



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  
businesslicenseemail@columbiasc.gov

## **Information Update Form**

Section 11-38 (b)A change of address must be reported to the license official within ten (10) days after removal of the business to a new location and the license will be valid at the new address upon written notification by the license official and compliance with zoning and building codes. Failure to obtain the approval of the license official for a change of address shall invalidate the license and subject the licensee to prosecution for doing business without a license. A business license shall not be transferable, and a transfer of controlling interest shall be considered a termination of the old business and the establishment of a new business requiring a new business license, based on old business income.

Update applicable Information below.

Current Business Name: \_\_\_\_\_

New Business Name: \_\_\_\_\_

Current Physical Location: \_\_\_\_\_

New Physical Location: \_\_\_\_\_

(New In-City locations must be approved by Zoning. In City commercial locations will require fire inspection.)

Current Mailing Address: \_\_\_\_\_

New Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Check Below:

Commercial Property

Residential Property

For additional Information or to find our online application, visit [www.columbiasc.gov](http://www.columbiasc.gov)