



South Carolina
Law Enforcement Division

Henry D. McMaster, Governor
Mark A. Isci, Chief

SLED Agent: _____

Agent e-mail: _____

Agent phone number: _____

Documentation To Be Received Back In 5 Business Days:

Document/Question Due Date: _____

The questions and documents marked with an "X" are being requested as part of the investigation into your alcohol licensing application. To complete your report, answering the below questions and submitting the documents in a timely manner is essential. Failure to submit the requested documentation or answer the questions could result in a cause for denial by SCDOR. If you fail to answer any of the questions or only provide some of the documents requested, I will not follow up to obtain the missing information apart from the interior drawing. The report submitted to SCDOR will detail the refusal by you to supply the needed information. A copy of the requested documents is required by e-mail (preferably) in **individual PDF file format for each set of documents**, not one large PDF file, or a hard copy which can be taken and not returned. If a question or document is not applicable make sure to indicate that in your response email.

Questions:

- Who are the owners/principals in the business?
- Will you be using the services of a Promoter for the business?
- Do you or any of the other owners/principals **have any other** alcohol licenses in SC **other than** On Premise Beer/Wine? **If yes, type of license/licenses to include entity name and d/b/a name?**
- Will you be allowing self-service or vending for alcoholic beverages?
- Will you be offering catering services?

1 What are the hours of operation?

☐ What hours will meals be served?

Documents:

☐ Sketch or blueprint of the general interior of the property to include exits and any outdoor seating areas. This will be utilized to show SCDOR to define your “licensed premise.” A hand drawn sketch is permissible but must be legible. If you submit an architectural blueprint, make sure it is legible. If want or have outdoor consumption, please clarify specifically where this will occur. _

1 Signed lease if the entity/sole proprietor is leasing the property. Title/Deed if the entity/sole proprietor owns the property- Include Deed Book Number & Page Number. HUD Loan Applications/Statements if HUD was utilized to acquire the property. ******ABL-977 Will Not Be Accepted******

☐ Bill of Sale/Purchase Agreement for business (**Explain in Body of Email If N/A**)

☐ South Carolina Secretary of State’s Office

- Articles of Organization or Certificate of Existence for an LLC

Or

- Articles of Incorporation or Certificate of Incorporation for a Corporation

| Operating/Partnership Agreement (**Explain in Body of Email If N/A**)

☐ Notarized statement listing all the owners in the business.

| Address verification which must be in **one** of the 3 following forms:

******South Carolina Retail License Will Not Be Accepted******

- City or County Business License
- Letter from County E-911 office
- Letter from County GIS office

| Copy of South Carolina Driver’s License/South Carolina Identification Card

☐ Copy of City/County Business License Application

| **Bank Account Agreement/Signature Card** showing who the authorized signers are on the business bank account. Redact the account number and social security numbers. Failure to redact this information will require you to resubmit the

information if it is e-mailed. *Please do not send copies of your corporate bank statement, voided check or company credit card. This is not what is being requested.*

| By-laws for Non-profit Corporation

| Signed contracts/agreements with the specific utility company for electric, water, cable. Still submit even if they are not in the name of the entity name which is applying for the alcohol license.

[Door Dash, Grubhub, or any other deliver service contracts

| Copy of South Carolina Education Lottery Application

| Miscellaneous contracts (Alarm company, trash, oil recycler, advertising company bill, food products provider etc.). If there was no contract signed with the company initially, then provide the most recent bill.

| Most recent invoices (food, alcohol, retail merchandise, etc.). If there is a signed contract with the company, please provide a copy.

| Food menu (this must be the final menu that you would hand to a customer with pricing).

| Loan information for renovation of property and/or purchase of property if one was taken out.

] List of all employees / people who will be working along with their positions. If they have any biological relationship to any of the officers/principals/owners listed on the application, please list that relationship.