

**CITY AND COUNTY OF SUMTER
BUSINESS LICENSE DEPARTMENT**

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Business License Checklist

If you are planning to start a new business in the City or County of Sumter, the attached list will help you prepare the required information and make the application process simpler.

- All businesses should complete a **business license application AND a clearance form** (Booth renters, seasonal events, and peddlers do not need to complete a clearance form).
 - There are 3 different clearance forms (home-based business, commercial business, and mobile food vendors)
 - Applicants should submit the appropriate clearance form with their application (see link on webpage).
- The Business License Department will need to make a copy of all business owners' Driver's Licenses.
 - For a home-based business, the owner's ID should match the physical address of the business.
 - Home-based businesses will also need to submit the City/County of Sumter Home Occupation definition form along with other paperwork (see link on webpage).
- If applying for a home-based business for a home in which the business owner **does not own the property**:
 - There is a property permission letter that needs to be signed by the property owner and notarized and submitted with the application and clearance form (see link on webpage).
 - The application process cannot be started until this letter is received by the Business License Department.
- Food truck applicants need to submit additional information along with the business license application and clearance form:
 - Copy of SC DHEC Food Inspection certificate.
 - Copy of completed SLED CATCH background check.
 - Interior & Exterior photos of the food truck/mobile vending unit.
 - Property Owner Permission to Operate a food truck/trailer form.
- Seasonal Events applicants must submit a seasonal events application (see link on webpage).
 - The Business License Department will need to make a copy of the applicant's driver's license to go with the application.
 - All events must go through the approval process with the City of Sumter Tourism manager.
- Peddler's licenses need to be obtained **only if you are planning on going door to door to sell**.
 - Peddlers must submit the pre-application for peddlers and the peddler's license application (see links on webpage).
 - There are separate applications for the City of Sumter & the County of Sumter – you must submit both if you are doing business in both jurisdictions.
 - For further details, please see the pre-application, application, and peddlers ordinance.