

BUSINESS LICENSE INSPECTION AND  
CODE CLEARANCE FORM APPLICATION

Planning & Development Office  
City of Easley  
205 North 1<sup>st</sup> Street, POB 466, Easley, SC 29641  
Phone: (864) 855-7908 Fax: (864) 855-7951

This form is required for all businesses in the City of Easley. Date: \_\_\_\_\_

Business Location: \_\_\_\_\_ Space/Unit: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing address, if different: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Business Owner: \_\_\_\_\_ Owner/Agent of Building: \_\_\_\_\_

Square footage of space: \_\_\_\_\_ Do you rent \_\_\_\_\_ own \_\_\_\_\_ or lease \_\_\_\_\_ this space?

Nature of business: \_\_\_\_\_

New Business \_\_\_\_\_ Change of Business \_\_\_\_\_ New Building \_\_\_\_\_ Ownership Change \_\_\_\_\_

Location Change \_\_\_\_\_ If so, previous address: \_\_\_\_\_

Former business at this location \_\_\_\_\_

What type of sign will be installed? \_\_\_\_\_ wall \_\_\_\_\_ free-standing. All signs require a permit.

Is power on in the building/space? \_\_\_\_\_

Name and phone number of contact person: \_\_\_\_\_

Signed: \_\_\_\_\_ (applicant)

.....  
Zoning Division: Compliance with Zoning Regulations  approved  disapproved

\_\_\_\_\_  
Signature Date

Building Codes: Compliance with Building Codes  approved  disapproved

\_\_\_\_\_  
Signature Date

Fire Department: Compliance with Fire Code  approved  disapproved

\_\_\_\_\_  
Signature Date

**PLEASE RETURN THIS FORM, WITH THE REQUIRED LICENSE FEE TO THE FINANCE/BUILDING LICENSE DEPARTMENT. YOU MAY NOT LAWFULLY CONDUCT BUSINESS UNTIL A LICENSE IS ISSUED.**

Dept of Revenue (Retail License).....241-1200  
Public Works (trash/recycle).....855-7916  
SLED (alcohol license).....467-8111

Easley Police Dept..... 859-4025  
DHEC..... 898-5832  
Fire Department..... 859-8950