

**TOWN OF SURFSIDE BEACH
CODE CLEARANCE FORM**

This form is required for all businesses located in the Town limits. Before a business license will be issued, you are required to get all of the necessary approvals for Code Compliance applicable to the location and nature of your business. This form must be returned to the Business License Office with all approvals. It is suggested that you obtain them in this order. Please return within five (5) days of receiving your final approval.

DATE: _____

NAME OF BUSINESS: _____

NAME OF OWNER: _____ PHONE _____

LOCATION ADDRESS: _____

TYPE OF BUSINESS: _____

DESCRIBE BUSINESS ACTIVITY: _____

TYPE OF BUILDING: () RESIDENCE () STORE () OFFICE () WAREHOUSE

Are alterations, remodeling or repairs planned? ____ If yes, you are required to obtain permits before any work is started.

Applicant signature: _____ **Date:** _____

A checkmark below indicates which approvals are required. Please obtain approvals in this order.

BUILDING AND ZONING DEPARTMENTS:

__ Compliance with Zoning Ordinance.

() APPROVED **Authorized signature** _____

__ A safety inspection must be performed by the Building Department prior to power being approved.

A \$40.00 inspection fee will be due to set up the inspection.

() APPROVED **Authorized signature** _____

__ For new signs, or changes made to existing signs, you must obtain Zoning approval prior to installation.

() APPROVED **Authorized signature:** _____

() NO CHANGE Applicant signature: _____

__ **HEALTH DEPARTMENT:** Compliance with health regulations. Will require DHEC signature. **205-8931**

() APPROVED **Authorized signature:** _____

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:** _____

Print Name: _____

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

() APPROVED **Authorized signature:** _____

Print Name _____

__ **BUSINESS LICENSE DEPARTMENT:** Notify Dept 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. See sections 7-131 through 7-147 at www.surfsidebeach.org.

You may not lawfully conduct business until a license is issued and business licenses are not transferable!

 **Return completed form to the Business License Office with business license application and fee.**