



Everybody Counts, Everybody Contributes, Everybody Benefits

City of Columbia Business License – Exempt Licenses

Dear Business Owner/Owners:

Recently you inquired about obtaining an exempt City of Columbia Business License for your non-profit business/organization/charity. The required filing documents are listed below and must be submitted to our office for review and approval. Upon approval, a current year business license will be printed and mailed to your non-profit business/organization/charity. The license will expire on December 31 of each year and will need to be renewed by April 15th of the following year. All documents listed below will need to be submitted to our office every three years in order to maintain your status as an exempt non-profit business/organization/charity.

Requirements:

- Complete a City of Columbia Business License Application
- Complete a clearance form (approval of the Zoning, Building, Fire & Health, if necessary)
- Copy of IRS 501 C-3 documents
- Copy of Secretary of State documents
- Bylaws or Charter documents
- Corporation documents
- IRS Form 990 (if applicable)
- Applicants complete name and phone number

If you have any questions, please contact Goliath Brunson III at 803-545-3323 or email at Goliath.Brunson@columbiasc.gov.

**If your non-profit business/organization/charity operates any for profit business, they must be licensed by the City of Columbia.*