



Business Licensing Division, Finance Department  
1136 Washington Street, First Floor Columbia, SC 29201 • Phone: 803-545-3345

## Welcome to Business Licensing in Columbia!

We are thrilled you chose to start your new venture in the City of Columbia!

Here's some important information:

### Business Licensing: Key Points to Remember

- **All businesses need a license**, including home-based ones. Some may be exempt from fees (e.g., verified non-profits).
- A license is valid only in the jurisdiction where it was obtained.
- Each physical location requires its own license.
- Licenses are valid for the current owner only—no transfers.
- License fees are based on gross revenue.
- Multiple business activities may require additional licenses.

### Hospitality & Tourism Tax

- **Hospitality Tax:** 2% on prepared or modified food/beverages. Applies to all food and/or beverage sales prepared or modified for immediate consumption, carry-out, or catering.
- **Tourism and Development Fee:** 3% on hotels, motels, and other accommodations.

### Important Notes:

- Both taxes are due by the **20th of each month**.
- Printable forms are available on our website.
- A 5% penalty per month applies to late payments.

### Renew Your License

**Note:** All business licenses **expire on April 30th**, and penalties begin on May 1st.

- **Self-Service Portal:** [www.columbiasc.hdlgov.com](http://www.columbiasc.hdlgov.com)
  - Apply for a new business license
  - Renew a business license
  - Update license account information



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1136 Washington Street, First Floor Columbia, SC 29201 • Phone: 803-545-3345

- Report and pay Hospitality Tax & Tourism Development Fees within Columbia's city limits
- Upload supporting documents, if applicable



- **Statewide Renewal Portal:** <https://www.localblrenewal.com/>
  - Renew a business license in various municipalities within South Carolina

## Other Information

Find more details on taxes, permits, address changes, information updates, closing your business, and more on our self-service portal or QR code above.

For FAQs and more information, visit our website:  
[www.businesslicensing.columbiasc.gov](http://www.businesslicensing.columbiasc.gov)

We're excited to have you here and wish you the best of luck with your new business! If you have any questions or need further assistance, don't hesitate to reach out to our office at (803)545-3345.



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

## Business License Process for Short Term Rentals

In accordance with the City of Columbia's Short-Term Rental (STR) Ordinance 2023-037, the City of Columbia Police Department's Code Enforcement Division began taking applications for STR Permits beginning on May 4, 2023. A City of Columbia business license is required in order to obtain an STR Permit. Obtaining a City of Columbia Business License DOES NOT GUARANTEE that you will be approved for a Short Term Rental Permit. Permits must be APPROVED by Code Enforcement.

(Business License Fees will NOT be refunded for businesses, which do not pass Code Enforcement regulations outlined in the STR ordinance).

Process for obtaining a Business License:

1. Fill out a Business License Application (you can fill out a paper application, download and email the fillable form from our website, or apply online at the link on our website.)
2. Include a list of all Short Term Rental Property addresses (STR Questionnaire)
3. In City Owner Occupied Locations: Obtain Zoning Clearance (this step will be initiated by our office)
4. Pay \$10.00 zoning fee
5. Receive Tourism Development Fee (TDF) payment coupons and information for each rental site
6. Pay license fee and receive Business License

Once the license is issued, you **must** contact Code Enforcement to begin the Short Term Rental Permit Application Process.

Please keep in mind that if you rent on your own, have property management company or third party rental platform, you are required to collect and remit the three percent local Tourism Development Fee to the City of Columbia. The Business License Division will set up your account when you apply for your license.

You may also want to check with the SC Department of Revenue for their requirements on a SC Retail Number.

Thank you for your interest in a City of Columbia Business License. Please feel free to call our office with questions at (803)545-3345.



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**Business Licensing Rental Property Questionnaire**

\_\_\_\_\_ Are you the owner or the property?

\_\_\_\_\_ Do you offer long-term rentals? (Continuous rental to the same person(s) for 30 days or more)

\_\_\_\_\_ Do you offer short-term rentals (STRs)?

\_\_\_\_\_ Do you work from a third-party platform to offer your unit(s)?

If so, please list the platforms you advertise and customers can book through: -

\_\_\_\_\_ Do you reside in one of your STR's (owner occupied)? If no, please provide your current home address:

\_\_\_\_\_ **Owners Only** - Do you employ a Property Management Company? If so, please provide their information on the back of this page.

**Acknowledgements**

\_\_\_\_\_ I understand that I must be in compliance with all applicable City of Columbia Ordinances including Business License, Parking and Code Enforcement

\_\_\_\_\_ I understand if I acquire additional properties that I need to update records with Business Licensing and Code Enforcement\*

\_\_\_\_\_ I understand that Short Term Rentals (STRs) licensees are responsible for paying City of Columbia local Tourism Development Fees (TDF) monthly by the 20th

\_\_\_\_\_ I understand that my business license is non-transferrable

\_\_\_\_\_ I understand no refund shall be made for a business that is discontinued (Sec 11-34b, 2021-082

\_\_\_\_\_ I affirm my understanding that City ordinance permits **no more than three** unrelated individuals to reside in a dwelling unit

**Property Management Companies must** list properties and owners' info. **Owners must** list properties and Mgt. Company on the back of this form

Please confirm understanding of information above and receipt of the STR welcome packet provided by signing below:

Printed Name:

Signature:

Date:     /     /



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<b>Address Of Property</b>	<b>Owner Occupied Y/N</b>	<b>Long Term Rental Y/N</b>	<b>Short Term Rental Y/N</b>	<b>Property Mgt. Company/ Owner/contact info</b>

\*For multiple properties - Tourism & development fees paid require the distinction of each property being remitted

## OBO STAFF CONTACT

### Ayesha Driggers

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803.545.3955

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### Tonya Porter-DeBerry

Grant Coordinator  
803.545.3953

[Tonya.PorterDeBerry@columbiasc.gov](mailto:Tonya.PorterDeBerry@columbiasc.gov)

## TITLE VI PROGRAM

It is the policy of the City of Columbia to comply with all federal, state, and local authorities requiring nondiscrimination, including but not limited to Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1975 and Executive Order 12898 (Environmental Justice) and 13166 (Limited English Proficiency).

The City of Columbia does not and will not exclude from participation in, deny the benefits of, or subject anyone to discrimination on the basis of race, color, or national origin.

### Title VI of the Civil Rights Act of 1964

- Prohibits discrimination on the basis of race, color, or national origin in any program or activity that receives federal funds or other federal financial assistance.
- Programs that receive federal funds cannot distinguish among individuals on the basis of race, color or national origin, either directly or indirectly, in the types, quantity, quality of timeliness of program services, aids or benefits that they provide or the manner in which they provide them.
- This prohibition applies to intentional discrimination as well as to procedures, criteria or methods of administration that appear neutral but have a discriminatory effect on individuals because of their race, color, or national origin.
- Policies and practices that have such an effect must be eliminated unless a recipient can show that they were necessary to achieve a legitimate nondiscriminatory objective.
- Persons with limited English proficiency must be afforded a meaningful opportunity to participate in programs that receive federal funds. Policies and practices may not deny or have the effect of denying persons with limited English proficiency equal access to federally-funded programs for which such persons qualify.

### Office of Business Opportunities

1401 Main Street, 4th Floor  
Columbia, SC 29201  
[obo.columbiasc.gov](http://obo.columbiasc.gov)  
[OBO@columbiasc.gov](mailto:OBO@columbiasc.gov)

For additional information regarding the Office of Business Opportunities' programs and resources, please contact:  
803.545.3950 or [obo@columbiasc.gov](mailto:obo@columbiasc.gov).



[f](#) City of Columbia [@](#) @wearecolumbia [x](#) @cityofcolumbia



# Providing Assistance to Columbia's Small Businesses





## OUR MISSION

The Office of Business Opportunities (OBO) is committed to supporting initiatives that benefit small, women and minority owned businesses in the City of Columbia. The objective is accomplished by providing creative financing, technical assistance and education to build the capacity of these businesses.



## BUSINESS EDUCATION OPPORTUNITIES

### OVERVIEW

The city builds capacity for small, women and minority owned businesses in the retail, services, and construction industries through education and training, networking, increased access to contracts, capital, and other business opportunities. Additionally, budgeting, sales strategies, management team roles, operational systems and business plan implementation are key areas of emphasis. The OBO and its partners introduce comprehensive entrepreneurs with business insight, leadership skills and professional networking connections while starting and growing their businesses.

## CONTRACTOR AND SUPPLIER DIVERSITY

### OVERVIEW

With Contractor and Supplier Diversity, the City works to accelerate the viability and strategic growth of procurement and contracting opportunities for small, women and minority owned business enterprises. Our goal is to build capacity, increase access to contracts and capital and support inclusive relationships between private and public sectors in the City of Columbia through certification training, mentoring, match-making, and technical assistance.

## COMMERCIAL REVOLVING LOAN FUND

### OVERVIEW

The Commercial Revolving Loan Fund (CRLF), has funds available to lend to qualifying small businesses located in the City of Columbia. The goal of the commercial revolving loan program is to foster economic development and improve the number and caliber of job opportunities in the City of Columbia. The program offers assistance to start-up and existing businesses for expansion, creation or retention of jobs, and assistance in the redevelopment of commercial corridors and the elimination of blight.

The funds may be used to make loans that banks might not ordinarily fund on their own or to provide gap financing beyond what is offered by a bank for a project. Small businesses unable to receive financing from other lenders at reasonable rates and terms may be eligible for the Commercial Revolving Loan Fund.



**To be eligible, applicants must meet the following requirements:**

- + Businesses must be located within the corporate city limits of the City of Columbia
- + Project must eliminate blight or create or retain jobs
- + Certain funds require participation of private lenders and can only be used to fund part of a project



**Commercial Revolving Loan Funds may be used for the following:**

- + Building construction or rehabilitation
- + Business conversion or expansion
- + Purchase of real estate, machinery, equipment, supplies, or materials
- + Working capital

**EMERGENCY CONTACT INFORMATION - BUSINESS**

**COLUMBIA-RICHLAND 911 COMMUNICATIONS**

**BUSINESS INFORMATION**

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

PHONE NUMBER: (    ) - \_\_\_\_\_

DATE OF ENTRY/UPDATE:    /    /



**EMERGENCY CONTACT INFORMATION**

\* EMERGENCY CONTACT PERSONEL WILL BE CALLED IN THE ORDER LISTED, BEGINNING AT ONE AND CONTINUING DOWN THE LIST.

**CONTACT 1**

NAME: \_\_\_\_\_

HOME PHONE: (    ) - \_\_\_\_\_

CELL PHONE/PAGER: (    ) - \_\_\_\_\_

**ADDITIONAL INFORMATION**

ALARM COMPANY NAME: \_\_\_\_\_

ALARM COMPANY 24 HR PHONE # (    ) - \_\_\_\_\_

**CONTACT 2**

NAME: \_\_\_\_\_

HOME PHONE: (    ) - \_\_\_\_\_

CELL PHONE/PAGER: (    ) - \_\_\_\_\_

**BUSINESS HOURS**

MONDAY	OPEN: _____	CLOSE: _____
TUESDAY	OPEN: _____	CLOSE: _____
WEDNESDAY	OPEN: _____	CLOSE: _____
THURSDAY	OPEN: _____	CLOSE: _____
FRIDAY	OPEN: _____	CLOSE: _____
SATURDAY	OPEN: _____	CLOSE: _____
SUNDAY	OPEN: _____	CLOSE: _____

**CONTACT 3**

NAME: \_\_\_\_\_

HOME PHONE: (    ) - \_\_\_\_\_

CELL PHONE/PAGER: (    ) - \_\_\_\_\_

**FOR 911 CENTER USE**

NEW CONSTRUCTION

ESTABLISHED BUSINESS/NEW NAME/OWNER

ESTABLISHED BUSINESS/NEW ADDRESS

NEW BUSINESS/ESTABLISHED ADDRESS

NEW BUSINESS/NEW ADDRESS

BUSINESS CLOSED

**CONTACT 4**

NAME: \_\_\_\_\_

HOME PHONE: (    ) - \_\_\_\_\_

CELL PHONE/PAGER: (    ) - \_\_\_\_\_

DATE RECEIVED \_\_\_\_\_

TELCOM.NAME \_\_\_\_\_

DATE CAD MODIFIED    /    /

TELECOM. NAME \_\_\_\_\_

PLEASE HOLD ON TO THIS FORM AND USE IT AS OFTEN AS NEEDED TO UPDATE THE INFORMATION LISTED ABOVE. WHEN THE FORM IS COMPLETED YOU CAN FAX IT TO US AT (803) 255-8139 OR MAIL IT TO US AT **COLUMBIA-RICHLAND 911 COMMUNICATIONS**  
**1800 LAUREL ST.**  
**COLUMBIA, SC 29201**

IF YOU HAVE ANY QUESTIONS ABOUT THIS FORM AND THE INFORMATION ON IT, PLEASE CONTACT COMMUNICATIONS ADMIN OFFICE AT 803-988-8005



# COLUMBIA POLICE DEPARTMENT

*"Policing Excellence through Community Partnerships"*

## Frequently Asked Questions (FAQ) Short-Term Rental Regulations:

### ***What is a Short-Term Rental?***

*Short-term rental (STR)* means the use and enjoyment of a dwelling unit, or portion thereof, for a duration of less than 30 consecutive days in exchange for valuable consideration. Hotels, motels, bed and breakfast establishments, and inns are excluded from this definition.

### ***Who needs to get a Short-Term Rental Permit?***

All owner-occupied and non-owner-occupied short-term rentals made available to occupants for periods of less than 30 consecutive days in the municipal limits of the City must get a short-term rental permit prior to renting.

### ***Is a Business License required?***

Yes. A Business License must be obtained prior to getting an STR permit. For Business License questions please contact their office at 803-545-3345 or email [businesslicenseemail@columbiasc.gov](mailto:businesslicenseemail@columbiasc.gov).

### ***I have a Business License; Do I still need a STR permit?***

Yes. A STR permit is also required for all short-term rental units in the City of Columbia.

### ***How much does the permit cost?***

The cost of the permit is \$100 a year per unit for owner-occupied and \$250 a year per unit for non-owner-occupied. There is also an annual application fee of \$50.

### ***What is the difference between an owner-occupied and non-owner-occupied STR?***

*Owner-occupied* means a dwelling unit that is lawfully classified as owner-occupied by the County and is receiving the 4% special assessment ratio.

*Non-owner-occupied* means a dwelling unit that is not owner-occupied and is used and/or advertised for rent for transient occupancy by guests.

### ***Where do I get the permit?***

The application is available online at <https://columbiapd.net/short-term-rentals/> or available for pick up in the Code Enforcement Division at 920-A Hemlock Drive.

***How long is the permit good for?***

Permits are effective from July 1<sup>st</sup> to June 30<sup>th</sup> each year. Renewal applications must be received on or prior to July 1<sup>st</sup>. Any renewal applications received after July 1<sup>st</sup> will incur a \$100 late fee.

***Can anyone get the rental permit?***

A short-term rental permit will only be issued or renewed to an owner or a responsible local representative having his or her place of residence or business office within 45 miles of the STR property. If residing outside of 45 miles of the STR property, the owner may only obtain a permit if he or she has a responsible local representative.

***What is a responsible local representative?***

*Responsible local representative* means a person having his or her place of residence or business office within 45 miles of the short-term rental property and designated by the property owner as the agent responsible for operating such property in compliance with the City's ordinances and having been authorized by appointment to accept service of process on behalf of the owner pursuant to Rule 4(d)(l) of the South Carolina Rules of Civil Procedure.

***What if I have more than one STR?***

A short-term rental permit is required for each STR unit. A separate application for each unit must also be submitted.

***What if I already have a residential rental permit with the City?***

The residential rental permit is only good for long-term rentals. You will need to get a short-term rental permit for all STR's effective May 4, 2023.

***Can I have a unit that is available for both long-term and short-term rentals?***

Yes. If the unit will ever be available for short-term rental, an STR permit is required. A short-term rental permit allows you to also rent the unit long-term, however it does not work the other way around. You cannot have a long-term permit and rent short-term.

***Are there any parking requirements?***

Yes. There should be two parking spaces made available on the property for each dwelling unit. Also, please contact Parking Services to see if there are additional parking requirements for on-street parking in the area. Their phone number is 803-545-4015 and email is

[ParkingServices@columbiasc.gov](mailto:ParkingServices@columbiasc.gov).

***When do I need to get an STR permit?***

The STR ordinance becomes effective on May 4, 2023. All current STR owners will have 120 days from that date to get the permit without penalty. Any new STR will need to have the permit prior to renting the unit out.



# Parking Services

## Frequently Asked Questions (FAQ) Short-Term Rental Regulations:

***How do I know I'm in a residential permitted area?***

You may find our GIS map, located at <https://gisinweb.columbiasc.ads/cocgis/>, to confirm your property is in a residential parking permitted area.

***Are there any parking requirements?***

Yes. There should be two parking spaces made available on the property for each dwelling unit.

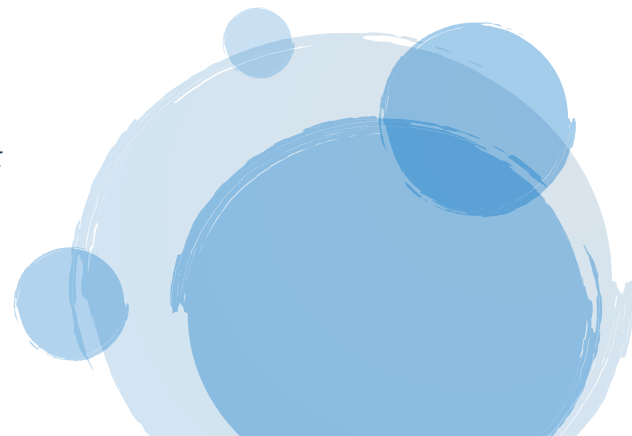
***In addition to two on-site parking spaces, the below may be applicable:***

If your short-term rental is in a residential permitted area, you will need a parking permit. If not, you risk getting your vehicle ticketed or towed.

If your short-term rental is not in a residential permitted area, you may park on street at first come first serve basis.

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*City of Columbia  
Parking Services  
820 Washington Street  
Columbia, SC 29201  
(803)545-4015*



LOCAL TAX REMITTANCE FORM (TD/HTX)

CITY OF COLUMBIA, SOUTH CAROLINA

803-545-3345

Business Name & Mailing Address:
LOCATION OF BUSINESS (IF DIFFERENT):

Business License Acct. #

Change of Ownership?: Y/N
Change of Federal ID#?: Y/N
Business Closed? Y/N
Close Date

Reporting Period: Month: Year:

\*REMITTANCE REPORTING TYPE (Please check one) Monthly Quarterly Annual

Hospitality Tax (HTX): Tourism & Development Fee (TDF): Delinquent?: Yes No

1. Total Gross Proceeds
2a. Allowable Deduction: 30-Day Continuous Rentals (TDF ONLY)
2b. Adjusted Gross (TDF ONLY)
3. Gross Proceeds: X percentage %
From Line 1, multiply the corresponding percent below
% = 3 (.03 for TDF)
% = 2 (.02 for HTX)
4. Penalty on Delinquent Tax (Total Amount From Line 2 X 5%)
Per Month Until Paid In Full
5. Total Local Tax Due to City of Columbia

Important: This return covers the reporting period listed above and becomes delinquent on the 21st day of the following month. A penalty of 5% per month will be assessed on the unpaid amount or portion thereof until paid in full. Failure to remit to the City the tax imposed shall constitute a misdemeanor punishable by a fine of not more than \$500.00 or imprisonment for up to thirty days (30), or both.

I hereby certify that I have examined this remittance form; and to the best of my knowledge, it is true and complete.

Signature: Title:
Please Print Name:
Date: Telephone Number & Extension:
Email:

HAVE YOU:
1. Included a signed and dated check for payment? Made check payable to the City of Columbia Hospitality Tax?

Mail To: CITY OF COLUMBIA, BUSINESS LICENSE DIVISION, HOSPITALITY TAX, P.O. BOX 147, COLUMBIA, S.C., 29217-0001



Business License Division  
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### **Tourism Development Fee (TDF) Frequently Asked Questions**

The Tourism and Development Fee (TDF) is a 3% fee\* to be imposed on hotels, motels and other accommodations in the City. This fee is dedicated to the purpose of increasing the attraction of, and improving the services provided to tourists.

*\*3% of Gross Receipts (Less Allowable Deductions, which are the Gross Proceeds received from the lease or rental of sleeping accommodations supplied to the same person for a period of 30 continuous days)*

#### **A) Who is responsible for collecting and remitting the Tourism and Development Fee?**

Any business which provides sleeping accommodations to the same person or persons for a period of less than 30 days is required to collect and remit TDF to the City of Columbia.

#### **B) How will TDF be remitted?**

The TD Fee is to be remitted to the City of Columbia on a monthly basis, payable by the 20th day of each month. Each remittance should be accompanied by a completed and signed Tourism Development Reporting Coupon. **This fee should not be remitted to the State of South Carolina. This fee is not a local option sales tax.**

#### **C) Is this the same fee that is paid to the state?**

No. The state of South Carolina collects an Accommodations Tax. The Tourism Development Fee (TDF) is payable to the City of Columbia for the purpose of improving services to tourists.

#### **D) What if the payment is late?**

A 5% penalty per month in addition to the Tourism Development Fee must accompany all delinquent remittances. The penalty for violation can accrue up to a maximum of 100% on the original monthly fee. Additionally, violators may be deemed guilty of a misdemeanor, subject to a \$500 fine and/or imprisonment for up to thirty (30) days for disregard of this Ordinance.

#### **E) Are there are exclusions to the ordinance?**

Yes. Meeting and conference room rentals are excluded as well as lodging rentals to the same person or persons for a continuous 30 days.

#### **F) What if I don't rent my unit every month?**

If there is \$0.00 gross receipts for a particular month(s) then you must still remit the coupon, and report \$0.00.

#### **G) Is local TDF the same as State TDF?**

No. SC charges an accommodations tax, this is a City of Columbia fee dedicated to the purpose of increasing the attraction of, and improving the services provided to tourists.

#### **H) What if I lose my coupons can I get more?**

Payment Coupons for TDF will be provided by the Business License Division. If you lose these coupons, or need additional coupons, you can visit our website and print off a copy to submit or you can call our office and we will be happy to email you an electronic copy.

#### **I) Can I do this online?**

Yes! Online submissions for Tourism Development Fees can be made using our Online Reporting Tool. You can access the form at the link below.

<https://forms.columbiasc.gov/233324292412044>

Answer the questions on the form and click submit. The report will come to our office, we will then create an invoice and email it to you. This invoice can then be paid online, or you can mail in payment along with the invoice.

Updated 7/18/2024



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## HOSPITALITY TAX FREQUENTLY ASKED QUESTIONS

**What is the local Hospitality Tax?** A 2% fee imposed by the City of Columbia on the purchase of prepared or modified foods and/or beverages intended for immediate consumption or carry out.

**Who is responsible for collecting and remitting the 2% Hospitality Tax?** Restaurants, hotels, motels, bars and lounges, caterers, ice cream shops, bakery shops and ANY food service facilities or other establishments of any kind including convenience and grocery stores (that have specified areas where food and beverages are prepared).

**What foods and beverages are subject to the Hospitality Tax?** All food and/or beverage sales prepared or modified for immediate consumption, carry out or catering services. Examples: Fountain drinks, frozen drinks, coffee, cappuccino, prepared sandwiches, salads, bakery items such as doughnuts, cakes, cookies, pies and breads, heated foods (pizza, nachos, hotdogs, sandwiches, chicken, vegetables), fruit trays, vegetable trays and deli meats and cheeses purchased by the pound. This list is not inclusive, but is simply to help you determine which items in your business are subject to the hospitality tax.

**Examples of food/beverage sales NOT subject to the Hospitality Tax.** Pre-packaged foods, bulk or pre-packaged cold deli products, canned or bottled beverages which are not sold for immediate consumption, boxes or jars of food, bags of chips, pretzels, nuts, candy or other pre-packaged food items.

**How will this tax be remitted to the City of Columbia?** The tax collected by the seller or provider of the service shall be remitted to the City of Columbia on a form provided by the City by the 20<sup>th</sup> day of the month and shall cover sales of the previous month.

- a. On a monthly basis when the estimated amount of average collections is more than Fifty (\$50.00) dollars a month (annual gross receipts in excess of \$30,000).
- b. On a quarterly basis when the estimated amount of average collections is between Twenty-five (\$25.00) dollars to Fifty (\$50.00) dollars a month (annual gross receipts between \$15,000 to \$30,000).
- c. On an annual basis when the estimated amount of average collections is less than Twenty-five (\$25.00) dollars a month (annual gross receipts less than \$15,000).

**What if my Hospitality Tax payment is delinquent?** A penalty of 5% per month must accompany all delinquent remittances.

**When did the Hospitality Tax go into effect?** The Hospitality Tax Ordinance became effective June 30, 2003.

## Inspection

All mobile food trucks are subject to fire inspections.

- Inspections for business and peddler's licenses must be done by appointment at the commissary site indicated on the application within the city of Columbia.
- Food trucks that do not comply will have 30 days after an inspection to do so.
- Compliant food trucks will be issued a sticker (to be displayed in a prominent location at or near the service window) and recommended for business or peddler's license approval.
- Copies of inspection orders and reports must be kept in a safe place inside the food truck for review.

## ALSO REMEMBER

- Other codes and standards not listed in this brochure may also apply.
- All licensed food trucks must be registered through the S.C. Department of Motor Vehicles and meet S.C. Department of Health and Environmental Control requirements.
- Get all the facts online: <https://www.nfpa.org/-/media/Files/Public-Education/By-topic/Food-trucks/FoodTruckFactSheet.pdf>

## LP & NATURAL GAS

- The maximum aggregate capacity of LP gas containers used in food trucks is 200 pounds.
- LP gas containers must be securely mounted and restrained.
- LP gas containers must meet NFPA 58 requirements for design compliance.
- The maximum aggregate capacity of CNG containers transported by the vehicle is 1,300 pounds of water capacity.
- Containers must be properly secured.
- CNG containers must be NGV-2.
- When CNG containers and systems are used to supply fuel for cooking as well as transportation, they must be installed in accordance with NFPA 52.
- Piping for LP gas systems, including valves and fittings, must be protected from tampering, impact damage and damage from vibration.
- The vehicle must have a listed LP gas alarm in the vicinity of the LP gas components, in accordance with manufacturer instructions.
- All CNG components and system piping must be safe from tampering, damage and impact during transportation and use.
- Vehicles using CNG must have a methane alarm

## Contact Information

Fire Prevention Office  
1612 Bull Street  
Columbia SC, 29201

Phone: 803.545.3701  
Fax: 803.401.8839  
[colafire.net/departement/fire-prevention](http://colafire.net/departement/fire-prevention)

# Columbia- Richland Fire Rescue

## Guide for Mobile Food Truck Services



Mobile food trucks have become fixtures for many downtowns, business districts and events. While they offer convenient dining options and unique eating experiences, these "virtual restaurants" also create safety challenges. In recent years, increased fire incidents and gas explosions have led to a closer review of safety regulations and inspections.

As a result, the International Code Council developed a section for the 2018 edition of the International Fire Code (IFC) to address mounting fire safety concerns. Requirements include a wide range of fire safety features, from fire suppression to safeguarding of LP (liquefied gas) and CNG (compressed natural gas) systems.

The Columbia Marshal's Office will start enforcing these new requirements Jan. 1, 2020, when they go into effect in South Carolina. All new and existing mobile food preparation vehicles containing cooking equipment that produces smoke or grease-laden vapors are subject to the new rules. These vehicles include food trucks, concession trailers, and similar vehicles used for cooking, preparing and serving food to the public.

This brochure contains excerpts from the new IFC requirements, along with other general fire safety guidelines.



## FIRE PROTECTION



2A:10BC



Class K

- Cooking equipment that produces grease-laden vapors requires a Type I kitchen exhaust hood.
- Type I kitchen exhaust hoods require an automatic fire-extinguishing system.
- At least one 2A:10BC fire extinguisher and one 1.5-gallon Class "K" extinguisher are required for up to four fryers with a medium capacity of 80 pounds.
- Gas cooking appliances must be secured and connected to the fuel supply piping with an appliance connector complying with ANSI Z21.69/CSA 6.16.
- For appliances on casters, restraining devices are required.
- Cooking oil storage containers must not exceed 120 gallons and must be properly secured against spills.
- Cooking oil storage tanks must be listed for their use (e.g., UL 80, UL 142).
- Individual-capacity, nonmetallic tanks must not exceed 200 gallons.
- Cooking oil tanks must have normal and emergency venting capability.

## MAINTENANCE

- Exhaust systems, including hood, grease removal, fans, ducts and other accessories, must be inspected and cleaned regularly.
- Fire extinguishers must be recertified annually.
- Automatic fire-extinguishing systems must be serviced every six months.
- LP gas containers and fuel gas-piping systems must be inspected annually and labeled by an approved U.S. Department of Transportation inspection agency.
- CNG containers must be inspected every three years. Containers must not be used past the expiration date on their label.
- The inspection agency must label the fuel gas system or another part of the food truck with a tag indicating name of agency and date of inspection.
- All electrical devices must be properly maintained.

