



CITY OF WEST COLUMBIA

Certificate of Zoning Compliance for Business License

Thank you for choosing to grow with the City of West Columbia. Obtaining a Certificate of Zoning Compliance helps to eliminate delays associated with nonconforming or prohibited uses. Please complete this form in its entirety. Missing or inaccurate information will delay the review process. This form must be submitted with all new business license applications. A list of zoning permits that may be required in addition to this certificate is located below. **Business Licenses are required in addition to zoning permits and must be obtained through the Business License Department.** It is the applicant's responsibility to apply for all additional permits. **Please contact the Zoning Administrator at (803) 791-1880 with any questions.** The City of West Columbia is pleased to assist you through this process.

Street Address Where Business is Located		Tax Map #		Zoning Class
Proposed Activity (Check all that Apply): <input type="checkbox"/> New Business <input type="checkbox"/> Changing Existing Use of the Property				
Is the property or tract of land restricted by any recorded covenant that is contrary to, conflicts or prohibits the requested activity? <input type="checkbox"/> Yes <input type="checkbox"/> No (Please explain)				
Detailed Description of Business 				
Some business activities are permitted as special exceptions only after obtaining approval from the West Columbia Zoning Board of Appeals. Other business activities are permitted with specific conditions. Please see the lists of permitted special exceptions and conditional uses located on the back of this certificate for more information.				
Gross Square Footage of Business Space		Date Existing Use Established		Number of Parking Spaces Available for the Business
ADDITIONAL PERMITS ARE REQUIRED FOR THE FOLLOWING ACTIVITIES				
<div><div><ul style="list-style-type: none">➤ Temporary Use Permit for Nonconforming Uses Incidental to Construction or Land Development (604)➤ Highlighting Bright, Dark, or Vivid Colors on Buildings, such as Red, Yellow, Orange, Pink, Purple, Blue, Green, Black, or Brown (617)➤ Murals (617.3)➤ Home Occupations (802)➤ Child Day Care Center for 13 or More Children (803)➤ Sexually Oriented Businesses (809.5)➤ Communication Towers and Antennas (810)➤ Temporary Signs (905.4)</div><div><ul style="list-style-type: none">➤ Business Signs (907)➤ Advertising Signs (908)➤ Certificate of Zoning Compliance for Nonconforming Use or Structure (1002.2)➤ Temporary Use Certificate of Zoning Compliance (1002.3)➤ Other Uses which Require a Special Exception or Approval from the Zoning Board of Appeals➤ Outdoor Display of Merchandise (Yard Sales) 813.5</div></div> <div>Please contact the Zoning Administrator for more information regarding additional zoning permits, approval by the Zoning Board of Appeals, or approval by the Planning Commission.</div>				
Applicant Signature		Date	Applicant Printed Name	
Street Address		City	State	Zip Code
E-Mail Address			Telephone Number	
Office Use Only				
<input type="checkbox"/> The stated use conforms to the provisions of the West Columbia Zoning Ordinance. Conditions:				
<input type="checkbox"/> The stated use does not conform to the provisions of the West Columbia Zoning Ordinance. Reason for Nonconformity				
Section(s) Violated				
<input type="checkbox"/> Zoning Permit Approved. Use Category: Conditions:				
<input type="checkbox"/> Zoning Permit Denied. Reasons:				
Appeals must be made within 30 days				
Zoning Administrator or Designee Signature			Date	

Permitted Special Exception Uses

Activity Type	Zoning District(s)
Assisted living centers	R-1
Beauty and barber shops as home occupations	R-1, R-2, R-3, R-4
Bed and breakfasts	R-1, R-2
Certain outdoor recreation uses	D
Child day care facilities	D
Churches and other places of worship	R-1, R-2, R-3, R-4, LM, HM
Colleges and universities	D, R-1, R-2, R-3, R-4
Commercial and noncommercial kennels	C-2
Communication towers	D, R-1, R-2, R-3, R-4, C-1, C-2, C-3, LM, HM
Community service structures and uses	R-1, R-2, R-3, R-4
Construction companies	C-2
Day care centers	C-1, C-2, C-3, LM
Day nurseries and kindergartens	R-2
Elementary, middle, and high schools	R-1, R-2, R-3, R-4, LM
Extended care facilities	D
Family day care homes, and group day care homes	D, R-1, R-2, R-3, R-4, C-1, C-2, C-3
Foster homes	R-1, R-2, R-3, R-4
Fraternities, sororities, and denominational student headquarters	R-1
Hospitals, sanitariums, rest homes, convalescent homes, homes for orphans, homes for the aged	D, R-1, R-2, C-2
In-home adult day care	R-1, R-2, R-3, R-4
Mini warehouses	C-2
Nursing homes	C-2
Off-street parking lots	R-1, R-2, R-3, R-4
Passenger terminals	C-2
Pawn shops, title loan businesses, check cash operations, payday loan businesses	C-2
Rehabilitation centers	C-2, HM
Rooming and boarding houses	R-1, R-2, C-3
Tattoo facilities	C-3
Truck terminals	C-2
Vocational schools	HM
Wholesaling	C-1, C-2

Conditional Uses

Activity Type	Zoning District(s)
Business schools	C-1, C-2, C-3, LM, HM
Communication towers	D, R-1, R-2, R-3, R-4, C-1, C-2, C-3, LM
Home occupations	D, R-1, R-2, R-3, R-4, C-3
Private clubs and lodges, civic and fraternal organizations	C-2
Public drinking places	C-2
Sexually oriented businesses	C-2
Storage yards	C-2, LM, HM
Wholesaling	C-1, C-2

- A **special exception** use is one that is permitted only if approved by the Zoning Board of Appeals pursuant to a public hearing.
- A **conditional use** is one that is permitted only if it meets specified regulations, standards, and safeguards.