

# Standardized Business License Application



**City or County:** Town of Jefferson, S.C.

## Business Information

Corporate name:	
Name shown to public:	Open date:
Organization type: <input type="checkbox"/> Sole proprietor <input type="checkbox"/> LLC <input type="checkbox"/> LLP <input type="checkbox"/> LP <input type="checkbox"/> Corporation <i>Articles of Organization or Incorporation may be required.</i>	
Business activity/type:	NAICS/SIC/Other code:
Federal ID/SSN #:	State retail sales #:
Mailing address:	
Physical address:	
<input type="checkbox"/> Inside jurisdiction, Tax parcel #: _____ <input type="checkbox"/> Outside jurisdiction	
Contact name, title:	
Contact phone: _____ Ext. _____	Alternate phone: _____
Fax: _____	Email: _____

## Owner or Principal(s) Information

Owner or Principal(s) name(s), title(s): _____	SSN #: _____
	SSN #: _____
Driver's license #: _____	State: _____ Expiration date: _____
Mailing address: _____	
Work phone: _____ Ext. _____	Cell phone: _____
Fax: _____	Email: _____

## Job/Project Information

Project start date: _____	Estimated end date: _____
Project location: _____	Tax parcel #: _____
Project type: <input type="checkbox"/> New construction <input type="checkbox"/> Renovation <input type="checkbox"/> Other _____	
General contractor name: _____	
State contractor license #: _____	State: _____ Expiration date: _____
<i>Copy may be required</i>	
Master/specialty license #: _____	
Job contact name: _____	Phone: _____
Total gross revenues or contract amount: \$ _____	
Gross revenues, inside jurisdiction: \$ _____	Gross Revenues, outside jurisdiction: \$ _____
Value of authorized deductions: \$ _____	Deduction type(s): _____

**Contact your city or county business licensing office with questions regarding this form.**  
 Application produced by the South Carolina Business Licensing Officials Association.  
 The SC Business Licensing Officials Association is an affiliate of the Municipal Association of SC.

## Other Information

<input type="checkbox"/> Yes <input type="checkbox"/> No	Buying an existing construction business? <i>If yes, purchased business' name:</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Business leasing space to another business?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Mail business license renewals to mailing address listed in the business information section on the previous page? <i>If not, corporate address:</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Change of use to building?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Erecting a new sign?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Existing business with no prior license?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Home occupation?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Independent contractors (Form 1099)? <i>If yes, names:</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Leasing property? <i>If yes, landlord name and address:</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Restrictive covenants? If yes, provide copy.

## Applicant Certification *(Contact the municipality in which you are doing business to determine if a notarized signature is required.)*

- I hereby certify that all information provided is true and correct to the best of my knowledge and that the gross revenue is accurately reported or estimated for a new business without any unauthorized deduction.
- I certify that assessments, delinquencies and personal property taxes due to the jurisdiction are fully paid.
- I understand that providing false or fraudulent information may result in penalties, business license revocation and/or prosecution to the fullest extent possible.
- I am aware of and understand the jurisdiction's requirements and codes, and the issuance of a business license is contingent upon strict and consistent compliance with all of the jurisdiction's requirements.
- I understand that failure to comply with these requirements may result in business license revocation as well as other compliance or legal efforts.
- I also understand and authorize the jurisdiction and its agents to utilize all information on this application to ensure that all other federal, state and local laws are complied with.

Applicant printed name:	Signature:
Title:	Date:

## For Office Use Only

Approved by all necessary departments? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Comments		
Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	
Business license #	Rate class:	
Rate Base rate: \$	Every \$1,000 after: \$	
Amount due Fee: \$	Penalties: \$	Total: \$
Decal required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Cost/each: \$	Total: \$
Receipt Amount paid: \$	Date paid:	Number of decals:
Staff name:	Signature:	Date:

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PLEASE MAKE CHECKS PAYABLE TO THE TOWN OF JEFFERSON  
ORDINANCE NO. 100-A

SCHEDULE 1

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The license charge for all types of businesses, as may be required by Ordinance No. 100 and NO. 100-A, shall vary with the various levels of income, to reflect a fair and progressive method of assessment for business license purposes, according to the following classes, pursuant to Section 5-7-30 of the 1976 South Carolina Code of Laws, as amended.

<u>CLASS</u>	<u>GROSS REVENUE</u>	<u>LICENSE FEE</u>
1	0 - \$5,000	\$ 20.00
2	5,001 - 10,000	40.00
3	10,001 - 15,000.	60.00
4	15,001 - 25,000	80.00
5	25,001 - 50,000	100.00
6	50,001 - 100,000	125.00
7	100,001 - 200,000	150.00
8	200,001 - 300,000	200.00
9	300,000 and over	.25/\$1,000 or fraction thereof*
10	Utilities	3% of Gross
11	Insurance	See Schedule
12	Mfg. W'Sale	\$150 on gross plus .10/1,000 of gross

\* Note: The \$0.25/\$1,000 shall be computed after the base of gross receipts has been computed, and it shall be added thereto.

SECTION 18 OF ORDINANCE NO. 100. ASSESSMENTS.

a. When any person shall have failed to obtain a business license or to furnish the information required by ordinance, the Town Clerk or the Municipal Association of South Carolina shall proceed to examine such records of the business, public records, statistical samples or other available records and information as may be by them deemed appropriate and shall assess a license tax (fee) plus penalties of 5% per month from the due date of the license.

b. A notice of assessment shall be served by certified mail, return receipt requested. An application for adjustment of the assessment containing documentary evidence supporting the adjustment may be made within five (5) days after the notice is delivered or the assessment shall become final. The agent of the town shall establish the procedure for hearing an application for adjustment and issuing a notice of the final assessment.

c. A final assessment may be appealed to the Town Council only by payment in full of the assessment, under protest, within five (5) days and the filing of a written notice of an appeal within ten (10) days after payment.