



Business License Division  
1339 Main Street (1<sup>st</sup> Floor) Columbia, SC 29201 • Phone: 803-545-3345  
P.O. Box 147 Columbia, SC 29217

**Food Service Questionnaire**

Business Name \_\_\_\_\_

Address \_\_\_\_\_

Is this a brick-and-mortar location \_\_\_\_\_

What are the hours of operation? \_\_\_\_\_

Do you serve or plan to serve alcohol? \_\_\_\_\_

Do you have a food truck? \_\_\_\_\_

If yes, what is the name and address of your commissary kitchen? (We will need a copy of a letter of permission or agreement with the commissary kitchen)

\_\_\_\_\_

Food Truck Site Locations where you want to set up: (We will need a letter of permission from the sites where you wish to set up your food truck. Each site address will need a separate zoning review, which will incur a \$10 fee)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I affirm that I understand the following concerning Hospitality Tax (HT):

Local Hospitality Tax - is a tax on the gross proceeds of the sale of prepared meals and beverages within the City of Columbia. HT is calculated at 2% of the gross sales of all prepared meals and beverages and is due on the 20<sup>th</sup> of each month.

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

\_\_\_\_\_ (initials) I have received a welcome packet in person or via email.