



**CITY OF COLUMBIA  
BUSINESS LICENSE  
EXTENDED OPERATING HOURS PERMIT APPLICATION**

\$100.00 non-refundable  
application fee must be  
included with each application

**PURPOSE STATEMENT:** This application form is to be completed by those commercial establishments that are seeking an exemption from City of Columbia Ordinance 14-106 (Hours of sale restricted for commercial establishments) which prohibits on-premise sale or consumption of beer, ale, porter, and/or wine at commercial establishments located in the City limits of Columbia, SC after 2:00 a.m. on Mondays through Saturdays.

Upon completion, mail this form, all applicable business policies or practices and necessary documentation to: City of Columbia Business License Division, P.O. Box 147, Columbia, SC 29217 or bring to: 1339 Main St. 1<sup>st</sup> Floor, Business License Division.

Call 803-545-3345 if you have any questions.

**SECTION 1**

Date of Application: \_\_\_\_\_  Initial Application       Annual Re-Application       Reinstatement Following Revocation

Name of business: \_\_\_\_\_

Type of business: \_\_\_\_\_

Name of owner(s): \_\_\_\_\_

Business address: \_\_\_\_\_

Business mailing address: \_\_\_\_\_

Telephone: (bus) \_\_\_\_\_ (cell) \_\_\_\_\_ Email: \_\_\_\_\_

Does the commercial establishment have parking lots or other outside areas under its control? Yes \_\_\_ or No \_\_\_ If yes, attach detailed description.

As the owner(s) of \_\_\_\_\_, which is properly licensed for the on-premises consumption of beer, ale, porter and/or wine, I/we hereby seek an exemption under City of Columbia Ordinance 14-106 that will allow the commercial establishment to operate by selling and allowing the consumption of beer, ale, porter and/or wine at the commercial establishment after 2:00 a.m. Mondays through Saturdays.

Upon City request, I/we agree to consult with the City of Columbia Police Department and provide such security as is recommended by that Department and I/we agree to hold harmless and indemnify the City of Columbia from and against any and all damages of any nature whatsoever proximately caused or resulting from such consultation.

I/we further understand that such exemption can be revoked by the City of Columbia under the provisions of City of Columbia Ordinance 14-106.

I/we agree to the following conditions in order to demonstrate compliance with City of Columbia Ordinance 14-106:

- Provide City of Columbia representatives with written proof of business policies and practices, all applicable business licenses, liability insurance, worker's compensation insurance, employee rosters, training records, security contracts, and/or any other documentation upon request.
- Allow announced and/or unannounced inspections of the commercial establishment's facilities.
- Require employees to provide proof of required training/certification.

I/we understand that failure to comply with the above conditions and City of Columbia Ordinance 14-106 may result in the denial of an exemption or revocation of a granted exemption.

I/we certify that all information provided herewith is true and correct.

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

**SECTION 2**

**Attach proof of business policies or practices as required.**

<b>2a</b>	<p><b>REQUIREMENT:</b> Business policy or practice that:</p> <p>i) Prohibits any drinking contests or games, or contests involving disrobing, or “wet t-shirt”, “Girls Gone Wild”™ or similar contests will be held or advertised at the commercial establishment unless the commercial establishment is licensed to operate as a sexually oriented business. and</p> <p>ii) Prohibits any agent, employee or independent contractor for the commercial establishment from encouraging or permitting the above contests, games, or behaviors, unless the business is licensed to operate as a sexually oriented business.</p> <hr/> <p>Is business licensed as a sexually oriented business? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>DESCRIBE ATTACHED ITEMS:</b></p> <hr/> <hr/>	<p align="center"><b>(City of Columbia Use Only)</b></p> <p>Reviewed By: _____</p> <p><input type="checkbox"/> Compliance Demonstrated</p> <p><input type="checkbox"/> Compliance <u>NOT</u> Demonstrated</p> <p>Explanation:</p> <hr/> <hr/> <hr/>
<b>2b</b>	<p><b>REQUIREMENT:</b> Business policy or practice that:</p> <p>i) Requires all floor managers, bartenders and wait staff to maintain certification in Serve Safe Alcohol, TIPS or Lexington Richland Alcohol &amp; Drug Abuse Council’s PREP training on determining when a customer is underage or apparently intoxicated or approved training as specified by the City of Columbia extended hours exemption permit program procedural guide;</p> <p>ii) Prohibits employees from service of alcohol to underage or apparently intoxicated customers; and</p> <p>iii) Requires the commercial establishment, its agents and employees to enforce a policy of refusing further alcohol service to customers at that point.</p> <hr/> <p><b>DESCRIBE ATTACHED ITEMS:</b></p> <hr/> <hr/>	<p align="center"><b>(City of Columbia Use Only)</b></p> <p>Reviewed By: _____</p> <p><input type="checkbox"/> Compliance Demonstrated</p> <p><input type="checkbox"/> Compliance <u>NOT</u> Demonstrated</p> <p>Explanation:</p> <hr/> <hr/> <hr/>
<b>2c</b>	<p><b>REQUIREMENT:</b> For those commercial establishments that are required by City of Columbia Ordinance 14-106 to utilize security agency personnel to primarily exercise security functions, as defined by Section 40-18-20, et. seq, of the Code of Laws of South Carolina 1976, as amended from time to time, such security agency shall be licensed by the State of South Carolina.</p> <p>The commercial establishment shall demonstrate that the security agency utilized is licensed by the City of Columbia.</p> <hr/> <p><input type="checkbox"/> Applicable <input type="checkbox"/> Not Applicable</p> <p><b>DESCRIBE ATTACHED ITEMS:</b></p> <hr/> <hr/>	<p align="center"><b>(City of Columbia Use Only)</b></p> <p><input type="checkbox"/> Applicable <input type="checkbox"/> Not Applicable</p> <p>Reviewed By: _____</p> <p><input type="checkbox"/> Compliance Demonstrated</p> <p><input type="checkbox"/> Compliance <u>NOT</u> Demonstrated</p> <p>Explanation:</p> <hr/> <hr/>

2d	<p><b>REQUIREMENT:</b> Business policy or practice that:</p> <p>i) prohibits alcohol consumption in the parking lots under the control of the commercial establishment;</p> <p>ii) prohibits allowing alcohol consumption outside of any roofed, decked, café-style areas or encroachment areas authorized by Columbia City Council;</p> <p>iii) prohibits glass or metal containers of any kind from leaving any roofed, decked, café-style areas or encroachment areas authorized by Columbia City Council; and</p> <p>iv) establishes policies and security resources to assure compliance</p>	<p align="center"><b>(City of Columbia Use Only)</b></p> <p>Reviewed By: _____</p> <p><input type="checkbox"/> Compliance Demonstrated</p> <p><input type="checkbox"/> Compliance <u>NOT</u> Demonstrated</p> <p>Explanation:</p> <p>_____</p> <p>_____</p> <p>_____</p>
	<p><b>DESCRIBE ATTACHED ITEMS:</b></p> <p>_____</p> <p>_____</p> <p>_____</p>	
2e	<p><b>REQUIREMENT:</b> All licenses and permits required by state or local law must be current and displayed properly at all times.</p> <p>Include copy of ALL state and local licenses and permits.</p>	<p align="center"><b>(City of Columbia Use Only)</b></p> <p>Reviewed By: _____</p> <p><input type="checkbox"/> Compliance Demonstrated</p> <p><input type="checkbox"/> Compliance <u>NOT</u> Demonstrated</p> <p>Explanation:</p> <p>_____</p> <p>_____</p>
	<p><b>DESCRIBE ATTACHED ITEMS:</b></p> <p>_____</p> <p>_____</p> <p>_____</p>	
2f	<p><b>REQUIREMENT:</b> At all times, the commercial establishment must have in place and provide proof of:</p> <p>i) Current liquor liability insurance; and</p> <p>ii) Worker's compensation insurance</p>	<p align="center"><b>(City of Columbia Use Only)</b></p> <p>Reviewed By: _____</p> <p><input type="checkbox"/> Compliance Demonstrated</p> <p><input type="checkbox"/> Compliance <u>NOT</u> Demonstrated</p> <p>Explanation:</p> <p>_____</p> <p>_____</p>
	<p><b>DESCRIBE ATTACHED ITEMS:</b></p> <p>_____</p> <p>_____</p> <p>_____</p>	
2g	<p><b>REQUIREMENT:</b> IF requested by the City, the commercial establishment will consult with and provide such security as recommended by, the Columbia Police Department.</p>	<p align="center"><b>(City of Columbia Use Only)</b></p> <p><input type="checkbox"/> Applicable                      <input type="checkbox"/> Not Applicable</p> <p>Reviewed By: _____</p> <p><input type="checkbox"/> Compliance Demonstrated</p> <p><input type="checkbox"/> Compliance <u>NOT</u> Demonstrated</p> <p>Explanation:</p> <p>_____</p> <p>_____</p>
	<p><input type="checkbox"/> Applicable                      <input type="checkbox"/> Not Applicable</p> <p>If applicable, provide copy of CPD security recommendations.</p> <p><b>DESCRIBE ATTACHED ITEMS:</b></p> <p>_____</p> <p>_____</p> <p>_____</p>	

**SECTION 3**

**Applicable only if the commercial establishment's most previous Extended Operating Hours Permit was revoked.**

<b>3a</b>	<b>REQUIREMENT:</b> IF the commercial establishment's previous Extended Operating Hours Permit was revoked because of one or more violations of the fire code, prior to application for reinstatement, the commercial establishment must: i) Have a fire safety plan approved by the Columbia-Richland Fire Department; and ii) Attend and complete the Columbia-Richland Fire Department's Nightclub Safety Seminar prior to submitting application for reinstatement.	<b>(City of Columbia Use Only)</b> <input type="checkbox"/> Applicable <input type="checkbox"/> Not Applicable Reviewed By: _____ <input type="checkbox"/> Compliance Demonstrated <input type="checkbox"/> Compliance <u>NOT</u> Demonstrated
	<input type="checkbox"/> Applicable <input type="checkbox"/> Not Applicable If applicable, provide copy of approved fire safety plan and proof of attendance/completion of the Fire Department's Nightclub Safety Seminar. <b>DESCRIBE ATTACHED ITEMS:</b> _____ _____	Explanation: _____ _____ _____

<b>3b</b>	<b>REQUIREMENT:</b> IF the commercial establishment's previous Extended Operating Hours Permit was revoked under any provision of City of Columbia Ordinance 14-106, the commercial establishment must: i) Wait twelve (12) months before applying for reinstatement; and ii) Be "incident free" during the required twelve (12) month waiting period.	<b>(City of Columbia Use Only)</b> Date of previous revocation: _____ Twelve (12) month waiting period completed? <input type="checkbox"/> Yes <input type="checkbox"/> No  Twelve (12) month "Incident free" status confirmed by City of Columbia Business Licensing? <input type="checkbox"/> Yes <input type="checkbox"/> No      Employee Name: _____  Twelve (12) month "Incident free" status confirmed by City of Columbia Police Department? <input type="checkbox"/> Yes <input type="checkbox"/> No      Employee Name: _____  Twelve (12) month "Incident free" status confirmed by Columbia-Richland Fire Department? <input type="checkbox"/> Yes <input type="checkbox"/> No      Employee Name: _____  Reviewed By: _____ <input type="checkbox"/> Compliance Demonstrated (Eligible for reinstatement) <input type="checkbox"/> Compliance <u>NOT</u> Demonstrated (Not eligible for reinstatement)  Explanation: _____ _____
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