



TOWN OF ATLANTIC BEACH
Business License Division
717 30th Avenue S.
Atlantic Beach, SC 29582
843-663-2284

Business License Application Checklist

Property and Location

- Provide a copy of the lease agreement if the property where the business will be located is not owned by the applicant.
- Provide a notarized consent letter from the landowner if he or she is granting permission for someone else to discuss the property, sign leases, etc. (example, a Property Management or Broker)
- Zoning Compliance Statement (from the Planning Department)

Estimated Gross Receipts

- Provide a copy of your Business Plan or written narrative describing the business, layout of the business (including square footage), year-round or seasonal, hours of operation, products, services, additional licenses required, etc.
- Present an estimated statement of annual expenses
- License Fee Calculation and Payment Deadlines (Finance)

Business License Fees

- Review fee payment terms in business license ordinance
- Turn in completed application

Additional Licensing/ Requirements (ABPD, Horry County, State)

- Life and Safety Inspection (\$75 -- all businesses)
- Retail License (\$50 -- state)
- Food (DHEC)
- Alcohol Licensing (State)
- Fireworks and Firearms (State or/and ABPD)
- Massage Therapy (State)
- Tattoo Parlor (State)
- Other Applicable Licenses & Permits
- Review by Atlantic Beach Police Department

Fee Payment

- Pay license fee
- Get receipt

Business License Issued

- Display in business location