



2025-2026 NON-RESIDENT NON-DISPENSING DRUG OUTLET PERMIT RENEWAL

Renewal Requirements and Instructions

- Submit this permit renewal directly to the Board by going to:
<https://eservice.llr.sc.gov/DocumentSubmission/>. You will pay the renewal fee through this document submission process via debit/credit card or electronic check.

Note: If mailing the paper application, submit the renewal fee in the form of a check or money order (no cash) payable to SC Board of Pharmacy. (All fees are non-refundable. A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds.)

FOR BOARD USE ONLY	
Date Paid	
Check No.	
Amount Paid	

- Attach a copy of the most recent facility inspection report.**
- Renewal / Late Fees:**
Postmarked before 6/1/2025: **\$280**
- Postmarked on or after 6/1/2025: Late Fee \$50 + Renewal Fee \$280 = **\$330**
Beginning July 1, 2025, lapsed permits will be assessed fees of \$10/day until the permit is reinstated.
- Permits not renewed by June 30, 2025, are lapsed and may not operate. A facility that operates with a lapsed permit is in violation of S.C. Code Ann. § 40-43-140 and may be subject to disciplinary action. A permit holder who allows a site to operate with a lapsed permit is in violation of S.C. Code Ann. § 40-43-83 and may be subject to disciplinary action.
- If there has been a change in ownership, legal name change, change in business form, or relocation of the facility, contact the Board before renewing the permit.

FACILITY INFORMATION

Federal Tax ID No.: _____ SC Permit No.: _____

Resident State License No.: _____ Expiration Date: _____

NABP e-Profile ID (if applicable): _____

Legal Name of Facility: _____

DBA Name: _____

Facility Address (physical): _____

Email: _____ Phone: _____

Permit Holder Name: _____ **Phone:** _____

Email: _____

Pharmacist-in-Charge: _____ **License No.:** _____

Resident State License No.: _____ Expiration Date: _____

Mailing address where all correspondence regarding permitting will be sent if other than facility above

Facility Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

FACILITY OPERATIONS

Days and Hours of Operation: _____

1. Has there been a change in ownership, legal name change, change in business form, or relocation of the facility?

☐ Yes – Contact the Board of Pharmacy office before completing this application. ☐ No

2. What is the daily working ratio of pharmacists to pharmacy technicians? _____

3. Date of facility's last inspection performed by the Resident State's Board of Pharmacy? _____

4. Date standard operating policy and procedures last reviewed/revised: _____

5. Indicate the primary type of service(s) at this location.

Check all that apply:

☐ Data entry for retail

☐ Data entry for hospitals

☐ Data entry for long-term care

☐ Call center

☐ Medication therapy management

☐ Consulting only

☐ Other: _____

DISCIPLINARY HISTORY

If you answer "Yes" to any part of this section, provide a detailed explanation on a separate sheet, and attach copies of applicable court documentation. Include the city and state where the offense(s) occurred.

To the best of your knowledge, SINCE THE LAST RENEWAL has the applicant, the business entity, undersigned permit holder, pharmacist-in-charge, any person or entity identified as holding a position in ownership/management, or any entity under common control with the applicant:

1. Had any license or permit held by the applicant, permit holder, pharmacist-in-charge, or by any owner or corporate officer, disciplined, denied, refused, voluntarily surrendered, agreed to permanently cease operations, or revoked for violations of any federal or state pharmacy laws or drug laws regardless of state?

☐ Yes ☐ No

- a. Is there any pending disciplinary action?

☐ Yes ☐ No

2. Been convicted, fined, or entered in a plea of guilty or nolo contendere in any criminal prosecution, felony or misdemeanor, in South Carolina or any other state or in a United States court?

☐ Yes ☐ No

- a. Is there any legal action pending related to violations of any federal or state pharmacy laws or drug laws regardless of the jurisdiction of legal action?

☐ Yes ☐ No

3. Had an application for a drug/device distributor permit; pharmacy; or pharmacist license, permit, or certificate or a technician license or registration, denied, refused in South Carolina or any other state or country?

☐ Yes ☐ No

4. Had disciplinary action taken by the Board of Pharmacy (or its equivalent) in South Carolina or any other state or country against the applicant, permit holder, pharmacist-in-charge, or by any owner or corporate officer? ☐ Yes ☐ No
5. Had disciplinary action taken by the Board of Pharmacy (or its equivalent) in South Carolina or any other state or country against a pharmacy or drug/device manufacturer facility owned by the applicant, permit holder, pharmacist-in-charge, or by any owner or corporate officer or against a pharmacy or drug/device manufacturer facility at which the applicant, permit holder, pharmacist-in-charge, or any owner or corporate officer was employed? ☐ Yes ☐ No
6. Operated, or allowed any facility to operate, without a valid permit? ☐ Yes ☐ No
7. Violated the drugs/device laws, rules, statutes, and/or regulations of South Carolina, any other state, the United States, or any other country? ☐ Yes ☐ No

PERMIT HOLDER ATTESTATION

I declare that I have read and approve the foregoing and the statements are true and correct to the best of my knowledge and belief. I will comply with all federal and state laws related to operations at the above-named facility, and I understand I am responsible for any violation(s) of law occurring during my tenure.

I understand that pursuant to S.C. Code Ann. § 40-43-83(E), the Board may enter into agreements with other states or with third parties for the purpose of exchanging information concerning the permitting and inspection of entities located in this jurisdiction and those located outside this State.

Permit Holder Signature

Date

PHARMACIST-IN-CHARGE ATTESTATION

I declare that I have read and approve the foregoing and the statements are true and correct to the best of my knowledge and belief. I will comply with all federal and state laws related to operations at the above-named facility, and I understand I am responsible for any violation(s) of law occurring during my tenure.

I understand that pursuant to S.C. Code Ann. § 40-43-83(E), the Board may enter into agreements with other states or with third parties for the purpose of exchanging information concerning the permitting and inspection of entities located in this jurisdiction and those located outside this State.

Pharmacist-in-Charge Signature

Date