



Zoning/Planning

Charleston County Special Events Application Package

In order to assure the site can safely support the proposed activity, the Planning Department may require one or more of the following items prior to issuing a Zoning Permit for a Temporary Special Event (in addition to the required fee):

Applicant Information

- ◆ Letter of Intent Application
- ◆ Special Event Process and Checklist Form
- ◆ Letter of Acknowledgement
- ◆ Information for Special Event Site Plan Sheet
- ◆ Sample Drawing of Site Plan
- ◆ Special Event Brochure
- ◆ Copy of Article 6.7- Special Event Use
- ◆ Restrictive Covenants Affidavit
- ◆ Business License Application
- ◆ ABL-900 Application for Special Events

The intent of this Article is to provide regulations that guide the use of unincorporated properties for the purpose of hosting special events of varying sizes and functions. This Article intends to create a balance of greater flexibility for Special Event uses, while protecting the surrounding community. The regulations of this Article shall apply in conjunction with any other standards contained within this Ordinance.

County of Charleston

Special Events Process and Checklist

Public Services Building
Zoning/Planning Department
4045 Bridge View Drive
North Charleston, SC 29405
Phone 843-202-7200
Fax 843-202-7222
www.charlestoncounty.org



Applications Guidelines for Special Event Permits

- If Alcohol/Beer/Wine will be served at the event, the Special Event Application must be submitted at least **21 days** prior to the start of the festivities.
- When applicable, **all** Event Vendors (including the serving alcohol) must have the proper ON-SITE Permit prior to the public's attendance.
- Failure to complete the required application process may result in **CANCELLATION** of the event and further enforcement actions by the Code Enforcement Office of Charleston County.

An accurate, legible **Site Plan drawn to engineer scale** showing the following, if applicable:

At the discretion of the Planning Director, this office may accept a survey or aerial view/representation of the property

- _____ Parking location(s)
- _____ Gathering area (stage, field, etc.)
- _____ Restroom facilities location
- _____ Vendors area (each **Vendor** must supply a Charleston County Business License)
- _____ Food and drinks area

A **Letter of Intent** to include the following:

- _____ Date(s) and time(s) of event
- _____ Location of Event /TMS# (also known as Parcel ID#) _____
- _____ Zoning Classification _____
- _____ Anticipated number of participants
- _____ Will food and drink be served (Yes or No)
- _____ On-site Vendors (Yes or No)
- _____ Will alcohol be served (Yes or No)
- _____ Is amplified sound/music involved (Yes or No)
- _____ How restroom facilities will be handled (signed contract is needed)
- _____ Garbage disposal (signed contract/letter is needed)

Other needed information, if applicable:

- _____ Letters of Acknowledgment from Fire, Police, Emergency Services
- _____ Copy of Charleston County Business License
- _____ Copy of Charleston County Business License for Event Vendors
- _____ Contract for Restroom Facilities
- _____ Contract for Garbage Collection
- _____ Appropriate Building Permits

FOR OFFICE USE ONLY

Date Received: _____ Date Completed: _____ Zoning Officer: _____

Comments: _____

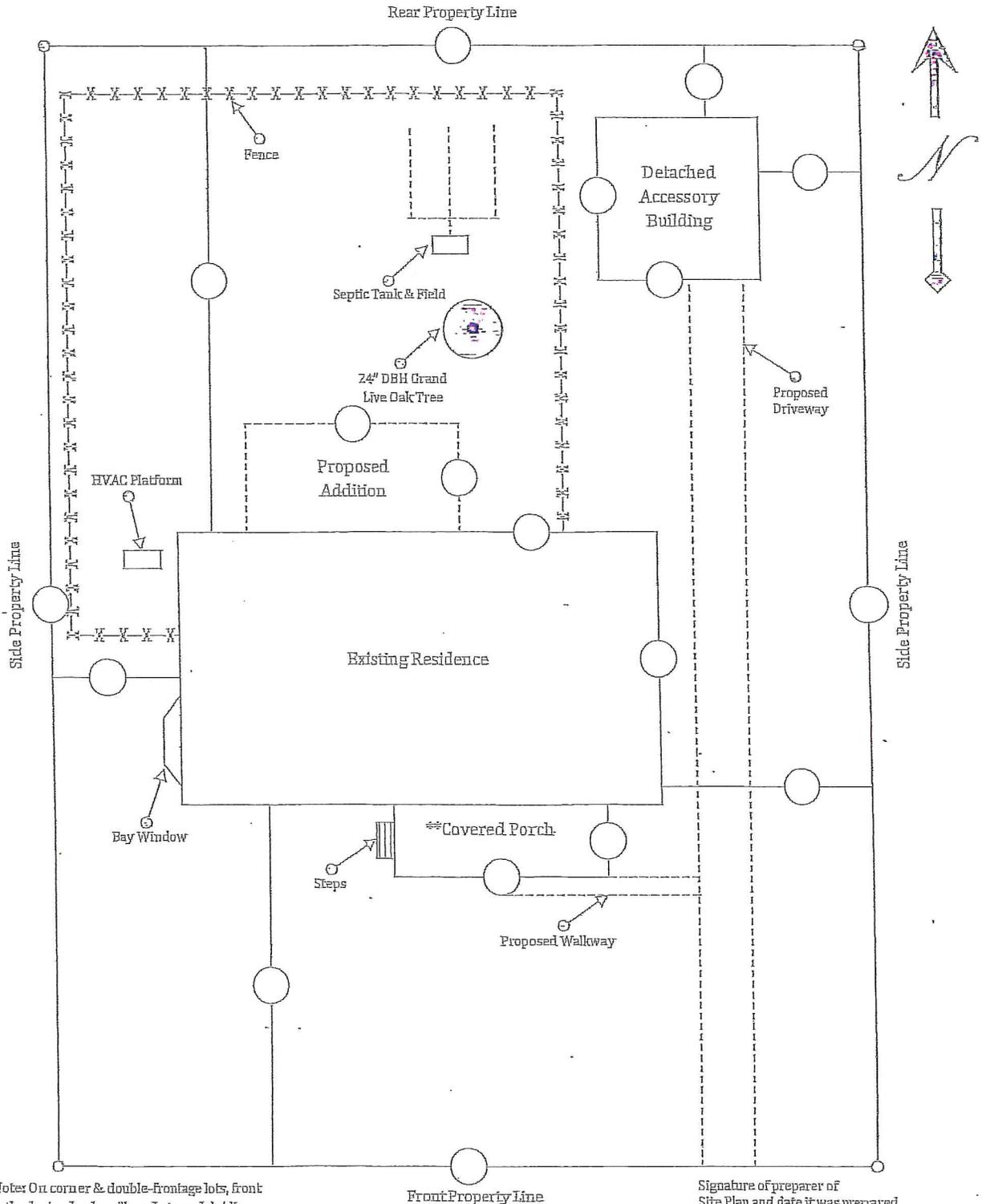
Contacts for Special Events Letters of Acknowledgment

Chas County Sheriff's Office	529-6219	Contact Person: Sergeant Phillips
	529-6221	Contact Person: Lt. Zelinsky
	529-6216	Admin. Assistant -Susan Burnsed
Charleston County EMS	202-6702	Contact Person: Chief Millican
St. Johns FD	559-9194	
Awendaw FD	928-3000	Contact Person: Chief Norris
St. Paul's FD	889-6450	Administration Number
James Island PSD FD	795-2094	
	795-5245	

INFORMATION TO INCLUDE ON SPECIAL EVENT SITE PLAN

- Site Plan must be to engineer scale (1" = 10ft, 20ft, 30ft, etc.)
Indicate which scale is being used
- Arrow showing Northward direction
- Parking (if on separate lot show separate map if needed)
- Path from parking to area of congregation
- Entrance/Exit and emergency access route
- Where attendees will be located
- Location of restroom facilities and garbage collection
- Where vendors will be located, if applicable
- Where activity will occur (band, race route, etc.)
- Any structures (stage, tents, green rooms, area for performers to prepare)
- Any fencing/barricades
- Location of emergency personnel if required on site

Sample Site Plan



Note: On corner & double-frontage lots, front setback standards will apply to each lot line that borders a street. The remaining lot lines will be subject to side setback standards. There is no rear lot line.

Address, PID # & Property Owner

Signature of preparer of Site Plan and date it was prepared.
John Doe, August 17, 2011

Note the numeric Engineers' scale used on the plan.
For example: 1"=20'

*On the site plan you create, show distances in feet where circles  are shown on the Sample Site Plan above.
**Label covered/uncovered decks/porches and existing and proposed structures.

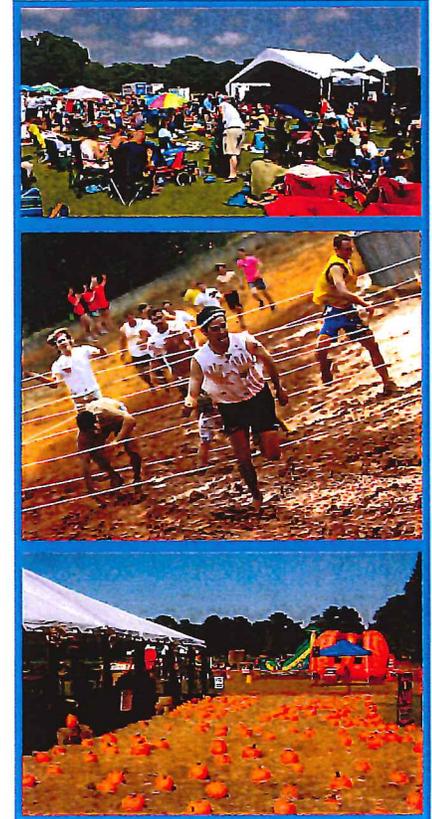
Special Events in Charleston County

What is a Special Event?

- Gathering of 100 or more people
- Generates revenue
- May or may not include admission or leasing fees
- Advertised or marketed in any form
- Includes fees/charges for goods and services such as food or drink
- Examples include: weddings, wine/food tasting events, festivals, auctions, fundraisers, or concerts

Where are Special Events Allowed?

Permanent special events are allowed in agricultural zoning districts (RM, AG-15, AG-10, AG-8, AGR, and RR-3); however, you must receive a Special Exception from the Board of Zoning Appeals. Permanent special events are also allowed in some commercial zoning districts (CN, CR, CT, CC, and I); however, specific conditions must be met through the permitting process.*



How do I establish a permanent Special Event use on my commercially zoned property?

Step 1: Obtain a "Special Event Process and Checklist" form from the Zoning & Planning Department (accessible online here: [insert URL](#)). We recommend you start the permitting process at least 45 days in advance of your event to ensure ample time for applicants to complete applications.

Step 2: Create a "Letter of Intent" that includes the following information (if applicable): date(s) and time(s) of event; location of event (Parcel Identification Number and address); zoning district classification; anticipated number of attendees; food and drink services; vendor information; alcohol sales (yes or no); amplified sound/music (yes or no); wastewater management (restrooms); and garbage disposal.

Step 3: Develop a site plan (drawn to engineer scale) that includes the following information: parking; gathering areas (stages, fields, etc.); restroom facilities; vendors; and food/drink stations. Note: ALL vendors must have active Charleston County Business Licenses. The Planning Director may ask for additional items to be shown on the site plan. Consult the checklist for more detailed information.

Step 4: Gather additional information that may be required such as: letters of acknowledgement from fire, police, and emergency services; copies of Charleston County Business Licenses (for applicant and vendors); contracts for restroom facilities and garbage collection; and building permits (for permanent and temporary structures such as stages, tents, etc.).

Step 5: Set up a Site Plan Review meeting at least 21 days prior to your event to review the information gathered in steps 1-3. At this meeting, planning staff will review your documents and ensure compliance with the Zoning and Land Development Regulations Ordinance.

How do I establish a permanent Special Event use on my agriculturally zoned property?

To establish a permanent special event use on agriculturally zoned property, the Board of Zoning Appeals (BZA) must grant a Special Exception. Prior to submitting an application, the applicant must have completed the site plan review process (see steps above). Contact the Zoning & Planning Department for more information (contact information on reverse side).

**For more information, see Article 6.7 of the Charleston County Zoning & Land Development Regulations Ordinance*

**Interested in
temporary
special events?**

**Not sure if you
need a permit?**

[\(see reverse side\)](#)

Temporary Special Events

What is a Temporary Special Event?

Temporary public assembly use and special events such as cultural events, circuses, outdoor concerts, and parking for special events, require Temporary Administrative Permits from the Zoning & Planning Department. These permits shall not be issued for period in excess of 10 consecutive days, and no more than five permits may be issued per property per calendar year.

My Temporary Special Event is going to encompass over 25 acres of land. Is this okay?

Temporary special events that utilize 25 or more acres of land area require Special Exception approval from the Board of Zoning Appeals. Contact the Zoning & Planning Department staff for more information.

How do I apply for a Temporary Special Event Permit?

Step 1: Obtain a "Special Event Process and Checklist" form from the Zoning & Planning Department (accessible online here: [insert URL](#)). We recommend you start the permitting process at least 45 days in advance of your event to ensure ample time for applicants to complete applications.

Step 2: Create a "Letter of Intent" that includes the following information (if applicable): date(s) and time(s) of event; location of event (Parcel Identification Number and address); zoning district classification; anticipated number of attendees; food and drink services; vendor information; alcohol sales (yes or no); amplified sound/music (yes or no); wastewater management (restrooms); and garbage disposal.

Step 3: Develop a site plan (drawn to engineer scale) that includes the following information: parking; gathering areas (stages, fields, etc.); restroom facilities; vendors; and food/drink stations. Note: ALL vendors must have active Charleston County Business Licenses. The Planning Director may ask for additional items to be shown on the site plan. Consult the checklist for more detailed information.

Step 4: Gather additional information that may be required such as: letters of acknowledgement from fire, police, and emergency services; copies of Charleston County Business Licenses (for applicant and vendors); contracts for restroom facilities and garbage collection; and building permits (for permanent and temporary structures such as stages, tents, etc.).

Step 5: Set up a Site Plan Review meeting at least 21 days prior to your event to review the information gathered in steps 1-3. At this meeting, planning staff will review your documents and ensure compliance with the Zoning and Land Development Regulations Ordinance.

What types of events do NOT need special event permits?

- Indoor special events in legally established commercial or industrial businesses or public/civic facilities such as: hotels/motels, convention centers, social lodges, assembly halls, etc.
- Private parties and gatherings that attract less than 100 people, do not generate revenue, are not marketed or advertised, and do not include admission or leasing fees or the sale of goods and services
- Events occurring at federal parks, state parks, county parks, and legally established fairgrounds
- Auctions of private real estate
- Estate auctions

Have questions? Contact us!

Charleston County
Zoning & Planning Dept.
4045 Bridge View Drive
North Charleston, SC 29405
(843) 202-7201
planning@charlestoncounty.org



ARTICLE 6.7 SPECIAL EVENTS USE**§6.7.1 PURPOSE**

The intent of this Article is to provide regulations that guide the use of unincorporated properties for the purpose of hosting special events of varying sizes and functions. This Article intends to create a balance of greater flexibility for Special Event uses, while protecting the surrounding community. The regulations of this Article shall apply in conjunction with any other standards contained within this Ordinance.

§6.7.2 PRIVATE SPECIAL EVENTS

The following are exempt from the requirements of this Article: private parties and gatherings that do not meet the definition of "special event," as defined in this Ordinance, auctions of private real estate, and estate auctions.

§6.7.3 TEMPORARY SPECIAL EVENTS

Temporary public assembly use and special events, such as cultural events, circuses, outdoor concerts and parking for special events, shall require a Temporary Administrative Permit from the Planning Director. Such permit shall not be issued for periods in excess of ten (10) consecutive days, and no more than five such permits may be issued per lot, per calendar year. Temporary permits shall be issued only if adequate parking and sanitary facilities are provided to serve the proposed use or activity. Any temporary event utilizing 25 acres of land area or more shall require Special Exception approval in accordance with the procedures contained in Chapter 3 of this Ordinance. In order to assure the site can safely support the proposed activity, the Planning Department may require one or more of the following items prior to issuing a zoning permit for a Temporary Special Event (in addition to the required fee):

- A. A detailed Letter of Intent describing the purpose of the event indicating date(s) and time(s), anticipated number of participants, and whether alcohol will be served and if amplified sound (music or other amplified noise) will be utilized;
- B. A legible site plan drawn to scale indicating vehicular traffic areas (parking, driveways, circulation etc.), gathering areas, restroom and vendor locations, and locations of existing and planned structures to be used as part of the event;
- C. Letters of coordination from Fire, Police, and Emergency Medical Services and Building Inspection Services if applicable;
- D. Documentation of Charleston County Business license issuance for the host and participating vendors and copy of valid Department of Revenue license if alcohol will be sold;
- E. Documentation from pertinent service providers for restroom facilities and garbage collection; and
- F. Other pertinent information as deemed necessary by the Planning Director

§6.7.4 OUTDOOR SPECIAL EVENTS

- A. Use of vacant or undeveloped properties for the establishment of a new outdoor Special Events principal use in the CN, CT, CR, CC, and I Zoning Districts shall comply with the Site Plan Review requirements, Article 3.7, of this Ordinance.

- B. With the exception of special events at federal, state, and county parks and legally established fairgrounds, any accessory, outdoor special event consistent with the definition of "special event," as defined in this Ordinance, must comply with §6.7.3 and a Zoning Permit shall be required.
- C. Any outdoor special event activity as defined by this Ordinance, whether an accessory to an existing business, or on vacant undeveloped property, which is located within 500 feet of the property line of a residentially developed parcel, shall cease all music and all loud noise that is above seventy (70) db(A) no later than 11:00 p.m.; otherwise, this use shall require Special Exception approval consistent with Section 6.7.4.C. Distances shall be measured from the site of the special event activity on the subject property to the nearest property line of a lot containing a residential use. Noise levels shall be measured anywhere within the boundary line of the nearest residentially occupied property.
- D. All outdoor special event activities will be subject to the County's livability and/or noise ordinance.

§6.7.5 INDOOR SPECIAL EVENTS

- A. A Zoning Permit shall not be required when hosting an indoor special event in legally established businesses in commercial and industrial zoning districts and public facilities or civic facilities such as: hotels/motels, convention centers; social lodge; assembly halls; religious facilities; fairgrounds; federal, state, and county parks, and similar facilities legally established and authorized to hold special events.

§6.7.6 SPECIAL EVENTS IN RESIDENTIAL AND AGRICULTURAL ZONING DISTRICTS

A Special Events use may be established as a principal use on any parcel in the RM, AG-15, AG-10, AG-8, AGR, and RR-3 Zoning Districts subject to Special Exception approval and the following standards:

- A. **Application**
 1. Compliance with the Site Plan Review requirements, Article 3.7, of this Ordinance. All applications must be signed by the property owner or designated agent.
 2. Letters of coordination from the following agencies shall be submitted during Site Plan Review: S.C. Department of Health and Environmental Control (SCDHEC), Charleston County Sheriff's Department, the Charleston County Building Inspections Department, Charleston County Emergency Medical Services (EMS), the appropriate Fire Service provider for the subject property, and a designated solid waste collection/disposal company or a letter indicating a private method of waste collection/disposal.
- B. **Requirements**
Special event sites shall comply with the following standards:

1. The subject property or properties shall contain a minimum of three (3) combined acres of highland area.
2. All structures shall comply with the requirements of this Ordinance including but not limited to the density, intensity and dimensional standards and accessory structure requirements.
3. All parking shall be contained on the subject property or on an adjacent parcel. A recorded, parking agreement shall be required, if temporary off-street parking is provided on a parcel other than the subject property. At no time shall associated event parking be allowed in a public or private right-of-way.
4. One on-premise sign, which identifies the subject property, shall be allowed in accordance with Table 9.11.5 of this Ordinance. Off-premises signs are not allowed.
5. The maximum occupancy of an individual permanent structure shall comply with the occupancy standards of the Charleston County Building Code.
6. All events shall adhere to the Charleston County Noise Regulations and any other applicable Charleston County ordinances.
7. In residential zoning districts, any existing or proposed structure shall retain a residential character.
8. Special events on properties with less than five (5) acres of highland and located in the RM, AGR, and RR-3 zoning districts shall be limited to the following types of special events: weddings, receptions, recitals, art exhibits, book readings, wine/food tasting events, and executive retreats. The Zoning/Planning Director shall be authorized to determine whether a proposed event not listed above is substantially similar to the aforementioned approved types of special events.

C. Special Exception Approval Criteria

§3.6.5A, Special Exception Approval Criteria, shall not be used for Special Events use requests. Special Events use requests may be approved only if the Board of Zoning Appeals finds that the proposed use:

1. Will not adversely affect the general welfare or character of the immediate community;
2. Does not hinder or endanger vehicular traffic and pedestrian movement on adjacent roads;
3. Includes adequate provisions for items such as: setbacks and buffering (including fences and/or landscaping) to protect adjacent properties from the possible adverse influence of the proposed use, such as noise, vibration, dust glare, odor, traffic congestion and similar factors;

4. Where applicable, will be developed in a way that will preserve and incorporate any important natural features;
5. The setup and disassembly of special events will not be detrimental to the surrounding community; and
6. Includes sufficient safeguards for the use of temporary structures, if applicable.

If the Board of Zoning Appeals (BZA) approves a Special Events use, the BZA may attach to it such conditions regarding the location, character, or other features of the proposed building or structure as the Board may consider advisable to protect established property values in the surrounding area or to promote the public health, safety, or general welfare. Additionally, the Board of Zoning Appeals may require additional conditions of approval including, but not limited to: event days and hours, the number of events per calendar year, limitations on outdoor activities, parking, buffers, and use and location of temporary structures.

If the proposed use is approved by the BZA, the Zoning/Planning Department shall provide written notification to the agencies listed in §6.7.4A2.

§6.7.7 ZONING PERMIT

A Zoning Permit shall be required prior to commencing special events and shall be maintained for the duration of the Special Events use, following Site Plan Review and Special Exception approval. Additionally, a valid, Charleston County Business License is required following zoning permit approval.

§6.7.8 LAPSE OF APPROVAL

A valid Charleston County Business License must be maintained for a principal Special Events use. If this Business License is not renewed annually or is discontinued, for any reason, for a period of at least six (6) consecutive months, then the use shall be considered abandoned. Once abandoned, the Special Exception approval and the Zoning Permit for the Special Events use shall be deemed null and void. Renewal of the Special Events use shall require the approval of the Board of Zoning Appeals (BZA) and compliance with the regulations of this Ordinance.



CHARLESTON
COUNTY
SOUTH CAROLINA

PLANNING DEPARTMENT

Daniel C. Pennick, AICP
Director

843.202.7200
1.800.524.7832
Fax: 843.202.7222
Lonnie Hamilton, III
Public Services Building
4045 Bridge View Drive
North Charleston, SC 29405-7464

PERMIT APPLICATION: RESTRICTIVE COVENANTS AFFIDAVIT

I, _____, have reviewed the restrictive
[Print]

covenants applicable to Parcel Identification Number(s) _____,

located at (address) _____, and the

proposed permit application is not contrary to, does not conflict with, and is not

prohibited by any of the restrictive covenants, as specified in South Carolina

Code of Laws, Section 6-29-1145.

[Signature]

[Date]

[Print Name]

Explanation:

Effective July 1, 2007, South Carolina Code of Laws Section 6-29-1145 requires local governments to inquire in the permit application, or in written instructions provided to the applicant, if a tract or parcel of land is restricted by a recorded covenant that is contrary to, conflicts with or prohibits an activity for which a permit is being sought.

[Section 6-29-1145 is copied on the back of this page]

For Staff Use Only:

Received by _____

Date _____

Application Number _____

Lonnie Hamilton III, Public Service Building
Charleston County Revenue Collections
4045 Bridge View Drive
North Charleston, SC 29405-7464
Telephone: (843) 202-6080
Fax: (843) 202-6066



Revenue Collections
Accommodations Fee Division
Hospitality Tax Division
Bankruptcy Division
Business License Division
Legal Processing Division
Solid Waste Disposal Fee Division

CHARLESTON COUNTY SPECIAL EVENT BUSINESS LICENSE

BUSINESS NAME: _____

OWNER NAME: _____

TAX ID # OR SS #: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

CONTACT NUMBER: _____

BUSINESS ACTIVITY _____ SELLING _____ DISPLAYING

LOCATION OF EVENT: _____

EVENT NAME: _____

DATE OF EVENT: _____

ESTIMATED GROSS INCOME: \$ _____

MAKE CHECKS PAYABLE TO CHARLESTON COUNTY REVENUE COLLECTIONS

SIGNATURE: _____

FOR OFFICE USE ONLY

CLASS: _____ TYPE: _____ SUBTYPE: _____

LICENSE TAX: _____

BUSINESS LICENSE OFFICIAL: _____ DATE: _____



STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
**APPLICATION PACKET FOR SPECIAL EVENT
BEER, WINE, AND ALCOHOLIC LIQUOR**

ABL-900
(Rev. 1/17/14)
4281

Mail to: SC Department of Revenue, Alcoholic Beverage Licensing, Columbia, SC 29214-0907.

Schedule of Fees

Beer and wine only - \$10.00 per day
Alcoholic liquors - \$35.00 per day
Beer, wine and alcoholic liquors - \$45.00 per day

**This application MUST BE FILED
at least Fifteen days prior to your
special event.**

Fees must be submitted at the time application is made. If your event is to last past midnight, an additional day's fee is required. Please submit the correct fee at time of application. Fees are nonrefundable should your application not be approved or if you cancel or reschedule your event. If you are not sure of the correct fee to submit, you are advised to call our public assistance number (803) 898-5864 for information. If this application is denied or protested, it may take up to six months to obtain a hearing or decision.

Records Check Information

All principals must attach a criminal records check (CRC), not more than 90 days old. If the principal has lived in SC for more than 2 years, obtain the CRC from SLED at www.sled.state.sc.us or mail requests to: SLED Headquarters, Criminal Records Department, 4400 Broad River Road, P. O. Box 21398, Columbia, SC, 29221. If the principal has lived in SC less than 2 years, obtain a CRC from previous state of residency AND a CRC from SLED. If the principal is not a SC resident, obtain a CRC from current state of residency.

Location Approval

Permits and licenses are issued for a specific location only. Once you have been approved for the location for which you have applied, you cannot transfer the license or permit to another location.

A. Effect of permit or license:

A special event beer and wine permit authorizes the sale of beer and wine at special events and allows the consumption of those beverages on the licensed premises. Permits cannot be issued for a period exceeding fifteen days. Permits are issued for fairs and special events. A special event alcoholic liquors license authorizes the sale of alcoholic liquors at bona fide nonprofit functions and are issued to nonprofit organizations only, i.e., educational foundations, bona fide nonprofit organizations (must have an eleemosynary charter from the SC Secretary of State) or a political party or affiliate certified by the Secretary of State. If you are not sure of the type of special event liquor license you may qualify for, you are advised to contact the South Carolina Department of Revenue at (803) 898-5864 for clarification before applying. Events extending beyond midnight require an additional day's fee for beer, wine and/or liquor. NON PROFIT ORGANIZATIONS THAT APPLY FOR AND RECEIVE A LIQUOR BY THE DRINK LICENSE ARE PROHIBITED FROM SELLING OR PERMITTING CONSUMPTION OF LIQUOR BY THE DRINK TO ANYONE OTHER THAN THE NON PROFIT ORGANIZATION'S MEMBERS AND THE MEMBERS' BONA FIDE GUESTS.

B. Qualifications for special event permits and/or licenses:

1. Applicant must be twenty-one years of age.
2. Applicant must be a resident of SC for thirty days prior to the date of application.
3. Applicant must be of good moral character and must have attached a criminal records check conducted within the past 90 days.
4. The location, in the opinion of the SC Department of Revenue, must be suitable for sale and consumption of beer, wine, and/or liquor.
5. If applying for a special event alcoholic liquors license, you must submit a copy of the association's charter and bylaws.
6. Must have SC retail sales and/or admission tax license for this specific location; or proof of tax exemption. Contact the License and Registration Section at (803) 896-1350.
- * 7. If an application for a permanent license is pending for this location, a special event license cannot be issued to the same location.
8. If applying for alcoholic liquors, ABL-900 and ABL-100 MUST be filed in the name of the NON-PROFIT ORGANIZATION.
9. **EFFECTIVE JULY 1, 2008:** Must attach completed appropriate residency status verification affidavit. Use Verification of Lawful Presence in the United States - Applicant and Principals (ABL-920) for each principal. Each principal, officer, owner, member and/or partner MUST sign the form. If applicable, include his/her non-citizen alien registration number and attach a copy of all appropriate immigration documents.
10. Must attach Certificate of Authority to do Business in SC from the South Carolina Secretary of State's Office, if applying as a foreign corporation.
11. Additional Requirements: Form ABL-100 (attached) must be completed and returned with your application. Applications for alcoholic liquor license require a copy of the organization's bylaws and nonprofit charter. APPLICATIONS WILL NOT BE PROCESSED WITHOUT THESE.

LEGAL DISCLAIMER

The information provided here is for general guidance only. It should not be considered as, or substituted for, legal advice. The department's staff is not permitted to give legal advice. Please read the laws, regulations, and applicable court decisions carefully before applying.



STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
**APPLICATION PACKET FOR SPECIAL EVENT
BEER, WINE, AND ALCOHOLIC LIQUOR**

ABL-900
(Rev. 1/17/14)
4281

Mail to: SC Department of Revenue, Alcoholic Beverage Licensing, Columbia, SC 29214-0907.

Schedule of Fees

Beer and wine only - \$10.00 per day
Alcoholic liquors - \$35.00 per day
Beer, wine and alcoholic liquors - \$45.00 per day

**This application MUST BE FILED
at least Fifteen days prior to your
special event.**

Fees must be submitted at the time application is made. **If your event is to last past midnight, an additional day's fee is required.** Please submit the correct fee at time of application. Fees are nonrefundable should your application not be approved or if you cancel or reschedule your event. If you are not sure of the correct fee to submit, you are advised to call our public assistance number (803) 898-5864 for information. If this application is denied or protested, it may take up to six months to obtain a hearing or decision.

Records Check Information

All principals must attach a criminal records check (CRC), not more than 90 days old. If the principal has lived in SC for more than 2 years, obtain the CRC from SLED at www.sled.state.sc.us or mail requests to: SLED Headquarters, Criminal Records Department, 4400 Broad River Road, P. O. Box 21398, Columbia, SC, 29221. If the principal has lived in SC less than 2 years, obtain a CRC from previous state of residency AND a CRC from SLED. If the principal is not a SC resident, obtain a CRC from current state of residency.

Location Approval

Permits and licenses are issued for a specific location only. Once you have been approved for the location for which you have applied, you cannot transfer the license or permit to another location.

A. Effect of permit or license:

A special event beer and wine permit authorizes the sale of beer and wine at special events and allows the consumption of those beverages on the licensed premises. Permits cannot be issued for a period exceeding fifteen days. Permits are issued for fairs and special events. **A special event alcoholic liquors license authorizes the sale of alcoholic liquors at bona fide nonprofit functions and are issued to nonprofit organizations only, i.e., educational foundations, bona fide nonprofit organizations (must have an eleemosynary charter from the SC Secretary of State) or a political party or affiliate certified by the Secretary of State.** If you are not sure of the type of special event liquor license you may qualify for, you are advised to contact the South Carolina Department of Revenue at (803) 898-5864 for clarification before applying. Events extending beyond midnight require an additional day's fee for beer, wine and/or liquor. **NON PROFIT ORGANIZATIONS THAT APPLY FOR AND RECEIVE A LIQUOR BY THE DRINK LICENSE ARE PROHIBITED FROM SELLING OR PERMITTING CONSUMPTION OF LIQUOR BY THE DRINK TO ANYONE OTHER THAN THE NON PROFIT ORGANIZATION'S MEMBERS AND THE MEMBERS' BONA FIDE GUESTS.**

B. Qualifications for special event permits and/or licenses:

1. Applicant must be twenty-one years of age.
2. Applicant must be a resident of SC for thirty days prior to the date of application.
3. Applicant must be of good moral character and must have attached a criminal records check conducted within the past 90 days.
4. The location, in the opinion of the SC Department of Revenue, must be suitable for sale and consumption of beer, wine, and/or liquor.
5. If applying for a special event alcoholic liquors license, you must submit a copy of the association's charter and bylaws.
6. **Must have SC retail sales and/or admission tax license for this specific location; or proof of tax exemption. Contact the License and Registration Section at (803) 896-1350.**
- * 7. If an application for a permanent license is pending for this location, a special event license cannot be issued to the same location.
8. **If applying for alcoholic liquors, ABL-900 and ABL-100 MUST be filed in the name of the NON-PROFIT ORGANIZATION.**
9. **EFFECTIVE JULY 1, 2008: Must attach completed appropriate residency status verification affidavit. Use Verification of Lawful Presence in the United States - Applicant and Principals (ABL-920) for each principal. Each principal, officer, owner, member and/or partner MUST sign the form. If applicable, include his/her non-citizen alien registration number and attach a copy of all appropriate immigration documents.**
10. Must attach Certificate of Authority to do Business in SC from the South Carolina Secretary of State's Office, if applying as a foreign corporation.
11. **Additional Requirements: Form ABL-100 (attached) must be completed and returned with your application. Applications for alcoholic liquor license require a copy of the organization's bylaws and nonprofit charter. APPLICATIONS WILL NOT BE PROCESSED WITHOUT THESE.**

LEGAL DISCLAIMER

The information provided here is for general guidance only. It should not be considered as, or substituted for, legal advice. The department's staff is not permitted to give legal advice. Please read the laws, regulations, and applicable court decisions carefully before applying.



STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
**APPLICATION FOR SPECIAL EVENT BEER,
WINE, AND/OR LIQUOR**

This application MUST BE FILED at least Fifteen days prior to your special event.

Check which application type(s) is/are being applied for:

▶ File Number _____

CHECK	TYPE(S) LICENSE APPLYING FOR	GLDC	END DATE	FEE	Document Locator Number
	Beer/Wine (TBP) ▶	14-3961 1008 ▶			
	Alcoholic Liquors (TLP) ▶	14-3951 1010 ▶			

Retail Sales License # _____

Retail Sales Tax Exemption # _____ ▶ TOTAL PAID \$ _____

Admission Tax License # _____

or Admission Tax Exemption Cert. (must attach copy of exemption certificate)

1. Applicant's Name _____
Individual, Corporate Charter Name, Partnership Name, or Name of Unincorporated Association

2. Trade Name (doing Business as) _____

3. Type of Ownership () Sole Proprietor () Partnership () LLC/LLP () Unincorporated Association
() Corporation Date Incorporated: _____ State Incorporated: _____

4. If a Corporation or Association, are you Publicly Traded? () Yes () No

5. Location address where event is to be held _____
Physical Address (Must Include Street Number)

City County State Zip Code

6. Federal Identification Number _____

7. Business Phone Number _____ Home Phone Number _____

8. Date of Birth _____

9. Mailing Address _____
Street

City County State Zip Code

10. Is this location within SC municipal limits? () Yes () No

If Yes, which city _____

11. Is the location presently licensed to sell beer, wine, or alcoholic liquor? () Yes () N
If "Yes," list the licensee's name and File# as it appears on their license or permit. MUST ATTACH COPY OF LEASE FOR THIS EVENT.

Licensee's Name _____ File # _____

Back of form must be filled out

12. Beginning date of event _____ Beginning Time _____ AM PM

Ending date of event _____ Ending Time _____ AM PM

13. What relationship exists between you and the current licensee? _____

If your function is being held at a licensed location, the person or organization applying for the special event license cannot have ANY relationship with the person or organization holding the permanent license beyond that of lessor-lessee.

14. Type of event (dance, festival, fund raiser, etc.) _____

15. Complete this question only if you are applying for a special event alcoholic liquor license.

Type of organization () Nonprofit organization (submit a copy of your charter)

() Political party or affiliate certified by the Secretary of State

16. Have you, anyone with a financial interest in this event, or anyone to be employed by you at this event, with or without compensation, ever been convicted of a crime? () Yes () No. Attach explanations of any convictions.

17. Have you attached your criminal records check on all principals obtained from SLED? () Yes () No

18. Are you selling tickets to the event? () Yes () No

19. Are you charging admission? () Yes () No

20. Name of Contact Person _____

Contact's Phone Number (required) _____

UNDER PENALTY OF PERJURY, I DO HEREBY ATTEST/STATE THE FOLLOWING:

GOOD CHARACTER: That, neither I nor any employee to be employed on the licensed premises have been convicted of a crime that I have not disclosed on this application.

CONSENT TO SEARCH: That I consent to the search of the premises covered by the license and/or permit by a SLED agent, law enforcement officer or agent of the South Carolina Department of Revenue.

MEMBERS AND BONA FIDE GUESTS: That in consideration therefore, the Applicant hereby acknowledges the legal prohibition against, and does hereby represent that it will not be, selling and permitting consumption of liquor by the drink at this Special Event to any person that is not a member of the Applicant or a bona fide guest of a member of the Applicant. Bona fide guests shall be limited to those who accompany a member onto the premises or for whom the member has made prior arrangements with the management of the organization.

AFFIRMATION STATEMENT: That by my signature below, the answers given to the questions in this application are true, to the best of my knowledge and that I have not falsified any information given in this application.

Date _____ Applicant's Signature _____



STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
APPLICANT AND PRINCIPAL CONSENT AND WAIVER

ABL-946
(Rev. 1/28/14)
4407

SC Code Ann. Section 61-2-160 prohibits the issuance of any permit or license under Title 61 unless the South Carolina Department of Revenue determines that the applicant does not owe the State of South Carolina any delinquent taxes, penalties, or interest. If an application is made for a license or permit by a person other than an individual, all principals of such applicant are deemed to be the applicant. S.C. Code Ann. Section 61-2-100(C).

For purposes of processing this application or any renewals of permits or licenses issued under Title 61, the undersigned applicant or principal authorizes the Department of Revenue to release to any party, person or entity, information concerning the applicant's or principal's South Carolina taxes. The information that may be released includes, but is not limited to, information relating to delinquent taxes, penalties and interest, outstanding liabilities, or information concerning failure to file returns. For purposes of processing this application and any renewals, the applicant or principal waives the provisions of Sections 12-54-240 and 30-2-10, et seq.

Further, the applicant or principal authorizes S.C. Law Enforcement Division (SLED) to check, examine and release to the Department of Revenue the criminal history record of the applicant or principal and further authorizes the Department of Revenue to share that information with other principals or applicants for purposes of processing the application or any renewal.

This Consent and Waiver shall be effective as of the date set forth below and shall remain in effect until revoked in writing by the applicant or a principal signing this Consent and Waiver or until the applicable permit or license is terminated or revoked. Notwithstanding any other provisions, the Department of Revenue can require a new Consent and Waiver any time it deems necessary.

SOCIAL SECURITY DISCLOSURE

In compliance with the Federal Privacy Act of 1974, the disclosure of an individual's social security number on this form is mandatory. SC regulation 117-201 provides that any person required to make a return, statement or document to the Department must include identifying numbers on such return, statement or document if the Department requests such information. Social security numbers are primarily used for the purposes of identifying taxpayers and monitoring tax compliance and/or fraud.

1 - 12 is a list of principal types. Each principal type must complete and sign a box below.

Principal Types:

1. The owner (if sole proprietorship);
2. All officers of the business or entity which owns the business;
3. All partners (limited partners that cannot exercise management control need not sign);
4. All persons who own twenty-five percent (25%) or more of the value of the business entity;
5. All persons who own twenty-five percent (25%) or more of the combined voting power of the business or entity;
6. A manager of a limited liability company which is managed by managers;
7. A member of the limited liability company which is not managed by managers;
8. Any fiduciary who manages, controls title, or is otherwise in control of the business;
9. All employees who will have day-to-day operational management responsibility for the business or entity; and,
10. If a publicly traded corporation, the designated license holder (designated agent) (must be over 21 and a resident of S.C.).
11. All other principals must be listed also. If not a publicly traded corporation, list all stockholders.
12. If a nonprofit organization, list all officers and directors of the organization.

*** CONTINUED ON THE NEXT PAGE. ALL PAGES MUST BE INCLUDED TO BE VALID.***

****ALL PRINCIPALS MUST SIGN IN THE PRESENCE OF A NOTARY****

*****IF A REQUIRED PRINCIPAL DOES NOT SIGN, THIS APPLICATION WILL BE DENIED*****

Additional Space on Back.

File Number: _____

Name of Sole Proprietorship, Corporation, Partnership, LLC, etc. FEI/SSN _____

Name _____

Home Address _____

City _____ State _____ Zip _____

Yr/Mo/Date of SC Residency _____ Date of Birth _____

Social Security No. _____ Federal Employer Identification No. _____

Principal/Type: (use above #1-12) _____ Percent of ownership _____

Have you as an individual, or as an organization in which you were a principal, had revoked or suspended in this state or any other state any license to sell beer, wine, or alcoholic liquors?
 Yes No **If yes, attach explanation.**

Have you been convicted of a crime in South Carolina or any other state?
 Yes No **If yes, attach explanation.**

SWORN to and subscribed before me this
_____ day of _____, year of _____
Notary Public for _____
My Commission Expires: _____
Notary (L.S.) _____
Notary (printed name) _____

This Consent and Waiver shall be effective as of the date set forth on the attached pages until revoked in writing by the ABL-946R completed by the applicant or a principal signing this Consent and Waiver, or until the applicable permit or license is terminated or revoked.

Taxpayer's Signature

Name _____

Home Address _____

City _____ State _____ Zip _____

Yr/Mo/Date of SC Residency _____ Date of Birth _____

Social Security No. _____ Federal Employer Identification No. _____

Principal/Type: (use above #1-12) _____ Percent of ownership _____

Have you as an individual, or as an organization in which you were a principal, had revoked or suspended in this state or any other state any license to sell beer, wine, or alcoholic liquors?
 Yes No **If yes, attach explanation.**

Have you been convicted of a crime in South Carolina or any other state?
 Yes No **If yes, attach explanation.**

SWORN to and subscribed before me this
_____ day of _____, year of _____
Notary Public for _____
My Commission Expires: _____
Notary (L.S.) _____
Notary (printed name) _____

This Consent and Waiver shall be effective as of the date set forth on the attached pages until revoked in writing by the ABL-946R completed by the applicant or a principal signing this Consent and Waiver, or until the applicable permit or license is terminated or revoked.

Taxpayer's Signature



STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
**VERIFICATION OF LAWFUL PRESENCE IN THE
UNITED STATES -- APPLICANT AND PRINCIPALS**

STATE OF _____)
COUNTY OF _____)

FOR INTERNAL USE ONLY
Case Verification Number _____
Result _____

Pursuant to the provisions of S.C. Code Ann. Section 8-29-10, et seq. of the South Carolina Illegal Immigration Reform Act and Title 61 of South Carolina Code Ann. Sections, every principal that is an individual must submit the following information:

The undersigned _____ of _____,
(Print clearly First, Middle and Last name) (Home Address)
_____ being first duly sworn deposes and states as follows:
(City, State and Zip Code)

Name Change/ Alias: Yes No If yes, please list: _____

Check ONLY One Box: See reverse side for Instructions, Definitions, and Accepted Documents.

- I am a **United States Citizen** eighteen years of age or older.
- I am a **Legal Permanent Resident** eighteen years of age or older.
- I am a **Qualified Alien** under the Federal Immigration and Nationality Act, Public Law 82-44, eighteen years of age or older, and lawfully present in the United States.
- I am a **Foreign Citizen**, and resident of _____
(Country of Residency)
and reside at _____,
(Street Address) (City, State, and Zip Code)
- Other (**Explain**): _____

Date of Birth

Alien Registration Number

(MUST ATTACH COPY OF IMMIGRATION DOCUMENTS)

I UNDERSTAND AND ACKNOWLEDGE that any person who fails to execute this Affidavit will automatically be denied the license to which it applies; and further, that the representations made in this Affidavit shall apply throughout any license(s) or renewals issued; and further, that I shall have an affirmative duty to immediately advise the Department of Revenue in any change of my immigration or citizenship status. I, hereby, also understand and acknowledge that a person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit executed pursuant to *South Carolina Code Section 8-29-10* entitled *Verification of Lawful Presence* shall in addition to other sanctions imposed by this state or the United States, be guilty of a felony and upon conviction must be fined and/or imprisoned for not more than 5 years (or both).

Under penalty of perjury and recognizing that I am subject to the criminal and civil penalties imposed by Title 12, of the South Carolina Code of Laws, I declare that I have examined this Affidavit and to the best of my knowledge and belief, it is true, correct and complete.

Signature of Affiant

SWORN to and subscribed before me this

_____ day of _____, year of _____

Notary Public for _____

My Commission Expires: _____

Notary (L.S.) _____

Notary (printed name) _____

REQUIRED: Fill out completely.
License Number: _____
Business Name: _____
Contact Person: _____
(Name)
Contact Person Phone Number: () _____

Check box 1 –

If you are a **US Citizen** by birth or naturalization.

Check box 2 –

If you are a **legal permanent resident** and you are not a US citizen, but are residing in the US under legally recognized and lawfully recorded permanent residence as an immigrant.

PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.

Check box 3 –

If you are a **qualified alien**. You are a qualified alien if you are:

- an alien who is lawfully admitted for permanent residence under the INA;
- an alien who is granted asylum under Section 208 of the INA;
- a refugee who is admitted to the United States under Section 207 of the INA;
- an alien who is paroled into the United States under Section 212(d)(5) of the INA for a period of at least 1 year;
- an alien whose deportation is being withheld under Section 243(h) of the INA (as in effect prior to April 1, 1997) or whose removal has been withheld under Section 241(b)(3);
- an alien who is granted conditional entry pursuant to Section 203(a)(7) of the INA as in effect prior to April 1, 1980;
- an alien who is a Cuban/Haitian Entrant as defined by Section 501(e) of the Refugee Education Assistance Act of 1980;
- an alien who has been battered or subjected to extreme cruelty, or whose child or parent has been battered or subject to extreme cruelty.

PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.

Check box 4 –

If you are a non immigrant and you are an alien who seeks temporary entry to the US for a specific purpose. The alien must have a permanent residence abroad (for most classes of admission) and qualify for the nonimmigrant classification sought. The nonimmigrant classifications include: foreign government officials, visitors for business and for pleasure, aliens in transit through the US, treaty traders and investors, students, international representatives, temporary workers and trainees, representatives of foreign information media, exchange visitors, fiancé(e)s of US citizens, intracompany transferees, NATO officials, religious workers, and some others. Most nonimmigrant can be accompanied or joined by spouses and unmarried minors (or dependent) children.

PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.

Accepted Immigration documents:

- Unexpired Foreign passport with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization
- Alien Registration Receipt Card with photograph (INS Form I-151 or I-551)
- Unexpired Temporary Resident Card (INS Form I-688)
- Unexpired Employment Authorization Card (INS Form I-688)
- Unexpired Reentry Permit (INS Form I-327)
- Unexpired Refugee Travel Document (INS Form I-571)
- Unexpired Employment Authorization Document issued by the INS which contains a photograph (INS Form I-688B)



STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
**LAW ENFORCEMENT NOTIFICATION SPECIAL
EVENT BEER, WINE AND LIQUOR APPLICATION**

This Part to be Completed by the Applicant

Take this form to the Chief of Police (if your special event is to be located within the city limits of a city or town that has a police department). Otherwise, take this form to the Sheriff of the county where your special event is to be held. **This form must be signed by the appropriate law enforcement official and submitted with your application.**

_____		_____	
Print Name of Applicant		Physical Street Address of special event	
_____		_____	
(Dates of special event)		City/Town	ZIP Code

This Part to be Completed by your Sheriff or Chief of Police

I have been informed by the above referenced person about his or her application for a special event license to sell beer, wine, or alcoholic liquor at the address shown above. I understand that

- () I do not object to the issuance of this special event license
- () I wish to object to the issuance of this application

_____	_____
Date	Signature of authorized law enforcement official

	Print name and title of authorized official

	Department and Official's phone number

If this form is not completely filled out, your application will be returned to you.

PLEASE NOTE: THE ENTIRE ABL-900 APPLICATION MUST BE PRESENTED TO LAW ENFORCEMENT OFFICIALS AT THE TIME THE ABL-100 IS SUBMITTED.