



*Joseph P. Riley, Jr.*  
*Mayor*

*City of Charleston*  
*South Carolina*

*Alan D. Horres, Jr.*  
*Director*

## *Revenue Collections Division*

Dear Vendors,

The City of Charleston Business License Ordinance is modeled after the Municipal Association of SC Model Ordinance. Virtually every city or town in the State of SC follows or has adopted this model ordinance. Section 1 of the business license ordinance requires that any person or business engaging in “any calling, business occupation or profession” within the City limits of the City of Charleston obtain a business license.

Itinerant businesses coming into the city during events are required to purchase a business license based on the estimated income derived at the event. Businesses which already have a City of Charleston business license are not required to have an additional license.

Itinerant businesses should fill out an Itinerant Business License Information form which can be found on the City of Charleston website [www.charlestoncity.info](http://www.charlestoncity.info) by clicking the “where can I find” drop-down box and clicking “business license information”. The form is located in the middle of the Revenue Collections Division page. Additionally, a form may be obtained at the Revenue Collections Division office located in front of the Gaillard Auditorium on the 3<sup>rd</sup> floor of the 75 Calhoun Street building.

Inspectors will be dispatched to the different vending locations to assist you in obtaining your business license for the event.

Good luck in your endeavors during this very special event!

Sincerely,

Alan D. Horres, Jr.

Director, Revenue Collections Division

City of Charleston, SC