CITY AND COUNTY OF SUMTER
BUSINESS LICENSE DEPARTMENT
Mailing Address: P.O. Box 1449 Sumter, SC 29151
Physical Location: 12 W. Liberty St., Sumter, SC 29150
Phone: (803) 774-1601 **Fax:** (803) 774-1688
Email: businesslicense@sumtersc.gov

SUB-CONTRACTOR LIST

List each sub-contractor working on your project and provide the information listed in each column. If a sub-contractor is performing multiple trades, list each trade and provide the total of all contracts. **DO NOT** list the same sub more than once. Failure to provide a complete list or contract with a sub that doesn't obtain a City or County business license may result in a delay in issuing the Certificate of Occupancy.

**** CO or COC will not be issued by the Building Department without this list checked off by the Business License Department ****

Examples of Trade Descriptions: (1) Burglar Alarm Sys, (2) Cabinets, (3) Carpentry/Framing, (4) Flooring, (5) Cleaning/Janitorial, (6) Concrete Pumping, (7) Counter Tops, (8) Drywall, (9) Electrical, (10) Elevator, (11) Equipment Rental, (12) Exterior Doors, (13) Painting/Wallpaper, (14) Fire Place, (15) Fire/Sprinkler Sys, (16) HVAC, (17) Insulation, (18) Interior Trim, (19) Irrigation, (20) Landscaping, (21) Marble/Tile, (22) Mason/Block Work, (23) Millwork/Trim, (24) Paving/Driveways, (25) Pest Control, (26) Plumbing, (27) Pool, (28) Railings, (29) Roofing, (30) Siding, (31) Signs, (32) Sitework/Clearing/Grading, (33) Steel Erection, (34) Stucco, (35) Windows/Glass, * (36) Material Supplier,

(37) Other: _____

**** If a Material Supplier is dropping off merchandise only, then they are excluded from the business license fee. If the Material Supplier is dropping off and installing, then they will need to pay on the contract amount for the installation. ****

General Contractor: _____ **Phone #**: _____

Job Location: _____ **Permit #**: _____

Business Name	Trade Description	Contract Amount	Phone #	Address