

# Standardized Business License Application



City or County: \_\_\_\_\_

## 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 <small>Articles of Organization or Incorporation may be required.</small>		
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 #: _____ <small>Copy may be required</small>	State: _____	Expiration date: _____
Master/specialty license #: _____		
Job contact name: _____	Phone: _____	
Total gross revenues of 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 checked="" 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	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.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you sell food or beverages that are prepared and/or consumed on your premises?

## 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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**2020 BUSINESS LICENSE CLASS SCHEDULE BY NAICS CODE**

NAISC SECTOR/SUBSECTOR	INDUSTRY SECTOR	CLASS
11	Agriculture, Forestry, Hunting, and Fishing	2
21	Mining	4
23	Construction	8.1
31-33	Manufacturing	2
42	Wholesale Trade	1
423930	Recyclable Material Merchant Wholesalers (Junk)	8.4A
44-45	Retail Trade	1
4411	Automobile Dealers	8.5
4412	Other Motor Vehicle Dealers	8.5
45439	Other Direct Selling Establishments (Peddlers)	8.6
48-49	Transportation and Warehousing	2
482	Rail Transportation	8.2
51	Information	3
515	Broadcasting (except internet) and Telecommunications	4
517	Telecommunications	2
517311	Wired Telecommunications Carriers	8.3
517312	Wireless Telecommunications Carriers (except Satellite)	8.3
52	Finance and Insurance	7
522298	Pawnshops	8.4B
523	Securities, Commodity Contracts, and Other Financial Investments	7
5241	Insurance Carriers	8.7
52421	Insurance Brokers for Non-Admitted Insurance Carriers	8.7
53	Real Estate and Rental and Leasing	7
54	Professional, Scientific, and Technical Services	4
55	Management of Companies	4
56	Administrative and Support and Waste Management and Remediation Services	3
61	Educational Services	4
62	Health and Social Assistance	4
71	Sports, Entertainment, and Recreation	3
71119	Other Performing Arts Companies (Carnivals and Circuses)	8.9B
7131	Amusement Parks and Arcades	8.8
7132	Nonpayout Amusement Machines	8.8
713290	Bingo Halls	8.9A
713990	All Other Amusement and Recreational Industries (Pool Tables)	8.1

721	Accommodation	4
722	Food Services and Drinking Places	2
72241	Drinking Places (Alcoholic Beverages)	8.9C
81	Other Services	4
	<i>Note: Class Schedule is based on 2015 IRS data.</i>	

**CLASS 8 RATES**

Each NAICS Number designates a separate sub-classification. The businesses in this section are treated as separate and individual subclasses due to provisions of State law, regulatory requirements, service burdens, tax equalization considerations, etc., which are deemed to be sufficient to require individually determined rates. Non-resident rates do not apply except where indicated.

- 8.1 NAICS 230000 - Contractors, Construction, All Types [Non-resident rates apply]**  
Having permanent place of business within the municipality  
Minimum on first \$2,000.....\$ 60 PLUS  
Each additional 1,000.....\$ 1.40

A trailer at the construction site or structure in which the contractor temporarily resides is not a permanent place of business under this ordinance.

The total tax for the full amount of the contract shall be paid prior to commencement of work and shall entitle contractor to complete the job without regard to the normal license expiration date. An amended report shall be filed for each new job and the appropriate additional license fee per \$1,000 of the contract amount shall be paid prior to commencement of new work. Only one base tax shall be paid in a license year.

No contractor shall be issued a business license until all state and municipal qualification examination and trade license requirements have been met. Each contractor shall post a sign in plain view on each job identifying the contractor with the job.

Sub-contractors shall be licensed on the same basis as general or prime contractors for the same job. No deductions shall be made by a general or prime contractor for value of work performed by a sub-contractor.

No contractor shall be issued a business license until all performance and indemnity bonds required by the Building Code have been filed and approved. Zoning permits must be obtained when required by the Zoning Ordinance.

Each prime contractor shall file with the License Official a list of sub-contractors furnishing labor or materials for each project.

- 8.2 NAICS 482 - Railroad Companies – (See S.C. Code § 12-23-210)**

- 8.3 NAICS 517311, 517312 - Telephone Companies:**

A. Notwithstanding any other provisions of the Business License Ordinance, the business license tax for "retail telecommunications services", as defined in S. C. Code Section 58-9-2200, shall be at the maximum rate authorized by S. C. Code Section 58-9-2220, as it now provides or

**APPENDIX A**

**RATE SCHEDULE**

<b>RATE CLASS</b>	<b>INCOME: \$0 - \$2,000 BASE RATE</b>	<b>INCOME OVER \$2,000 RATE /\$1,000</b>
<b>1</b>	<b>\$ 30</b>	<b>\$ .60</b>
<b>2</b>	<b>\$ 35</b>	<b>\$ .65</b>
<b>3</b>	<b>\$ 40</b>	<b>\$ .70</b>
<b>4</b>	<b>\$ 45</b>	<b>\$ .75</b>
<b>5</b>	<b>\$ 50</b>	<b>\$ .80</b>
<b>6</b>	<b>\$ 55</b>	<b>\$ .85</b>
<b>7</b>	<b>\$ 60</b>	<b>\$ .90</b>
<b>8.1</b>	<b>\$ 70</b>	<b>\$ 1.00</b>
<b>8.2</b>	<b>Fee set by State Statute § 12-23-210</b>	
<b>8.3</b>	<b>MASC Telecommunications</b>	
<b>8.41</b>	<b>\$ 75</b>	<b>\$ 1.50</b>
<b>8.42</b>	<b>\$ 75</b>	<b>\$ 1.50</b>
<b>8.61</b>	<b>\$ 100</b>	<b>\$ 2.00</b>
<b>8.62</b>	<b>\$ 100</b>	<b>\$ 2.00</b>
<b>8.7</b>	<b>MASC Insurance</b>	
<b>8.81</b>	<b>\$ 12.50 + \$ 12.50 per machine</b>	
<b>8.82</b>	<b>\$ 60</b>	<b>\$ 1.50</b>
<b>8.83</b>	<b>\$ 12.50 + \$ 12.50 per machine</b>	
<b>8.91</b>	<b>\$ 100</b>	<b>\$ 1.50</b>
<b>8.93</b>	<b>\$ 100</b>	<b>\$ 1.50</b>
<b>8.10</b>	<b>\$100 + \$ 5.00 per table</b>	

**NON-RESIDENT RATES**

Unless otherwise specifically provided, all taxes and rates shall be doubled for nonresidents and itinerants having no fixed principal place of business within the municipality.

**DECLINING RATES**

Declining Rates apply in all Classes for gross income in excess of \$1,000,000, unless otherwise specifically provided for in this ordinance.

<b>For All Rate Classes</b>	<b>Gross Income in Millions</b>	<b>Percent of Class Rate for each additional \$ 1,000</b>
	<b>0 - 1</b>	<b>100 %</b>
	<b>1 - 2</b>	<b>90 %</b>
	<b>2 - 3</b>	<b>80 %</b>
	<b>3 - 4</b>	<b>70 %</b>
	<b>Over 4 Million</b>	<b>60 %</b>

**§ 110.12 DELINQUENT LICENSE FEE.**

For nonpayment of all or any part of the correct license fee, the Town Clerk shall levy and collect a late penalty of 5% of the unpaid fee for each month or portion thereof after the due date until paid. If any license fee shall remain unpaid for 60 days after its due date, the Town Clerk may issue an execution which shall constitute a lien upon the property of the licensee for the tax, penalties and costs of collections, and he or she shall proceed to collect the same as prescribed by law for the collection of other taxes.

(Ord. 100-A, passed 3-9-1993) Penalty, see § 110.99

**§ 110.13 NOTICES OF LICENSES DUE.**

The Town Clerk may, but shall not be required to, serve or mail written notices that license fees are due, but a notice of the due date shall be published in a newspaper of general local circulation three times during the month of December in each year, whether or not said notices were mailed or served.

(Ord. 100-A, passed 3-9-1993)

**§ 110.14 DENIAL OF LICENSE; APPEAL TO TOWN COUNCIL.**

(A) The Town Clerk shall deny a license when the application is incomplete or contains a misrepresentation, false or misleading statement, evasion or suppression of a material fact or when the activity for which a license is sought is unlawful, violates a town ordinance or constitutes a public nuisance. Any denial shall be in written form by the Town Clerk with reasons for the denial stated therein.

(B) The decision of the Town Clerk shall be subject to appeal to the Town Council.

(Ord. 100-A, passed 3-9-1993)