

TOWN OF SURFSIDE BEACH CODE CLEARANCE FORM

This form is required for all businesses located in the Town limits. You are required to get all of the necessary approvals for Code Compliance before you open your business This form must be returned to the Business License Office with all approvals.

NAME OF BUSINESS: _____

TYPE OF BUSINESS: _____

LOCATION OF BUSINESS: _____

DESCRIBE BUSINESS ACTIVITY: _____

TYPE OF BUILDING: ___ STORE ___ OFFICE ___ WAREHOUSE ___ RESTAURANT ___ OTHER

ARE SIGNS, ALTERATIONS, REMODELING OR REPAIRS PLANNED? yes ___ no ___

If yes, you are required to obtain permits before any work is started.

NAME OF OWNER: _____ Signature: _____ date: _____

Please obtain approvals in this order.

BUILDING AND ZONING DEPARTMENTS:

Compliance with Zoning Ordinance.

APPROVED Authorized signature _____ date: _____

Print Name: _____

A New Business Inspection must be performed by the Building Department prior to the business opening.

A \$ 75.00 inspection fee is due to set up the inspection.

APPROVED Authorized signature _____ date: _____

Print Name: _____

HEALTH DEPARTMENT: Compliance with health regulations. Will require DHEC signature. 238-4378

APPROVED Authorized signature: _____ date: _____

Print Name: _____

FIRE DEPARTMENT: Business must be setup, stocked, and ready for business prior to this inspection.

Call Fire Department at 913-6369 to set up inspection. Copy of Inspection sheet required.

APPROVED Authorized signature: _____ date: _____

Print Name: _____

POLICE DEPARTMENT: Complete the Night Reference Form. (Drop it off at Police Station and obtain a signature)

APPROVED Authorized signature: _____ date: _____

Print Name _____

ZONING DEPARTMENT: SIGNAGE: For all new signs, or changes made to existing signs, you must obtain Zoning approval prior to installation. OVERLAY: yes ___ no ___

APPROVED Authorized signature: _____ date: _____

NO CHANGE Applicant signature: _____

BUSINESS LICENSE DEPARTMENT:

Notify Public Works of New Business date: _____

Landlord Business License? _____

“No Smoking” Decal given to applicant .

The Town of Surfside Beach has a smoking ordinance that prohibits smoking in public places. Code (Sec 7-131-7-147)

Business Licenses are not transferable. You may not conduct business until Code Clearance is completed.