

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

Mailing Address: P.O. Box 1449 Sumter, SC 29151

Physical Location: 12 W. Liberty St., Sumter, SC 29150

Phone: (803) 774-1601 **Fax:** (803) 774-1688

Email: businesslicense@sumtersc.gov



Business License Checklist for Contractors

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.

Contractors that are local to the City/County of Sumter:

- All local contractors should complete a **business license application AND a clearance form.**
 - There are 2 different clearance forms (home-based business & commercial business)
 - 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.
- All contractors should be licensed by the state of South Carolina with either a commercial contractor state license or a residential builder state license.
 - If you are not state licensed – contact South Carolina Labor Licensing & Regulation (SCLLR) in Columbia to get more information before applying for a business license with the City/County of Sumter.

Non-Resident Outside Contractors:

- All non-resident outside contractors on a yearly renewal status should complete a **business license application only (see link on webpage).**
 - Yearly renewal status means that you apply once and then renew your business license each year, due by April 30th.
 - There are separate applications for the City of Sumter & the County of Sumter – you will submit applications based on the jurisdiction you are doing work in.
 - Use this link to look-up which jurisdiction the job is located in [Sumter County Parcel, Address, and Centerline Map \(arccgis.com\)](#)

- All non-resident outside contractors on a job-only status should complete a **non-resident contractor business license application only (see link on webpage)**.
 - Job-only status means that you apply and pay per job.
 - There are separate applications for the City of Sumter & the County of Sumter – you will submit the application for the specific job being done within the jurisdiction.
 - Use this link to look-up which jurisdiction the job is located in [Sumter County Parcel, Address, and Centerline Map \(arcgis.com\)](#)

- All contractors should be licensed by the state of South Carolina with either a commercial contractor state license or a residential builder state license.
 - If you are not state licensed – contact South Carolina Labor Licensing & Regulation (SCLLR) in Columbia to get more information before applying for a business license with the City/County of Sumter.

- If you are a general contractor for a commercial job being done in the City and/or County, you will need to submit a sub-contractor list (see link on webpage) providing all subs on the project and their contract amounts.
 - Every sub-contractor on the sub-contractor list must obtain a business license based on their contract amount. **THERE WILL BE NO CO OR COC ISSUED UNTIL EVERY SUB GETS THEIR BUSINESS LICENSE.**
 - All GC's must be state licensed.
 - Non-Resident subcontractors do not have to be state licensed.
 - Local contractors must be state licensed to get a business license in the City and County of Sumter.
 - For further details, please see **Article 8-3 and 8-4 of the Business License Ordinance** (both jurisdictions).