

Application for Retail Beer, Wine, and Liquor

APPLY FOR YOUR ALCOHOL BEVERAGE LICENSE ON MyDORWAY!

- It's faster and easier than completing a paper application and results in fewer errors.
- Many supplemental forms are included in the MyDORWAY application workflow.
- Don't have a Retail License yet? Get started at dor.sc.gov/register



Manage your tax accounts online for FREE!

MyDORWAY

Fast. Easy. Secure.

One-stop shop!

Manage your SCDOR accounts all in one place

- Review your payment history
- Immediate access to correspondence
- Easily update your account information

+ more!

Why MyDORWAY?

- Access your account 24/7
- Make ACH debit or credit card payments, **with no convenience fees**
- Receive immediate confirmation for transactions
- Reduce errors with automatic calculations
- Control who has access to your SCDOR accounts
- Always know you're using the most up-to-date forms

Ready to sign up for MyDORWAY?

Visit MyDORWAY.dor.sc.gov to get started.

You'll need your FEIN or SSN, License Number, and a Letter ID or copy of your last return.

Tutorials are available at dor.sc.gov/MyDORWAY

Want more information about Alcohol Beverage Licensing? Visit dor.sc.gov/abl



Save time and paper! Complete your application on MyDORWAY at **MyDORWAY.dor.sc.gov**. See the instructions in this package for more information.

To be eligible for a new Alcohol License, you must meet the applicable requirement:

- **Sole Proprietorship:** You must have been a resident of South Carolina for at least 30 days.
- **General Partnership:** The Partnership must have been formed in South Carolina for at least 30 days.
- **Corporation, Limited Liability Corporations (LLCs), and Limited Liability Partnerships (LLPs):** The entity must have been registered with the South Carolina Secretary of State's (SCSOS) office for at least 30 days.

Before we begin processing your application, you must pay a nonrefundable filing fee for each license and/or permit you're applying for:

- **Beer & Wine Permits** - \$300 per permit
- **Liquor Licenses** - \$200 per license

Submit all of the following documents for any entity type:

- ___ 1. Completed application, signed and dated
- ___ 2. Completed ABL-946 for each principal
- ___ 3. Completed ABL-920
- ___ 4. Criminal record check (CRC) for all principals that is less than 90 days old.
 - If the principal has lived in SC for two years or more, submit the CRC from SLED at **www.sled.sc.gov**.
 - If the principal has lived in SC for less than two years, the statewide CRC must be submitted from the previous state of residency and from SLED at **www.sled.sc.gov**.
 - If the principal is not a SC resident, the statewide CRC must be submitted from the current state of residency.
 - Attach a disposition for any charge that does not list the court charges determination.
- ___ 5. The receipt and affidavit from the advertisement you ran in an approved newspaper. The advertisement must have run for three consecutive weeks within the last 90 days. You can obtain a list of approved newspapers at **dor.sc.gov/abl-ads**.
- ___ 6. Completed ABL-977 or a copy of your lease, deed, or tax bill. If subleased, provide a copy of the assignment of lease.
- ___ 7. Retail Sales License number. Apply online at **dor.sc.gov/register**.

LLCs, LLPs, and General Partnerships are required to submit:

- ___ LLC Operating Agreement, Partnership Agreement, or the ABL-919

Nonprofit corporations are required to submit:

- ___ Articles of Incorporation issued by the South Carolina Secretary of State (SCSOS).

If applying for a 120 day temporary license and/or permit, you must also submit:

- ___ a. Retail Sales License number. Apply online at **dor.sc.gov/register**.
- ___ b. A \$25 fee for each temporary license and/or permit.
- ___ c. An additional \$5 certification fee if applying for a Temporary Liquor by the Drink or Retail Liquor Store License.
- ___ d. The valid, original biennial license and/or permit for the business. This business must be in good standing with the SCDOR.
- ___ e. The current Grade A SCDA inspection for the existing business if applying for a Business Liquor by the Drink License. You can obtain a copy at **https://apps.dhec.sc.gov/Environment/FoodGrades/**

Before approval, you will be required to submit:

- License and/or permit fees
- For licenses and permits that allow on-premises consumption after 5pm:
 - A certificate of coverage (ACORD 25) or insurance policy specifying your liquor liability coverage of at least \$1,000,000 for your location, unless you qualify for mitigating factors.
 - The per occurrence coverage must be at least 50% of the total aggregate limit.



STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
**GENERAL INFORMATION FOR BEER, WINE,
AND LIQUOR APPLICATIONS**

The information provided is for general guidance only. It should not be considered or substituted for legal advice. SCDOR representatives will not provide legal advice. Read the laws, regulations, and applicable court decisions carefully before applying.

The SCDOR will process your application within 6-8 weeks. This process will be delayed if the SCDOR denies your application. All applications that are denied or have been protested are subject to a hearing with the Administrative Law Court.

The fastest, easiest way to submit the ABL-901 is by using our free online tax portal, MyDORWAY, available at **MyDORWAY.dor.sc.gov**. You must have a valid Retail Sales License and a MyDORWAY account before applying for licenses and permits listed on the ABL-901. To apply on MyDORWAY, start by logging in, then click the **More** tab. On the next screen, select **Apply for a New Alcohol Beverage License**.

Or you can submit the ABL-901 by:

Mail: SCDOR, ABL Section, PO Box 125, Columbia, SC 29214-0907

Email: ABL@dor.sc.gov

GENERAL QUALIFICATIONS

A. Qualifications of applicants for all license types:

1. All principals, officers, and employees must be:
 - at least 21 years old,
 - of good moral character,
 - legal residents of or have legal authority to be in the United States, and
 - **registered with the SCSOS and/or legal residents of South Carolina for 30 days prior to submitting an application to the SCDOR.**
2. The applicant must be the owner of the business seeking the license and/or permit.
3. The applicant must not have had a Beer and Wine permit revoked within the last two years or a Liquor license revoked within the last five years.
4. The proposed business must possess a Retail Sales License. If not, the applicant will be required to apply for a Retail Sales License for \$50. If you will be charging admission, you must apply for a free Admissions Tax License. Both license applications are available at **dor.sc.gov/register**.
5. Check with the city and county authorities to ensure you are in compliance with zoning laws and local business license requirements.

B. Tax liabilities:

A license and/or permit cannot be issued if the applicant or any principals have any outstanding tax liabilities with the SCDOR.

C. Sign posting:

1. A SLED Agent will post and remove a sign at the proposed place of business.
2. This sign must remain posted for 15 days. It can only be removed by the SLED Agent. If the sign is removed by anyone other than the SLED Agent, contact the SCDOR or SLED immediately.

D. Newspaper advertisements:

1. A Notice of Application must be placed at least once a week for three consecutive weeks in a newspaper approved by the SCDOR for the proposed business.
2. The notice must:
 - (a) be in the legal notices section of the newspaper or an equivalent section if the newspaper has no legal notices section;
 - (b) be in large type, covering a space of one column wide and at least two inches deep; and
 - (c) state the type of license and/or permit applied for and the exact location of the proposed business. An applicant applying for both a Beer and Wine Permit and a Liquor License may use the same advertisement for both if the SCDOR approves the advertisement.
3. The ad receipt from the approved newspaper must be submitted before the application can be processed.
4. The Affidavit of Publication must be submitted and approved by the SCDOR before a license and/or permit can be issued.

SAMPLE ADVERTISEMENT

NOTICE OF APPLICATION

Notice is hereby given that _____ intends to apply to the South Carolina Department of Revenue
(legal entity name or sole proprietor)

for a license and/or permit that will allow the sale and _____ premises consumption of _____
(on/off) (beer, wine, and/or liquor)

at _____. To object to the issuance of this license and/or permit, submit an
(exact street address, city, state and ZIP)

ABL-20 protest form by _____.
(16 days from the publication of the first advertisement)

Submit the ABL-20 online at **MyDORWAY.dor.sc.gov**, or email to **ABL@dor.sc.gov**.

E. Finding the correct newspaper to publish your advertisement:

1. Refer to the list of approved newspapers at **dor.sc.gov/abl-ads** to determine the correct newspaper for the municipality or county where the proposed business is located.
2. If your business is located within a municipality with a qualifying newspaper, you may place your ad in one of the municipality-specific newspapers **or** in one of the county-wide newspapers.
3. If your business is not located within one of the listed municipalities, you **must** place your ad in one of the county-wide newspapers.
4. If you place your advertisement in an incorrect newspaper, you will have to rerun the ad in an approved newspaper.

If you are unsure, contact the ABL section at 803-898-5864 before placing the ad in the newspaper.

**BEER & WINE PERMIT DEFINITIONS****Off-Premises Beer & Wine Permit (PBG):**

Authorizes the sale of beer and wine to go only.

On-Premises Beer & Wine Permit (PBW):

Authorizes the sale of beer and wine to go and authorizes consumption on the permitted premises.

7 Day On-Premises Beer & Wine Permit (PO7):

Authorizes the sale of beer and wine for consumption on the permitted premises, as well as to go, seven days a week, with no restrictions on hours of sale. Only issued in counties or municipalities that have passed a referendum allowing Sunday sales of beer and wine.

7 Day Off-Premises Beer & Wine Permit (P7B):

Authorizes the sale of beer and wine to go only, seven days a week, with no restrictions on hours of sale. These permits are only issued in counties or municipalities that have passed a referendum allowing Sunday sales of beer and wine.

Brewpub Permit (PBB):

Authorizes the sale of beer and wine, the manufacture of beer, and the consumption of beer and wine on the permitted premises.

Sabbath Observed Beer & Wine Permit (PRB):

Authorizes the sale and consumption of beer and wine on Sunday if you close your business on Saturday for religious purposes. These permits are only issued in counties or municipalities that have passed a referendum allowing Sunday sales of beer and wine.

Brewery Permit (PWY):

Authorizes the manufacture and sale of beer produced on the premises for on- or off-premises consumption to retail customers and allows for offering tastings to customers in conjunction with a tour of their permitted premises.

Beer & Wine Wholesaler/Distributor Permit (PWB):

Authorizes any person who makes the first sale within South Carolina or who sells or distributes any quantity of beer or wine to any holder of a retail beer and wine permit for resale. Does not include any person who produces wine in South Carolina from fruits grown within South Carolina by or for the manufacturer.

Basic Winery Permit (PWY):

For wineries which produce and sell wine produced on its premises, with less than 60% of the juice from fruit and berries grown in South Carolina. This type of winery may only sell to wholesalers, though it may also ship wine to in-state and out-of-state residents (if it holds a Wine Producer and Blenders Basic Permit issued by the Alcohol Tobacco Tax and Trade Bureau and a Wine Shipper's license). These wineries are also permitted to provide with or without cost wine tasting samples to prospective customers.

Domestic Winery Permit (PDW):

For wineries which produce and sell wine produced on its premises, with at least 60% of the juice from fruit and berries that are grown in South Carolina. This type of winery may sell at wholesale, retail, ship to consumer homes both in-state and out-of-state, and allow on premise consumption during restricted hours. This type of winery may also sell during restricted hours on Sunday, provided the winery is located in a county of municipality that has passed a favorable referendum.

7 Day Winery Permit (P7W):

For wineries which manufactures or blends wines using grapes, all of which are harvested, processed, fermented, bottled and sold at the same contiguous location. This type of winery may sell to wholesalers and permit consumption of wine seven days a week, during restricted hours-provided the local governing body of the county or municipality where the sale occurs adopts an ordinance permitting wine sales on Sunday under these limited circumstances. This type of winery may also ship wine to in-state or out-of-state consumers.

Professional Sports Venue Permit (PSV):

Authorizes the sale of beer, wine, and liquor for consumption on the grounds or complex of a professional baseball team's stadium, a professional soccer team's stadium, the Darlington Raceway, and the Credit One Stadium Tennis Facility.

HOURS OF OPERATION FOR BEER & WINE PERMIT HOLDERS

Beer & Wine Permits

- Refer to SC Code Section 61-4-120 to learn about Sunday sales exceptions.
- On-Premises Beer & Wine Permit (PBW) or Off-Premises Beer & Wine Permit (PBG) - Can sell from Monday at sunrise until Saturday at 11:59 PM. However, an establishment that has a PBW and Business (Restaurant or Hotel) Liquor by the Drink License (PLB) or Nonprofit (Private Club) Liquor by the Drink License (PLC) is authorized to sell beer and wine during those hours in which the sale of alcoholic liquors by the drink is lawful. See Hours of Operation for Liquor License Holders for PLB and PLC hours.

Beer & Wine Permits - Off-Premises Sales on Sunday (only in counties where the beer and wine referendum has passed, authorized by SC Code Section 61-6-2010)

- Refer to SC Code Section 61-4-510 to learn about special retail beer and wine permits.
- 7 Day Off-Premises Beer & Wine (P7B) can sell beer and wine for off-premises consumption only seven days a week, 24 hours a day. To qualify for this permit, your county or municipality must have passed the beer and wine referendum, authorized by SC Code Section 61-6-2010.
- 7 Day On-Premises Beer & Wine (PO7) can sell beer and wine for on-premises consumption seven days a week, 24 hours a day. See SC Code Section 61-4-630 for regulation of on-premises sales on Sundays. To qualify for this permit, you must be located in a county or municipality where both referendums were passed, authorized by SC Code Section 61-6-2010.

On-Premises Beer & Wine Permit - On-Premises Sales on Sunday (only in counties where the Local Option Permit (LOP) referendum has passed, authorized by SC Code Section 61-6-2010)

- Refer to SC Code Section 61-4-630 to learn more about Sunday sales.
- On-Premises Beer & Wine (PBW) can sell beer and wine on Sunday from 12:00 AM until 2:00 AM and 10:00 AM until 11:59 PM for consumption on the premises. To qualify for this permit, you must be located in a county or municipality where both referendums were passed, authorized by SC Code Section 61-6-2010.
- 7 Day On-Premises Beer & Wine (PO7) can sell beer and wine on Sunday from 12:00 AM until 2:00 AM and 10:00 AM until 11:59 PM for consumption on the premises. To qualify for this permit, you must be located in a county or municipality where both referendums were passed, authorized by SC Code Section 61-6-2010.

BEER & WINE PERMIT REQUIREMENTS

On-Premises or Off-Premises Beer & Wine Permit Requirements (PBG and PBW):

1. On-premises or off-premises beer and wine three tier rule: No person, partner, or member may have any financial interest of any kind in any other tier of the beer, wine, or alcoholic beverage industry. For example, the applicant, partnership, or Limited Liability Partnership seeking a retail beer and wine permit must not have a financial interest of any kind in a beer and wine wholesale business or a brewery.
2. On-premises permits require the location to have functioning restrooms available for use by customers.
3. If your business is open after 5:00 PM to sell alcoholic beverages for **on-premises consumption**, you must provide a copy of your liquor liability policy or general liability insurance policy with a liquor endorsement for a total coverage of at least \$1,000,000 (unless you qualify for mitigating factors) during the period of the biennial permit or license, per SC Code Section 61-2-145.
4. The cost of the biennial permit is \$600.

7 Day On-Premises Beer & Wine Permit Requirements (PO7):

1. In counties and municipalities where the public has approved by referendum the sale of beer and wine to go seven days a week and the sale of alcoholic liquors on Sundays, authorized by SC Code Section 61-6-2010(C)(1) (b) and (c).
2. If you are not planning to sell beer and wine to go on Sundays, apply for the PBW.
3. Visit dor.sc.gov/abl for approved counties and cities.
4. The cost of this biennial permit is \$2,200.

7 Day Off-Premises Beer & Wine Permit Requirements (P7B):

1. In counties and municipalities where the public has approved by referendum, retailers may apply for a special permit that allows for the sale of beer and wine seven days a week, 24 hours a day for off-premises consumption.
2. Visit dor.sc.gov/abl for approved counties and cities.
3. The cost of this biennial permit is \$2,200.

Brewpub Permit Requirements (PBB):

1. Must be a tavern, public house, restaurant, or hotel that produces on the permitted premises a maximum of 2,000 barrels a year of beer for sale on the premises. See SC Code Section 61-4-1740 for restrictions.
2. Must meet Department of Health and Environmental Control rules for restaurants. See SC Code Section 61-4-1750.
3. Once registered, you must pay Beer Excise Tax on all beer produced. Every person subject to the tax is required to file a Monthly Brewpubs Return electronically on MyDORWAY. For more information, contact the SCDOR at Beer@dor.sc.gov or 803-896-1970.
4. The cost of this biennial permit is \$2,200.

Sabbath Observed Beer & Wine Permit Requirements (PRB):

1. This permit authorizes the sale and consumption of beer and wine on Sunday if you close your business on Saturday for religious purposes.
2. These permits are issued in counties or municipalities that have passed a referendum allowing Sunday sale of beer. Visit dor.sc.gov/abl for approved counties and cities.
3. If you operate on Saturdays while holding this permit, the SCDOR will revoke your permit to sell beer and wine. For complete requirements, review SC Code Section 61-4-620.
4. The cost of this biennial permit is \$650.

Brewery Permit Requirements (PWY):

1. The brewery must be constructed, maintained, and/or operated in this state for the production of any beer, ale, porter, or other similar malt or fermented beverage.
2. The beverages cannot contain more than 14% alcohol by weight.
3. The cost of this biennial permit is \$400.

Beer & Wine Wholesaler/Distributor Permit Requirements (PWB):

1. A person who makes the first sale within this state or who sells or distributes any quantity of beer or wine to any other person for resale. Does not include any person who produces wine in South Carolina from fruits grown within South Carolina by or for the manufacturer.
2. The cost of this biennial permit is \$2,200.

Professional Sports Venue Permit Requirements (PSV):

1. Must be a professional baseball team's stadium, a professional soccer team's stadium, the Darlington Raceway, or the Credit One Stadium Tennis Facility.
2. For complete requirements, review SC Code Section 61-6-2016.
3. The cost of this biennial permit is \$6,100.

HOURS OF OPERATION FOR WINERY PERMIT HOLDERS**Wineries - Sales on Sunday**

- Refer to SC Code Section 61-4-725 to learn about Sunday sales exceptions.
- Licensed wineries in counties that allow liquor by the drink to be sold on Sunday can sell wine on Sunday for consumption on the premises from 12:00 AM until 2:00 AM and 10:00 AM until 11:59 PM.

WINERY PERMIT REQUIREMENTS

Wine cannot contain more than 21% alcohol by volume. Wines containing more than 16.5% alcohol by volume may only be sold in licensed retail liquor stores. See SC Code Sections 61-4-10 and 61-4-770.

Basic Winery Permit Requirements (PWY):

1. Can only sell to wholesalers.
2. Can ship wine to in-state and out-of-state residents if it holds a Wine Producer and Blenders Basic Permit issued by the Alcohol and Tobacco Tax and Trade Bureau (TTB) and has obtained a Wine Shipper's license in accordance with SC Code Section 61-4-747.
3. Allows up to 24 tastings per calendar quarter, including Sundays if the winery is located in a county or municipality that passed a favorable referendum. See SC Code Section 61-4-737.
4. The cost of this biennial permit is \$400.

Domestic Winery Permit Requirements (PDW):

1. May sell at wholesale, retail, ship to consumer homes both in-state and out-of-state, and allow on-premises consumption during restricted hours.
2. Can sell during restricted hours on Sunday if the winery is located in a county or municipality that passed a favorable referendum. See SC Code Sections 61-4-720; 61-4-725; 61-4-730; and 61-4-735.
3. The cost of this biennial permit is \$400.

7 Day Winery Permit Requirements (P7W):

1. Can sell to wholesalers, and permit consumption of wine seven days a week, during restricted hours, if the county or municipality where the sale occurs passed an ordinance permitting wine sales on Sunday under these limited circumstances. This type of winery may also ship to in-state or out-of-state consumers. See SC Code Sections 61-4-120; 61-4-720; and 61-4-735.
2. The cost of this biennial permit is \$1,500.

LIQUOR LICENSE DEFINITIONS

Liquors Cooking License (PAL):

Authorizes the holder to use alcoholic liquors for cooking purposes only. Only needed for establishments that do not hold a Liquor by the Drink license.

Business (Restaurant or Hotel) Liquor by the Drink License (PLB):

Authorizes the sale and consumption of alcoholic liquors on the licensed premises. These licenses are issued to restaurants and hotels/motels only.

Nonprofit (Private Club) Liquor by the Drink License (PLC):

Authorizes the sale and consumption of alcoholic liquors on the licensed premises. These licenses are issued only to nonprofit organizations chartered by the SC Secretary of State's Office. These locations may not be open to the general public.

Retail Liquor Store License (PRL):

Authorizes retail locations to sell alcoholic liquors and/or wines containing up to 21% alcohol by volume.

Liquor Manufacturer License (PML):

Authorizes an entity operating a plant or place of business in South Carolina for distilling, rectifying, brewing, fermenting, blending, or bottling alcoholic liquors.

Liquor Wholesaler/Distributor License (PWL):

Authorizes an entity that purchases, acquires, or imports from the outside of South Carolina, or who purchases or acquires alcoholic liquors from South Carolina manufacturers to distribute alcoholic liquors to holders of a Retail Liquor Store license.

Liquor Micro Distillery License (PMD):

Authorizes a person or entity who distills, blends, and bottles alcoholic liquors with an alcohol content greater than 17% and who produces a maximum quantity of 125,000 cases per year at the licensed premises.

HOURS OF OPERATION FOR LIQUOR LICENSE HOLDERS

Business (Restaurant or Hotel) Liquor by the Drink License

- Refer to SC Code Section 61-6-1610 for additional information.
- Business (Restaurant or Hotel) Liquor by the Drink (PLB) licensees can sell liquor by the drink Monday through Friday from 10:00 AM until 2:00 AM the next morning and on Saturday from 10:00 AM until 11:59 PM. They can sell on Sundays if they have a Local Option Permit (LOP). See SC Code Section 61-6-2010.

Nonprofit (Private Club) Liquor by the Drink License

- Refer to SC Code Section 61-6-1600 for additional information.
- Nonprofit (Private Club) Liquor by the Drink (PLC) licensees can sell liquor by the drink seven days a week between 10:00 AM and 2:00 AM the next day.

Local Option Permit (LOP) (only in counties where the LOP referendum has passed pursuant to SC Code Section 61-6-2010)

- Refer to SC Code Section 61-6-2010 for additional information.
- Business (Restaurant or Hotel) Liquor by the Drink (PLB) licensees can obtain a Local Option Permit (LOP) to sell liquor by the drink on Sunday for on-premises consumption. The SCDOR has exercised its discretion to specify the following terms for the Local Option Permit (LOP): Liquor can only be sold on Sunday from 12:00 AM until 2:00 AM and 10:00 AM until 11:59 PM.

Retail Liquor Store License

- Refer to SC Code Sections 61-6-1500 and 61-6-4160 for additional information.
- Retail Liquor Store (PRL) licenses can only sell liquor for off-premises consumption (to go) Monday through Saturday from 9:00 AM until 7:00 PM.
- A licensed retail dealer with a wholesaler's basic permit issued pursuant to the Federal Alcohol Administration Act may sell and deliver to a person licensed to sell alcoholic liquors for on-premises consumption Monday through Saturday from 9:00 AM until 7:00 PM.

LIQUOR LICENSE REQUIREMENTS

General location requirements for Business (Restaurant or Hotel) Liquor by the Drink, Nonprofit (Private Club) Liquor by the Drink, and Retail Liquor Store Licenses:

1. Your business must be at least 300 feet from a church, school, or playground if the church, school, or playground is located in the city.
2. Your business must be at least 500 feet from a church, school, or playground if the church, school, or playground is located in the county.
3. These requirements do not apply if the establishment or location was established prior to November 7, 1962 or if you are acquiring a business that is currently licensed to sell alcohol. SC Code of Regulation 7-303 establishes how this measurement is conducted.
4. If your business is open after 5:00 PM to sell alcoholic beverages (beer, wine, and/or liquor) for on-premises consumption, you must provide a copy of your liquor liability policy or general liability insurance policy with a liquor endorsement for a total coverage of at least \$1,000,000 (unless you qualify for mitigating factors) during the period of the biennial permit or license, per SC Code Section 61-2-145.

Business (Restaurant) Liquor by the Drink License Requirements (PLB):

1. Your business must be primarily engaged in the preparation and serving of meals.
2. Your business must have seating for at least 40 people simultaneously at tables for the service of meals each day it is open for business and available in all types of weather.
3. Your business must have a kitchen that is in a separate area of the business and that is used solely for the preparation and serving of solid foods that make up meals.
4. Your kitchen must have a working fixed grill, stove, or microwave oven.
5. You must have a functioning cold storage unit with a minimum of 21 cubic feet capacity.
6. You must have a menu or sign listing the meals offered at your place of business.
7. There must be adequate food on the premises of your business to serve 40 people a hot meal. Prepackaged single portioned foods prepared off the premises will not count as adequate food.
8. You must have (or plan to have by the time you open for business) hot meals during normal "mealtimes" which occur when your business plans to be open to the public.
9. If such establishment advertises, a substantial portion of its advertising must be devoted to food sales.
10. The bar area used for storing and dispensing liquor by the drink must be lighted (or plan to be lighted by the time you open for business) so that customers have a clear view of all activities taking place in the bar area.
11. Your place of business must maintain a Grade A Restaurant License issued by the SCDA.
12. You must have functioning restrooms available for use by customers.
13. If you are selling liquor by the drink (from "big bottles" and/or you sell liquor by the drink in minibottles) you are required to pay the 5% liquor by the drink excise tax. Upon completion of the ABL registration process you will receive an information packet that includes the liquor by the drink return and procedures on paying the liquor by the drink excise tax.
14. The cost of this biennial license is \$1,705.

Business (Hotel) Liquor by the Drink License Requirements (PLB):

1. Your business must have at least 18 rooms to rent to the public as accommodations for lodging.
2. The bar area used for storing and dispensing liquor by the drink must be lighted (or plan to be lighted by the time you open for business) so that customers have a clear view of all activities taking place in the bar area.
3. Sales and consumption are restricted to the interior of the building and do not extend to the parking area even if food is served in these areas.
4. The cost of this biennial license is \$1,705.

Nonprofit (Private Club) Liquor by the Drink License Requirements (PLC):

1. This license is only available to bona fide nonprofit organizations, which are exclusively for social, benevolent, patriotic, recreational, or fraternal purposes, but not for profit. No earnings of the organization can be paid directly to any member or shareholder. The sale of alcoholic beverages should not be the main purpose of the organization.
2. The organization must have a fixed method of electing members. This method must be described in the organization's bylaws and relate to the organization's purpose in some way.
3. Members must pay dues on a regular basis (monthly, quarterly, or annually). These dues should be used to maintain the organization.
4. The organization should have an elected governing body, such as a board of directors or executive committee. Elections should occur on a regular basis (at least annually). Exceptions: Universities and similar public institutions can use a different governing body as long as this is noted in the bylaws of the organization.
5. If the organization ceases operations, any remaining assets must be turned over to other nonprofit organizations. No member or shareholder can be given these assets.
6. Members, officers, agents, or employees of the nonprofit cannot be paid directly by the sale of alcoholic beverages, beyond any fixed salary already received. Regular salaries should be reasonable for the services actually performed.
7. The premises to be licensed must **not** be open to the general public and must have limited membership.
8. The premises to be licensed must be located in a place separate and distinct from the premises of any business establishment. This means that the location must have a separate address, separate entrance, and cannot be connected by common doors or passageways with any other business premises.
9. The bar area used for storing and dispensing liquor by the drink must be lighted (or plan to be lighted by the time you open for business) so that members have a clear view of all activities taking place in the bar area.
10. You must have functioning restrooms available for use by members.
11. The cost of this biennial license is \$1,705.

Retail Liquor Store License Requirements (PRL):

1. Beginning June 1, 2022, no more than six licenses may be issued to one licensee.
2. A retail dealer must maintain a separate store or place of business with not more than two means of public entrance or exit which must be on the front or the same side of the building, except that the doors may be located at the corner of two adjacent sides of the building. One additional door, not in the front, is allowed if used solely for the receipt of commercial deliveries or an emergency exit.
3. Non-alcoholic merchandise is prohibited except as described in SC Code Section 61-6-1540.
4. Your business must be at least 300 feet from a church, school, or playground if the church, school, or playground is located in the city. Your business must be at least 500 feet from a church, school or playground if the church, school, or playground is located in the county.
 - a. These requirements do not apply if the establishment or location was established prior to November 7, 1962 or if you are acquiring a business that is currently licensed to sell alcohol. SC Code of Regulation 7-300 established how this measure is conducted.
5. No retail liquor dealer is permitted to purchase any alcoholic liquors except from a licensed wholesale dealer in this state. The purchase, or negotiation for purchase, of alcoholic liquors from outside South Carolina by a retail dealer is strictly forbidden. No wholesale liquor dealer is permitted to purchase alcoholic liquors for the exclusive use of any retailer.
6. The cost of this biennial license is \$1,405.



STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
**APPLICATION FOR
RETAIL BEER, WINE, AND LIQUOR**

The fastest, easiest way to submit the ABL-901 is by using our free online tax portal, MyDORWAY, available at **MyDORWAY.dor.sc.gov**.

File number: _____

Mail to: SCDOR, ABL Section, PO Box 125, Columbia, SC 29214-0907
Email: ABL@dor.sc.gov

License Type	Nonrefundable Filing Fee	License Fee
<input type="checkbox"/> On-Premises Beer & Wine (PBW)	\$ 300	\$ 600 biennially
<input type="checkbox"/> Off-Premises Beer & Wine (PBG)	\$ 300	\$ 600 biennially
<input type="checkbox"/> Brewpub (PBB)	\$ 300	\$ 2,200 biennially
<input type="checkbox"/> 7-Day On-Premises Beer & Wine (PO7)	\$ 300	\$ 2,200 biennially
<input type="checkbox"/> 7-Day Off-Premises Beer & Wine (P7B)	\$ 300	\$ 2,200 biennially
<input type="checkbox"/> Sabbath Observed Beer & Wine (PRB)	\$ 300	\$ 650 biennially
<input type="checkbox"/> Professional Sports Venue (PSV)	\$ 500	\$ 6,100 biennially
<input type="checkbox"/> Business (Restaurant or Hotel) Liquor by the Drink (PLB)	\$ 200	\$ 1,700 biennially
<input type="checkbox"/> Nonprofit (Private Club) Liquor by the Drink (PLC)	\$ 200	\$ 1,700 biennially
<input type="checkbox"/> Retail Liquor Store (PRL)	\$ 200	\$ 1,400 biennially
<input type="checkbox"/> Liquors Cooking (PAL)	\$ -0-	\$ 250 biennially
<input type="checkbox"/> 120-Day Temporary Beer & Wine (TBW,TBG,TO7,T7B)	\$ -0-	\$ 25
<input type="checkbox"/> *120-Day Temporary Liquor by the Drink (TLB,TLC)	\$ -0-	\$ 25
<input type="checkbox"/> *120-Day Temporary Retail Liquor (TRL)	\$ -0-	\$ 25
<input type="checkbox"/> *Certification fee	\$ -0-	\$ 5

* A certification fee is required in addition to filing fees if you are applying for a temporary license at a location with a Liquor by the Drink or Retail Liquor Store License. (SC Code Section 61-6-120.)

PRINT ALL INFORMATION			
1. Legal entity name or sole proprietor		6. Business phone number	Principal's phone number
2. Physical location of business (no PO box)		7. FEIN/SSN	
_____ Street		8. Nature of business	
_____ City	_____ County	_____ State	_____ ZIP
3. Mailing address		9. Retail Sales License number	
_____ Designated Agent		10. Email	
_____ Street		11. Is the business within SC municipal limits?	
_____ City	_____ County	_____ State	_____ ZIP
4. Type of ownership		12. Has this location been previously licensed to sell beer, wine, and/or liquor?	
<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> LLC/LLP	<input type="checkbox"/> SC Corporation	Date of Inc: _____	
<input type="checkbox"/> Foreign corporation	State of Inc: _____	Date of Inc: _____	
<input type="checkbox"/> Nonprofit organization		If yes, provide the following:	
<input type="checkbox"/> Other (explain): _____		A. Previous Alcohol Beverage License number	
5. Trade name (doing business as)		_____	
		B. Name of business	

		(Legal entity name or sole proprietor including trade name)	

DESIGNATED AGENT

You must designate a person to receive all notices from the SCDOR concerning your license and/or permit. These notices will be sent to the person at the mailing address provided in section 3. It is your responsibility to keep the SCDOR informed of any change to your designated agent or mailing address, as the law will presume you received all notices sent to the address you have given us.

Name of Designated Agent _____

CONTACT PERSON

**The contact person must be a principal listed on the ABL-946, Consent and Waiver.
Attorneys are only required to submit a Letter of Representation.
Accountants are only required to submit an SC-2848.**

SLED will conduct an investigation on this application, and will need to meet with the contact person at the location for which you are seeking a license and/or permit to discuss the business and ownership of the business. Provide the name, phone and email of the contact person who can meet with the SLED agent for this purpose.

Name of Contact Person _____

Phone _____ Email _____

The SCDOR will process your application within 6-8 weeks. This process will be delayed if the SCDOR denies your application. All applications that are denied or have been protested are subject to a hearing with the Administrative Law Court.

I certify that this business meets the legal requirements under South Carolina law for the license and/or permit type for which this application is being filed. For a general summary of the qualifications and legal requirements for beer, wine, and liquor permits and licenses, see the ABL-975. Beer, wine, and liquor are governed by SC Code of Laws Title 61, Chapters 2, 3, 4, and 6; Title 12, Chapters 21 and 33; Title 33, Chapter 42; and Title 63, Chapters 7, 13, 15, and 19. Regulations are found in Chapter 7 of the Code of Regulations. Read the full code sections at dor.sc.gov/policy.

I understand that a misstatement or concealment of fact in an application is sufficient grounds for the revocation of the license and/or permit. Under penalties of perjury, I declare that I have read and understood this form and the information I have provided herein is true, correct, and complete.

Principal's Signature

Date

Social Security Privacy Act Disclosure

It is mandatory that you provide your Social Security Number on this tax form if you are an individual taxpayer. 42 U.S.C. 405(c)(2)(C)(i) permits a state to use an individual's Social Security Number as means of identification in administration of any tax. SC Regulation 117-201 mandates that any person required to make a return to the SCDOR must provide identifying numbers, as prescribed, for securing proper identification. Your Social Security Number is used for identification purposes.



If you're applying on MyDORWAY, the ABL-946 is part of the normal application workflow. You do not need to submit or attach a paper copy of the ABL-946 if applying on MyDORWAY.

Mail to: SCDOR, ABL Section, PO Box 125, Columbia, SC 29214-0907

Email: ABL@dor.sc.gov

What you need to know:

- The SCDOR cannot issue a license or permit to anyone who owes delinquent taxes, penalties, or interest.
- You are waiving your rights under SC Code Title 30, Chapter 2 and SC Code Section 12-54-240. Full code sections are available at dor.sc.gov/policy.
- The SCDOR has the right to share information with other principals or applicants in order to process the application or renewal.

Legal entity name _____ FEIN _____

Principal's name _____

Home address (no PO box) _____

Street

City

State

ZIP

Date of SC residency (mm/dd/yyyy) _____ Date of birth (mm/dd/yyyy) _____

SSN _____ FEIN _____ Percent of ownership _____

Principal types (Check one):

- Owner Corporate officer Partner Member (LLC) Manager (LLC)
- Employee/Manager Nonprofit officer Fiduciary Publicly traded agent

Have you as an individual, or as an organization in which you were a principal, had any license to sell beer, wine, or liquor revoked or suspended in this state or any other state?

Yes No **If yes, you must attach an explanation.**

Have you been convicted of a crime in South Carolina or any other state?

Yes No **If yes, you must attach an explanation.**

I understand that a misstatement or concealment of fact in an application is sufficient grounds for the revocation of the license and/or permit. Under penalties of perjury, I declare that I have read and understood this form and the information I have provided herein is true, correct, and complete.

Principal's Signature

Date

Social Security Privacy Act Disclosure

It is mandatory that you provide your Social Security Number on this tax form if you are an individual taxpayer. 42 U.S.C. 405(c)(2)(C)(i) permits a state to use an individual's Social Security Number as means of identification in administration of any tax. SC Regulation 117-201 mandates that any person required to make a return to the SCDOR must provide identifying numbers, as prescribed, for securing proper identification. Your Social Security Number is used for identification purposes.



STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
**VERIFICATION OF LAWFUL PRESENCE IN THE
UNITED STATES**

Mail to: SCDOR, ABL Section, PO Box 125, Columbia, SC 29214-0907
Email: ABL@dor.sc.gov

This form is required by SC Code Section 8-29-10 and Title 61. See the full code section at dor.sc.gov/policy.

I, _____ of _____,
Print clearly first, middle, and last name Home address (no PO box)

City State ZIP

being first duly sworn, deposes and state the following:

Name change/alias: Yes No **If yes, list:** _____

Check ONLY one box.

1. I am a **United States Citizen**.

2. I am a **Legal Permanent Resident**.

3. I am a **Qualified Alien** under the Federal Immigration and Nationality Act, Public Law 82-44.

4. I am a **Foreign Citizen**, and resident of _____
Country of residency
and reside at _____,
Home address (no PO box) City, State, and ZIP

5. Other (**Explain**): _____

Date of birth (mm/dd/yyyy) Alien Registration number

YOU MUST ATTACH A COPY OF ALL IMMIGRATION DOCUMENTS

This affirmation must be completed by all applicants or the application will be denied. This affirmation will also apply during any renewal. Any change in immigration or citizenship status must immediately be reported to the SCDOR. Willfully making a false statement on this affirmation is a felony, punishable by fines and/or imprisonment.

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 affirmation and to the best of my knowledge and belief, it is true, correct, and complete.

I understand that a misstatement or concealment of fact in an application is sufficient grounds for the revocation of the license and/or permit. Under penalties of perjury, I declare that I have read and understood this form and the information I have provided herein is true, correct, and complete.

Principal's Signature

Date



Mail to: SCDOR, ABL Section, PO Box 125, Columbia, SC 29214-0907

Email: ABL@dor.sc.gov

FEIN/SSN _____ Alcohol Beverage License number _____

Legal entity name _____

Trade name (doing business as) _____

Physical location of business (no PO box) _____

Street

City

State

ZIP

By signing this affirmation, you are agreeing to operate by the following Codes and Regulations. Read the full code sections at dor.sc.gov/policy.

SC Code Section 61-6-1600

- A. A nonprofit organization which is licensed by the department pursuant to the provisions of this article may sell alcoholic liquors by the drink. A member or guest of a member of a nonprofit organization may consume alcoholic liquors sold by the drink upon the premises between the hours of ten o'clock in the morning and two o'clock the following morning.
- B. An employee or agent of an establishment licensed as a nonprofit organization is prohibited from selling, making available for sale, or permitting the consumption of alcoholic liquors on the licensed premises between the hours of two o'clock in the morning and ten o'clock in the morning. A violation of this provision is a violation against the organization's license.

SC Code of Regulations 7-401.4

- A. Every initial and/or renewal application for a Sale and Consumption of Alcoholic Liquors License to a bona fide nonprofit organization shall be an association, organization or a nonprofit corporation organized and existing under the laws of the State of South Carolina and operated solely and exclusively for social, benevolent, patriotic, recreational or fraternal purposes but not for pecuniary gain or profit, no part of the net earnings of which inures to the direct benefit of any member or shareholder, it being the intent of Section 61-6-1600 of the Code that a license shall not be granted to or held by an organization which is, or has been, organized and operated primarily to obtain or hold a license to sell alcoholic beverages, but only to a bona fide nonprofit organization with limited membership to which the sale of alcoholic beverages is incidental to the main purpose of the organization.
- B. The bona fide nonprofit organization must have a definite fixed method of electing persons on an individual basis to membership in the organization; such method must be described in the club's bylaws and must bear some reasonable relation to the object and purpose of the organization.
- C. It shall be maintained by its bona fide members through the payment of monthly, quarterly or annual fees or dues.
- D. The affairs and management of such nonprofit organization shall be conducted by a board of directors, executive committee or similar governing body chosen by the members at a regular meeting held at some periodic interval but at least on an annual basis. Provided, however, that nonprofit organizations operated for the benefit of universities and similar public institutions [IRS Code Section 501 (c) (3)] may be governed by a board or committee notwithstanding this provision as provided in the by-laws of the organization.
- E. Upon dissolution, liquidation or final termination of the operations of the organization, its residual assets must not inure to the direct benefit of any member or shareholder but must be turned over to one or more nonprofit organizations which are organized and operated for charitable purposes or for such other purposes as are authorized under Section 61-6-1600.
- F. No member, officer, agent or employee of such nonprofit organization shall be paid, or directly or indirectly receive, in the form of salary or other compensation any of the profit from the sale or distribution of alcoholic beverages beyond the amount of such salary as may be fixed and voted at a regular meeting by the members of the organization or at a regular meeting by the governing body out of the general revenue of the organization, nor shall such salaries or compensation be in excess of reasonable compensation for the services actually performed.

- G. Each nonprofit organization shall file with its application for a license the following information:
1. A certified copy of its charter, articles of incorporation or constitution.
 2. A copy of its bylaws.
 3. A list of its officers and directors showing names, ages, correct mailing addresses and business employment.
- H. After receiving a license, each organization shall file the following information with the Department:
1. Changes in the board of directors, executive committee or similar governing body shall be reported within thirty days of the effective date of such change.
 2. Changes in the organization's constitution, articles of incorporation, bylaws and membership effected during the preceding twelve (12) months must be filed with each application for license renewal.
 3. A financial statement and a profit and loss statement for the latest calendar year or fiscal year, as the case may be, must be filed with each application for license renewal.
 4. A sworn statement by an authorized officer of the organization that it is still being operated on a nonprofit and limited membership basis.
- I. Licensees under this section shall maintain the following records on their premises and make them available for inspection by any authorized representative of the South Carolina Department of Revenue or the State Law Enforcement Division:
1. A complete membership record showing the date of application of the proposed member, the date of admission after election, the date initiation fees and dues are paid, the amounts paid and the member's correct mailing address.
 2. All books and records relating to the financial transactions and activities of the licensee, including an income record, expenditure record and bank account all to be maintained in such form as is established by regulation of the Commission.
- J. Only bona fide members and bona fide guests of members of such organizations may consume alcoholic beverages sold in sealed containers of two ounces or less upon the licensed premises.
- K. 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.

Under penalty of perjury, I hereby acknowledge and affirm that the above mentioned business is a bona fide nonprofit organization and will operate pursuant to SC Code of Regulation 7-401.4 and Section 61-6-1600. I understand that a misstatement or concealment of fact in an application is sufficient grounds for the revocation of the license and/or permit. Under penalties of perjury, I declare that I have read and understood this form and the information I have provided herein is true, correct, and complete.

Principal's printed name

Principal's Signature

Date



PURCHASE OF ALCOHOLIC LIQUOR AFFIRMATION

Mail to: SCDOR, ABL Section, PO Box 125, Columbia, SC 29214-0907

Email: ABL@dor.sc.gov

FEIN/SSN _____ Alcohol Beverage License number _____

Legal entity name or sole proprietor _____

Trade name (doing business as) _____

Physical location of business (no PO box) _____

Street

City

State

ZIP

Under penalty of perjury, I hereby acknowledge and affirm that all liquor at the location above have been or will be purchased from a licensed South Carolina wholesaler, pursuant to SC Code Section 61-6-195. I understand that a misstatement or concealment of fact in an application is sufficient grounds for the revocation of the license and/or permit. Under penalties of perjury, I declare that I have read and understood this form and the information I have provided herein is true, correct, and complete.

Principal's Signature

Date

Important: Read full Code Sections and Regulations at dor.sc.gov/policy.

- The applicant can only purchase liquor from authorized, licensed wholesalers. SC Code Section 61-6-195
- "Wholesaler" means a person who purchases, acquires, or imports from outside this state or who purchases or acquires from a manufacturer in the state liquor for resale. SC Code Section 61-2-20(12)
- Retail liquor dealers can only purchase liquor from a licensed wholesale dealer in this State. The purchase, or negotiation for purchase, of alcoholic liquors from outside the state of South Carolina is not allowed. Wholesale liquor dealers cannot purchase liquor for the exclusive use of any retailer. SC Code of Regulation 7-300.2