



<b>Office Use Only:</b>		<b>License #</b>	
Entered By:		<b>PIN #</b>	
C/O Number:		<b>Control #</b>	

# Business License Application – Resident Contractors

## Application for current year only.

- 1. Application Type:  New  Renewal  Ownership Change  Location Change  Out of Business (Closing date)
- 2. In City Physical Address, Suite # \_\_\_\_\_
- 3. In City Original Business Start Date: \_\_\_\_\_
- 4. City Business Category: \_\_\_\_\_
- 5. FEIN or S.S. Number (Required): \_\_\_\_\_
- 6. DBA Name: \_\_\_\_\_
- 7. Ownership Type:  Corp  Indiv.  Partnership  LLC  LLP
- 8. Corporate Name: \_\_\_\_\_
- 9. Phone \_\_\_\_\_
- 10. Billing Address, Suite City State Zip \_\_\_\_\_
- 11. Number of Employees: \_\_\_\_\_
- 12. Email of Responsible Person for Business License: \_\_\_\_\_
- 13. Business Activity or NAICS Code (Required): \_\_\_\_\_
- 14. State LLR License # \_\_\_\_\_ Exp. Date \_\_\_\_\_
- 15. Minority Status:  Aleut  East Indian  Asian  Eskimo  African American  Hispanic  Caucasian Female  Native American
- 16. Credit Card (Optional):  Visa  MasterCard  Discover  Am Ex | Card # \_\_\_\_\_ CV \_\_\_\_\_ Exp. Date: \_\_\_\_\_

### 17. Computation of Fees:

#### A. New Business

Have you ever owned a business in the City of Greenville before?

- No  Yes - If yes, name and location: \_\_\_\_\_

- Estimated total gross contract amounts for the balance of the year.
- Calculate and enter fee based on A.1.

#### B. First Time Renewals:

(For Resident Contractors renewing for the first year)

- Total gross contract amounts from previous year. (Inside City and outside City)
- Less contract amounts used as basis to purchase licenses in other municipalities. \*\*
- Total gross contracts/jobs from previous year. (B.1. minus B.2.) (Inside and outside City)
- Estimated gross contracts/jobs from previous year. (Inside City and outside City)
- First year adjustment (B.3. minus B.4.) (indicate + or -)
- Adjust gross contracts/jobs (B.3. plus B.5.)
- Calculate and enter fee based on B.7. **All businesses must pay the base fee amount.**

#### C. Renewal Business:

(Existing Business)

- Total gross contract amounts from previous year. (Inside City and outside City)
- Less contract amounts used as basis to purchase licenses in other municipalities. \*\*
- Total gross contracts. (C.1. minus C.2.) (Inside City and outside City)
- Calculate business license fee based on C.3. (Inside City and outside City)

#### D. Penalties due for late filing or Resident Business 2% Discount for early filing by 01/31

#### E. Total Fees

To calculate license fees, go to [revenue.greenvillesc.gov](http://revenue.greenvillesc.gov) and select Calculator

**\*\* Proof of deduction must be attached for approval \*\***

Inside City		Outside City		License Fee
A.1.		A.1.		A.2.
Inside City		Outside City		
B.1.		B.1.		
N/A		B.2.		
B.3.		B.3.		
B.4.		B.4.		
B.5.		B.5.		
B.6.		B.6.		
B.7.		B.7.		
Inside City		Outside City		
C.1.		C.1.		
N/A		C.2.		
C.3.		C.3.		
C.4.		C.4.		C.4.
Early Discount		Penalties	%	D.
Form Entry Date:				E.

**Fees subject to verification**

18. **NOTICE Required:** Contractors shall furnish the City the name, address, and contract amount of each subcontractor and material suppliers having any part whatsoever to do with all jobs within the City. Please attach listing with your application specifying job site with all subcontractors and material suppliers.

**BY SIGNING THIS LEGAL AND BINDING DOCUMENT YOU AGREE TO ALL TERMS AND REQUIREMENTS INCLUDED.**

19. Name of owners and/or officers and titles: \_\_\_\_\_

This is to certify that the above is a true statement of the business done or transacted at or through the above location. The report corresponds with the books and records of the business and with the report of same filed, or to be filed, for the corresponding period with the S.C. Department of Revenue or Insurance commissioner and with the Collector of Internal Revenue of the United States and that the exact amount returned as TOTAL GROSS REVENUES from this business or profession as reported herein are true and correct and that I am familiar with the City ordinance providing for penalties and revocation of this license for making false or fraudulent statements in this applications. The books of this business are available for inspection by authorized agents of the City. The issuance of a business license is condition upon strict compliance with the ordinance of the City of Greenville and failure to so comply may result in revocation in addition to other remedies.

Name of Preparer (Print) \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Applicant Name (Print) \_\_\_\_\_ Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*Application cannot be emailed.

**INSTRUCTIONS FOR FILING A NEW, FIRST TIME RENEWAL AND EXISTING BUSINESS LICENSE APPLICATION**

**PERSON REQUIRED TO FILE AN APPLICATION:**

- Every person engaged in, or intending to engage in, any business, in whole or in part, in the City of Greenville (except the professions of public school teachers and ministers of the gospel), shall file with the City Business License Office an application, under oath, for a license to engage in such business.
- For further information and additional applications, please call the City Business License Office at (864) 467-4505
- **Email address for responsible contact person for business license issues. #12**

**RENEWAL INFORMATION:**

- Please verify and correct, as necessary, all pre-printed information shown. Complete all other blank items, in full, to avoid delays in processing.
- **If you are no longer in business, please indicate in writing and return this application.**
- **You can find your NAICS code on your tax returns. #13**

**DUE DATES, PENALTIES AND 2% EARLY DISCOUNT FOR RESIDENT BUSINESSES:**

- **NEW** business applications, **with payment in full**, must be filed at the City of Greenville Business License Office **prior to opening or beginning operation** in the City. A penalty is charged for applications filed after the starting date. The penalty is dependent on when the application is filed.
- **RENEWAL** business applications, **with payment in full**, must be filed with the City of Greenville Business License Office and post marked, by the U.S. Postal Service, **on or before the last day of February of each year**. A penalty will be assessed as of March 1<sup>st</sup> for each additional month, or portion thereof that the tax remains unpaid.
- **RESIDENT BUSINESSES 2% EARLY DISCOUNT.** For resident businesses only, if the business files their business license renewal application on or before the last day of January each year, they will be eligible for a 2% early filing discount off of their business license tax.

**COMPLETION OF THE APPLICATION:**

- **Please complete in full. Do not leave any items blank.**
- **Print clearly or type all information.**
- **This application will not be processed unless all requested information is provided.**

**IMPORTANT NOTES TO REMEMBER:**

A resident business located **within** the City limits must report all gross revenues, whether derived from within or outside the City limits. The reported gross revenue must correspond with the records of the business and with the returns filed for the corresponding year with the South Carolina Department of Revenue and the Collector of Internal Revenue of the United States.

**Allowable Ordinance Deductions:** Deductions from your gross revenues are allowed if you are a resident business that a business license has been paid to another municipality. The deduction is limited to the gross revenues that were reported on that license. **Satisfactory proof of this deduction must be attached to this application before the deduction will be allowed.** A business may deduct sales, use, or excise taxes if these amounts are included in the total gross revenues amount reported.

A non-resident business located **outside** the City must report all gross revenues earned **within** the City limits only.

**New Business Penalties**

10% if not filed prior to beginning operation in the City.  
10% additional for each month thereafter, until paid.  
Maximum annual penalty is 50%.

**Renewal Penalties**

10% if filed or postmarked on March 1st.  
10% additional for each month thereafter, until paid  
Maximum annual penalty is 50%.

**All penalties are a percentage of, and are added to, the license tax.**

**Businesses that fail to purchase the license after formal notification shall be subject to a Uniform Summons.**

**Note:** All appropriate state licensing is required prior to obtaining a City business license.

**A SIGNATURE MUST BE PLACED ON THE BOTTOM OF THE BUSINESS LICENSE APPLICATION, ALONG WITH THE SIGNEE'S TITLE OR CAPACITY WITH THE BUSINESS.**