

## PROCEDURE FOR A BUSINESS LICENSE

Application to operate a business within the limits of the City of Manning may be obtained from City Hall. Any new business or change of location for an existing business are required to obtain the necessary approvals before a license can be issued.

Below is a list of the type of information needed to approve your request.

Name of Business	Street Address	Tax Map Number
Business Owner	Mailing Address	Phone Number
Social Security Number	Type of Business	Property Owner
Type of Building (Residence, Store, Office Building and Warehouse)	Square Footage	Previous Use

You will be required to obtain approval from each department prior to applying for a license. Approvals needed are depended upon the location and nature of your business.

1. Zoning Department
2. Depart of Health & Environmental Control (if necessary)
3. Department of Social Services (if necessary)
4. Building Inspector (if necessary)
5. Fire Inspection

If you receive all of the necessary approvals, you will need to complete the Business License Application and pay the appropriate fees. Applications are available at City Hall, Business License Department.

**Please Note:** This procedure could take up to a week or more. Please be patient with us in order that we may investigate your request properly and provide you with the correct information. If for some reason you have a problem, please do not hesitate to call our office at (803) 435-8477.

411 North Brooks Street

City of Manning  
PO Box 546  
Manning, SC 29102  
Attn: Business License