK COUNTY**  
McCormick Messenger
- **NEWBERRY COUNTY**  
Newberry Observer
- **OCONEE COUNTY**  
The Journal
- **ORANGEBURG COUNTY**  
The Times & Democrat
- **PICKENS COUNTY**  
The Greenville News  
Pickens County Courier  
The Sentinel-Progress
  - **Clemson**  
The Journal
- **RICHLAND COUNTY**  
Free Times  
The Columbia Star  
The State
  - **Blythewood**  
The Country Chronicle
  - **Irmo**  
New Irmo News
- **SALUDA COUNTY**  
Saluda Standard-Sentinel
- **SPARTANBURG COUNTY**  
Herald-Journal
  - **Landrum**  
The News Leader
- **SUMTER COUNTY**  
The Sumter Item
- **UNION COUNTY**  
Union County News
- **WILLIAMSBURG COUNTY**  
The News
- **YORK COUNTY**  
The Herald
  - **Fort Mill**  
Fort Mill Times

## 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 18 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.

1350

dor.sc.gov



STATE OF SOUTH CAROLINA  
DEPARTMENT OF REVENUE  
**APPLICATION FOR  
FOOD MANUFACTURER'S LICENSE**

**ABL-903**

(Rev. 8/20/21)  
4309

**Mail to:** SCDOR, ABL Section, PO Box 125, Columbia, SC 29214-0907

**Email:** ABL@dor.sc.gov

**Nonrefundable Filing Fee:** \$200

**License Fee:** \$1,400 biennially

**Expires:** August 31 of even numbered years

File number: \_\_\_\_\_

PRINT ALL INFORMATION

<b>1. Legal entity name or sole proprietor</b>		<b>2. Trade name (doing business as)</b>	
<b>3. Physical location of business (no PO box)</b>		<b>4. Business phone number</b>	<b>Principal's phone number</b>
_____ Street		<b>5. FEIN/SSN</b>	
_____ City	_____ County	_____ State	_____ ZIP
<b>6. Email</b>		<b>7. Mailing address</b>	
_____ Designated agent		<b>8. Physical location of records (no PO box)</b>	
_____ Street		_____ Street	
_____ City	_____ County	_____ State	_____ ZIP
<b>9. Type of ownership</b>			
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> LLC/LLP			
<input type="checkbox"/> SC Corporation      Date of Inc. _____			
<input type="checkbox"/> Foreign Corporation      State of Inc. _____      Date of Inc. _____			
<input type="checkbox"/> Other (explain) _____			

43091024

**DESIGNATED AGENT**

You must designate a person to receive all notices from the SCDOR concerning your license and/or permit. These notices will be sent to the person at the mailing address provided in section 3. It is your responsibility to keep the SCDOR informed of any change to your designated agent or mailing address, as the law will presume you received all notices sent to the address you have given us.

Name of Designated Agent \_\_\_\_\_

**CONTACT PERSON**

**The contact person must be a principal listed on the ABL-946, Consent and Waiver.  
Attorneys are only required to submit a Letter of Representation.  
Accountants are only required to submit an SC-2848.**

SLED 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 license and/or permit to discuss the business and ownership of the business. Provide the name, phone, and email of the contact person who can meet with the SLED agent for this purpose.

Name of Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

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**The SCDOR will process your application within 6-8 weeks. This process will be delayed if the SCDOR denies your application. All applications that are denied or have been protested are subject to a hearing with the Administrative Law Court.**

I certify that this business meets the legal requirements under South Carolina law for the license and/or permit type for which this application is being filed. For a general summary of the qualifications and legal requirements for beer, wine, and liquor permits and licenses, see the ABL-975. Beer, wine, and liquor 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 are found in Chapter 7 of the Code of Regulations. Read the full code sections at [dor.sc.gov/policy](http://dor.sc.gov/policy).

I understand that a misstatement or concealment of fact in an application is sufficient grounds for the revocation of the license and/or permit. Under penalties of perjury, I declare that I have read and understood this form and the information I have provided herein is true, correct, and complete.

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

**Social Security Privacy Act Disclosure**

It is mandatory that you provide your Social Security Number on this tax form if you are an individual taxpayer. 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 SCDOR must provide identifying numbers, as prescribed, for securing proper identification. Your Social Security Number is used for identification purposes.



**Mail to:** SCDOR, ABL Section, PO Box 125, Columbia, SC 29214-0907

**Email:** ABL@dor.sc.gov

**What you need to know:**

- The SCDOR cannot issue a license and/or permit to anyone that owes delinquent taxes, penalties, or interest.
- You are waiving your rights under SC Code Sections 12-54-240 and 30-2-1. You can read the full code sections at [dor.sc.gov/policy](http://dor.sc.gov/policy).
- The SCDOR has the right to share information with other principals or applicants in order to process the application or renewal.

Legal entity name \_\_\_\_\_ FEIN \_\_\_\_\_

Principal's name \_\_\_\_\_

Home address (no PO box) \_\_\_\_\_  
Street

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Date of SC residency (mm/dd/yyyy) \_\_\_\_\_ Date of birth (mm/dd/yyyy) \_\_\_\_\_

SSN \_\_\_\_\_ FEIN \_\_\_\_\_ Percent of ownership \_\_\_\_\_

Principal types (Check one):

- Owner     Corporate officer     Partner     Member (LLC)     Manager (LLC)
- Employee/Manager     Nonprofit officer     Fiduciary     Publicly traded agent

Have you as an individual, or as an organization in which you were a principal, had any license to sell beer, wine, or liquor revoked or suspended in this state or any other state?

Yes     No    **If yes, you must attach an explanation.**

Have you been convicted of a crime in South Carolina or any other state?

Yes     No    **If yes, you must attach an explanation.**

I understand that a misstatement or concealment of fact in an application is sufficient grounds for the revocation of the license and/or permit. Under penalties of perjury, I declare that I have read and understood this form and the information I have provided herein is true, correct, and complete.

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

**Social Security Privacy Act Disclosure**

It is mandatory that you provide your Social Security Number on this tax form if you are an individual taxpayer. 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 SCDOR must provide identifying numbers, as prescribed, for securing proper identification. Your Social Security Number is used for identification purposes.



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

**Mail to:** SCDOR, ABL Section, PO Box 125, Columbia, SC 29214-0907

**Email:** ABL@dor.sc.gov

**Only Sole Proprietors must complete this form, as required by SC Code Section 8-29-10 and Title 61.**

I, \_\_\_\_\_ of \_\_\_\_\_,  
Print clearly first, middle, and last name Home address (no PO box)  
\_\_\_\_\_  
City State ZIP

being first duly sworn, deposes and state the following:

Name change/alias:  Yes  No

**If yes, list:** \_\_\_\_\_

**Check ONLY one box:** See Instructions and Definitions for accepted documents. Principals must be at least 21 years old.

1. I am a **United States Citizen**.
2. I am a **Legal Permanent Resident**.
3. I am a **Qualified Alien** under the Federal Immigration and Nationality Act, Public Law 82-44.
4. I am a **Foreign Citizen**, and resident of \_\_\_\_\_  
Country of residency  
and reside at \_\_\_\_\_,  
Home address (no PO box) City, State, and ZIP
5. Other (**Explain**): \_\_\_\_\_  
\_\_\_\_\_  
Date of birth (mm/dd/yyyy) Alien Registration number

**YOU MUST ATTACH A COPY OF ALL IMMIGRATION DOCUMENTS**

This affirmation must be completed by all sole proprietors, or the application will be denied. This affirmation will also apply during any renewal. Any change in immigration or citizenship status must immediately be reported to the SCDOR. Willfully making a false statement on this affirmation is a felony, punishable by fines and/or imprisonment.

**Under penalty of perjury and 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 affirmation and to the best of my knowledge and belief, it is true, correct, and complete.**

I understand that a misstatement or concealment of fact in an application is sufficient grounds for the revocation of the license and/or permit. Under penalties of perjury, I declare that I have read and understood this form and the information I have provided herein is true, correct, and complete.

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

## Instructions and Definitions

### 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, 1977) 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 alien who seeks temporary entry to the US for a specific purpose. You must have a permanent residence abroad (for most classes of admission) and qualify for the non-immigrant classification sought. The non-immigrant 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 nonimmigrants 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)