



Richland County Business Service Center

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Columbia, SC 29202

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<http://www.rcgov.us/bsc>

APPLICATION FOR A NEW BUSINESS LICENSE

For New Businesses or Businesses Obtaining Their First Business License

Please complete this form and return it to the Business Service Center. Businesses located outside city limits of Richland County but inside Richland County must also complete and return a Clearance Form before a business license can be issued to your business. (NOTE! Faxed applications are not accepted.)

1. Are you buying an existing business? Yes No
2. If yes, purchased business' name _____

Business Information

1. Business Name _____
2. Doing Business As (if different) _____
3. Type of Business Ownership Corporation Partnership LLC
 Sole Proprietor Other _____
4. Open Date _____ **Will you be selling goods in different places?** Yes No
5. Local Business Phone _____ Emergency Phone _____
6. NAICS Code _____ (www.census.gov/epcd/naics07/)
7. Type of business _____ **Booth renter?** Yes No
8. For new businesses – Projected *gross* revenue through end of the calendar year: \$ _____
For businesses getting first business license – *gross* revenue in last calendar year: \$ _____
For contractors with new projects – gross amount of your contract: \$ _____
Any applicable deductions (paid building permit work, other business licenses): \$ _____

Owner Information

9. Owner(s) Name _____
10. Federal ID # or SSN _____ State Retail Sales # _____
11. Mailing Address _____
12. Work Phone _____ Emergency Phone: _____
13. E-mail _____
14. Is this person responsible for the business license? Yes No
15. If no, print the name, title and phone number of that person: Name: _____
Title: _____ Phone: _____

Location Information

16. Business Location (Street, City, State, Zip) _____
17. Business Mailing Address _____
18. Business Contact Name _____
19. Title of Contact _____ Phone Number _____
20. If Renting, Name of Landlord _____
21. If Renting, Address of Landlord _____

22. Is this the address to which the business license renewal form should be sent? Yes No
23. If no, print the corporate mailing address, contact name, and phone number for the corporate contact:
 Corporate Mailing Address: _____
 Contact Name: _____ Phone: _____

Decals and Stickers

	Amount, if any
___ # of company vehicles, \$0.50/each (construction contractors only)	\$ _____
___ # of taxis, shuttles, limos registered <i>inside</i> RC, \$110/each (25% discount on vehicles 6-10, 50% discount on vehicles 11 and over)	\$ _____
___ # of taxis, shuttles, limos registered <i>outside</i> RC, \$165/each (25% discount on vehicles 6-10, 50% discount on vehicles 11 and over)	\$ _____
# of coin-operated machines, \$12.50 each	
___ # of amusement machines (foosball tables, video games, etc.)	\$ _____
___ # of music machines (juke boxes, etc.)	\$ _____
___ # of skill machines (pool tables, pinball machines, etc.)	\$ _____
TOTAL*:	\$ _____

Approvals, Fees, Taxes, Licenses, Permits Required For a Business License

	N/A	Applies	Satisfied
1. All businesses selling <u>prepared or modified foods</u> must enroll or be up to-date on all Hospitality Tax payments. If applicable, identify your Hospitality Tax reporting number: _____. (Example: restaurants, caterers, grocery stores, convenience stores, and others.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. All businesses offering <u>accommodations</u> of less than 30 days must enroll or be up-to-date on their Tourism Development Fee payments. (Example: hotels, motels, bed & breakfasts, and others.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. All resident businesses must enroll or be up-to-date on the <u>Business Personal Property Taxes</u> for every business location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. All businesses <u>buying gold</u> from the general public must obtain a Precious Metals permit. To obtain this application, go to www.rcgov.us/bsc and click on Forms on the right. (Example: pawnshops, some jewelry stores, and others.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. All resident businesses with certain NAICS codes must submit a <u>Hazardous Materials Certification Page</u> certifying whether or not they have hazardous materials. To obtain this page, please go to www.rcgov.us/bsc and click on Forms on the right.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. All new resident businesses or businesses applying for their first business license must first receive <u>Zoning approval</u> , and, if applicable, Fire Marshal, DHEC, and other approvals beforehand.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Certifications

I hereby certify that all information given here for this business is true and correct to the best of my knowledge. The gross receipts are accurately reported without any unauthorized deductions. I am also aware that all ordinances relating to the building, electrical, plumbing, fire, and zoning codes must be complied with, all County licenses and permits must be obtained, and all County fees and taxes must be paid in full before this license can be issued.

Signature of Applicant: _____ Printed Name: _____
 Title: _____ Date: _____