



FUNERAL ESTABLISHMENT PERMIT REQUIREMENTS AND APPLICATION PROCESS OVERVIEW

Before calling in to the Board Office – You may check your application status online at: <https://llr.sc.gov/fs/>

PERMIT REQUIREMENTS

Businesses are qualified to receive a **Funeral Home** permit when the following requirements are met:

1. Completed an application and payment of application fees to the Board.
2. Submit proof of a facility manager who:
 - Is a SC Licensed Funeral Director for no less than one year;
 - Is a regular, full-time employee, minimum of 35 hours per week for the entire normal year of operation, of the business who is responsible for the day-to-day management of the facility including compliance with all funeral service laws; and
 - Lives within 75 miles of the facility.
3. Submit proof of ownership based upon company type:
 - Sole proprietor – owner must be a SC licensed Funeral Director.
 - Partnership – one partner must be a SC licensed Funeral Director or employment of a full-time facility manager.
 - Corporation – at least one officer of the corporation must be a SC licensed Funeral Director or employment of a full-time facility manager.
4. Submit a [Certificate of Existence from the SC Secretary of State](#) dated within six months of the application date.
5. Successfully passes a Board Inspection.

Businesses are qualified to receive an **Additional Facility** permit when the following requirements are met:

1. Completed an application and payment of application fees to the Board.
2. Submit proof of a facility manager who:
 - Is a SC Licensed Funeral Director for no less than one year;
 - Is a regular, full-time employee, minimum of 35 hours per week for the entire normal year of operation, of the business who is responsible for the day-to-day management of the facility including compliance with all funeral service laws; and
 - Lives within 75 miles of the facility.
3. Submit proof of ownership based upon company type:
 - Sole proprietor – owner must be a SC licensed Funeral Director.
 - Partnership – one partner must be a SC licensed Funeral Director or employment of a full-time facility manager.
 - Corporation – at least one officer of the corporation must be a SC licensed Funeral Director or employment of a full-time facility manager.
4. Submit a [Certificate of Existence from the SC Secretary of State](#) dated within six months of the application date.
5. Successfully passes a Board Inspection.

Businesses are qualified to receive a **Crematory** permit when the following requirements are met:

1. Completed an application and payment of application fees to the Board.
2. Submit proof of a facility manager who:
 - Is a SC Licensed Funeral Director for no less than one year;
 - Is a regular, full-time employee, minimum of 35 hours per week for the entire normal year of operation, of the business who is responsible for the day-to-day management of the facility including compliance with all funeral service laws; and
 - Lives within 75 miles of the facility.
3. Submit proof of ownership based upon company type:
 - Sole proprietor – owner must be a SC licensed Funeral Director.
 - Partnership – one partner must be a SC licensed Funeral Director or employment of a full-time facility manager.
 - Corporation – at least one officer of the corporation must be a SC licensed Funeral Director or employment of a full-time facility manager.
4. Submit a [Certificate of Existence from the SC Secretary of State](#) dated within six months of the application date.
5. Successfully passes a Board Inspection.

Businesses are qualified to receive a **Retail Sales Outlet** permit when the following requirements are met:

1. Completed an application and payment of application fees to the Board.
2. Submit a [Certificate of Existence from the SC Secretary of State](#) dated within six months of the application date.
3. Successfully passes a Board Inspection.

APPLICATION PROCESS OVERVIEW

Your application is good for one (1) year from the date of receipt. If all required information is not received within this one (1) year period; you must resubmit the application. This includes, but is not limited to, the application fee, transcripts, license verifications, etc.

1. **Application** – In addition to a completed application, the following must also be sent:
 - Application Fee: Checks or money order in the amount of \$260 should be made out to SC Board of Funeral Service. (Fees are non-refundable and non-transferable) A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds.
 - Facility Manager Form: A completed and notarized form must be included with the application. All applicable documents must accompany the form.
 - Proof of Ownership: Copy of the business partnership agreements, corporate resolutions, articles of incorporation, or any other such document showing compliance to ownership requirements listed above.
 - Certificate of Existence: (aka Certificate of Good Standing) Issued by the SC Secretary of State and can be electronically requested at <https://businessfilings.sc.gov/BusinessFiling/Entity/Search>. Certificates must be dated within 6 months immediately preceding the application date.
2. **Review and Board Appearance** – Following the receipt of a complete application, it will be reviewed. Board staff may email with additional questions or request for additional documentation.

Applications meeting requirements will be approved and forwarded to Inspections.

Applications not meeting the statutory and regulatory requirements will be submitted to a designated Board reviewer. This may result in an appearance before the full Board to address any questions or concerns the Board may have. Additional information will be sent at that time.

3. **Inspection** – Following application approval, notice will be sent to the Inspections team. An inspector will reach out via phone and email to schedule an inspection. A copy of the Inspection Checklist can be found on the Board website at <https://llr.sc.gov/fs/pub.aspx>.
4. **Permitting** – Following passage of inspection, the Inspector will submit the report and the Board office will send confirmation of permit via email. Permits will be mailed following email confirmation. The Board cannot accept a copy of your inspection report as proof of passage, it must come directly from the inspector. Please allow 48 hours (2 business days) for processing.