



**CITY OF COLUMBIA  
COLUMBIA POLICE DEPARTMENT  
EXTENDED OPERATING HOURS PERMIT APPLICATION**

**\$100.00 non-refundable  
application fee must be  
included with each application**

**PURPOSE STATEMENT:** This application form is to be completed by those drinking establishments that are seeking an exemption from City of Columbia Ordinance 14-106(b) which prohibits on premise sale or consumption of beer, ale, porter, and/or wine at commercial establishments located in the City limits of Columbia, SC after 2:00 a.m. on Mondays through Saturdays.

Upon completion, mail this form, all applicable business policies or practices and necessary documentation to: City of Columbia Business License Division, P.O. Box 147, Columbia, SC 29217 or bring to: 1339 Main St. 1<sup>st</sup> Floor, Business License Division.

Call 803-545-3345 if you have any questions.

**SECTION 1**

Date of Application: \_\_\_\_\_  Initial Application       Annual Re-Application       Reinstatement Following Revocation

Name of business: \_\_\_\_\_

Type of business: \_\_\_\_\_

Name of owner(s): \_\_\_\_\_

Business address: \_\_\_\_\_

Business mailing address: \_\_\_\_\_

Telephone: (bus) \_\_\_\_\_ (cell) \_\_\_\_\_ Email: \_\_\_\_\_

Does the commercial establishment have parking lots or other outside areas under its control? Yes \_\_\_ or No \_\_\_ If yes, attach detailed description.

As the owner(s) of \_\_\_\_\_, which is properly licensed for the on-premises consumption of beer, ale, porter and/or wine, I/we hereby seek an exemption under City of Columbia Ordinance 14-106(c) that will allow the commercial establishment to operate by selling and allowing the consumption of beer, ale, porter and/or wine at the commercial establishment after 2:00 a.m. Mondays through Saturdays.

Upon City request, I/we agree to consult with the City of Columbia Police Department and provide such security as is recommended by that Department and I/we agree to hold harmless and indemnify the City of Columbia from and against any and all damages of any nature whatsoever proximately caused or resulting from such consultation.

I/we further understand that such exemption can be revoked by the City of Columbia under the provisions of City of Columbia Ordinance 14-106.

I/we agree to the following conditions in order to demonstrate compliance with City of Columbia Ordinance 14-106:

- Provide City of Columbia representatives with written proof of business policies and practices, all applicable business licenses, liability insurance, worker's compensation insurance, employee rosters, training records, security contracts, and/or any other documentation upon request.
- Allow announced and/or unannounced inspections of the commercial establishment's facilities.
- Require employees to provide proof of required training/certification.

I/we understand that failure to comply with the above conditions and City of Columbia Ordinance 14-106 may result in the denial of an exemption or revocation of a granted exemption.

I/we certify that all information provided herewith is true and correct.

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

**SECTION 2**

**Attach proof of business policies or practices as required.**

<b>2a</b>	<p><b>REQUIREMENT: Building Inspection</b> Requires a certification by an inspector approved by the City of Columbia that the location is in compliance with all applicable building and fire codes.</p>	<p align="center"><b>(Columbia Police Department Use Only)</b></p> <p>Reviewed By: _____</p> <p><input type="checkbox"/> Compliance Demonstrated</p> <p><input type="checkbox"/> Compliance <u>NOT</u> Demonstrated</p> <p>Explanation:</p> <p>_____</p> <p>_____</p> <p>_____</p>
	<p><b>DESCRIBE ATTACHED ITEMS:</b></p> <p>_____</p> <p>_____</p>	
<b>2b</b>	<p><b>REQUIREMENT: Security Plan:</b></p> <p>i) Requires all floor managers, bartenders and wait staff to maintain certification in Serve Safe Alcohol, TIPS or Lexington Richland Alcohol &amp; Drug Abuse Council's PREP training on determining when a customer is underage or apparently intoxicated or approved training as specified by the City of Columbia extended hours exemption permit program procedural guide;</p> <p>ii) Prohibits employees from service of alcohol to underage or apparently intoxicated customers; and</p> <p>iii) Requires the commercial establishment, its agents and employees to enforce a policy of refusing further alcohol service to customers at that point.</p>	<p align="center"><b>(Columbia Police Department Use Only)</b></p> <p>Reviewed By: _____</p> <p><input type="checkbox"/> Compliance Demonstrated</p> <p><input type="checkbox"/> Compliance <u>NOT</u> Demonstrated</p> <p>Explanation:</p> <p>_____</p> <p>_____</p> <p>_____</p>
	<p><b>DESCRIBE ATTACHED ITEMS:</b></p> <p>_____</p> <p>_____</p>	
<b>2c</b>	<p><b>REQUIREMENT: Fire Safety Plan</b> Requires a fire safety plan to be submitted and approved by the Columbia Fire Marshall or the Columbia Fire Department.</p> <p><input type="checkbox"/> Applicable      <input type="checkbox"/> Not Applicable</p>	<p align="center"><b>(Columbia Fire Department Use Only)</b></p> <p><input type="checkbox"/> Applicable      <input type="checkbox"/> Not Applicable</p> <p>Reviewed By: _____</p> <p><input type="checkbox"/> Compliance Demonstrated</p> <p><input type="checkbox"/> Compliance <u>NOT</u> Demonstrated</p> <p>Explanation:</p> <p>_____</p> <p>_____</p>
	<p><b>DESCRIBE ATTACHED ITEMS:</b></p> <p>_____</p> <p>_____</p>	

2d	<p><b>REQUIREMENT:</b> Business policy or practice that:</p> <p>i) prohibits alcohol consumption in the parking lots under the control of the commercial establishment;</p> <p>ii) prohibits allowing alcohol consumption outside of any roofed, decked, café-style areas or encroachment areas authorized by Columbia City Council;</p> <p>iii) prohibits glass or metal containers of any kind from leaving any roofed, decked, café-style areas or encroachment areas authorized by Columbia City Council; and</p> <p>iv) establishes policies and security resources to assure compliance</p>	<p align="center"><b>(Columbia Police Department Use Only)</b></p> <p>Reviewed By: _____</p> <p><input type="checkbox"/> Compliance Demonstrated</p> <p><input type="checkbox"/> Compliance <u>NOT</u> Demonstrated</p> <p>Explanation:</p> <p>_____</p> <p>_____</p> <p>_____</p>
	<p><b>DESCRIBE ATTACHED ITEMS:</b></p> <p>_____</p> <p>_____</p>	
2e	<p><b>REQUIREMENT:</b> All licenses and permits required by state or local law must be current and displayed properly at all times.</p> <p>Include copy of ALL state and local licenses and permits.</p>	<p align="center"><b>(Columbia Police Department Use Only)</b></p> <p>Reviewed By: _____</p> <p><input type="checkbox"/> Compliance Demonstrated</p> <p><input type="checkbox"/> Compliance <u>NOT</u> Demonstrated</p> <p>Explanation:</p> <p>_____</p> <p>_____</p>
	<p><b>DESCRIBE ATTACHED ITEMS:</b></p> <p>_____</p> <p>_____</p> <p>_____</p>	
2f	<p><b>REQUIREMENT:</b> At all times, the commercial establishment must have in place and provide proof of:</p> <p>i) Current liquor liability insurance <u>for the permit period</u>; and</p> <p>ii) Worker's compensation insurance</p>	<p align="center"><b>(City of Columbia Use Only)</b></p> <p>Reviewed By: _____</p> <p><input type="checkbox"/> Compliance Demonstrated</p> <p><input type="checkbox"/> Compliance <u>NOT</u> Demonstrated</p> <p>Explanation:</p> <p>_____</p> <p>_____</p>
	<p><b>DESCRIBE ATTACHED ITEMS:</b></p> <p>_____</p> <p>_____</p> <p>_____</p>	
2g	<p><b>REQUIREMENT: Menu</b></p> <p>Requires a current copy of the menu of food options offered by the drinking establishment during the permit period.</p> <p>Does not have to be the full menu, but can be a "late night" menu of food options</p>	<p align="center"><b>(City of Columbia Use Only)</b></p> <p><input type="checkbox"/> Applicable      <input type="checkbox"/> Not Applicable</p> <p>Reviewed By: _____</p> <p><input type="checkbox"/> Compliance Demonstrated</p> <p><input type="checkbox"/> Compliance <u>NOT</u> Demonstrated</p> <p>Explanation:</p> <p>_____</p> <p>_____</p>
	<p><b>DESCRIBE ATTACHED ITEMS:</b></p> <p>_____</p> <p>_____</p> <p>_____</p>	

**SECTION 3**

**ACKNOWLEDGEMENT BY APPLICANT**

	YES	NO
I HAVE BEEN OPERATING THIS BUSINESS AT THIS LOCATION FOR A PERIOD OF 24 MONTHS		
I UNDERSTAND THERE CAN BE NO DRINKING CONTESTS OR GAMES ALLOWED DURING THE PERMIT PERIOD		
I UNDERSTAND THERE CAN BE NO DRINKING DISCOUNTS DURING THE PERMIT PERIOD		
I UNDERSTAND I MUST DISPLAY THIS EXTENDED HOUR PERMIT (STICKER) ON THE DOORWAY TO THE MAIN ENTRANCE OF MY DRINKING ESTABLISHMENT		
I UNDERSTAND THIS PERMIT IS NOT TRANSFERABLE		
I UNDERSTAND I MUST SERVE THE FOOD ON MY CURRENT LATE NIGHT MENU (MAY BE AMENDED AND APPROVED DURING THE PERMIT YEAR)		
I AM NOT RELATED TO AN INDIVIDUAL WHOSE LICENSE HAS BEEN SUSPENDED OR REVOKED		
I UNDERSTAND MY BUSINESS MAY BE INSPECTED AT ANY TIME DURING BUSINESS HOURS		
I UNDERSTAND MY EMPLOYEES ARE AGENTS OF THE BUSINESS FOR THE PURPOSE OF VIOLATIONS OF THIS ORDINANCE		
I UNDERSTAND I MUST COMPLY WITH MY SECURITY PLAN		
I UNDERSTAND I MUST COMPLY WITH MY FIRE SAFETY PLAN		
I UNDERSTAND I MUST MAINTAIN ANY AND ALL REQUIRED INSURANCE POLICIES		
I UNDERSTAND THAT IF MY INSURANCE SHOULD LAPSE FOR ANY REASON, I WILL NOTIFY CPD IMMEDIATELY		
I UNDERSTAND THERE CAN BE NO ALCOHOL IN PARKING LOTS OR OTHER UNAPPROVED AREAS		

\_\_\_\_\_  
 APPLICANT SIGNATURE

\_\_\_\_\_  
 APPLICANT NAME PRINTED OR TYPED

DATE: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Explanation: \_\_\_\_\_

\_\_\_\_\_