



Office Use Only: Year _____ License # _____
Entered By _____ C/O # _____

- **New Businesses** must obtain a business license prior to beginning operation.
- **Business Licenses Expire December 31st Each Year.**
- **RENEWAL BUSINESS LICENSES** Must Be Paid In Full **On Or Before The Last Day Of February** To Avoid Penalties.
- **Resident Business Only:** 2% Early Discount if Paid by 01/31

Business License Application

Application for current year only.

1. Application Type New Renewal Ownership Change Location Change Out of Business (closing date) _____

2. In-City Physical Location, Suite # _____

3. City Business Category _____

4. In-City Original Business Start Date (Required) _____

5. DBA Name _____

6. FEIN or S.S. Number (Required) _____

7. Corporate Name _____

8. Ownership Type Corp. Indiv. Partnership LLC LLP

9. Billing Address, Suite # City, State ZIP _____

10. Phone _____

11. Email of Responsible Contact Person for Business License _____

12. # of Employees _____

13. Specify business activity or NAICS Code (Required) _____

14. Minority Status (Info Purposes Only) Aleut East Indian Asian Eskimo African American M/F Hispanic Caucasian Female Native American

15. Commercial Property(s) including locations & tax map # _____

16. Credit Card (optional) Visa MasterCard Discover Am Ex | Card # _____ CV _____ Expiration Date _____

17. Computation of Fees (use the chart on the right to estimate fees):

A. New Business Have you ever owned a business in the City of Greenville before?

No Yes – If yes, name and location: _____

1. Estimated total gross sales/revenue/contracts for the balance of the year.
2. Calculate and enter fee based on Line 1.

B. First Time Renewals (For businesses renewing for the first year only.)

1. Total actual gross receipts/revenues/contracts for preceding year.
2. Allowable ordinance deductions.
3. Total gross receipts from previous year (B.1. minus B.2.).
4. Estimated gross contracts/jobs from previous year.
5. First year adjustment (B.3. minus B.4.).
6. Adjust gross contracts/jobs (B.3. plus B.5.).
7. Calculate and enter fee based on B.6.

All businesses must pay the base fee amount.

C. Existing Businesses

1. Total actual gross receipts/revenue/contracts for prior year ending Dec. 31, 20__.
2. Allowable ordinance deductions. (Proof of deduction must be attached for approval.)
3. Total gross receipts (C.1. minus C.2.)
4. Calculate business license fee based on gross receipts in C.3.

D. Penalties due for late filing or Resident Business 2% Discount for early filing by 01/31. See Penalties in Instructions on back.

E. Total Fees.

To calculate license fees go to <http://www.greenville.gov/347/Business-Calculator>.

18. Does this business have an Alcohol Beverage and Licensing (ABL) License?
 No Yes – If yes, license number. _____

Consumption: Off-premise On-Premise Expiration Date _____ Hours of Operation _____

Does this business plan to apply for an ABL license during the coming year? No Yes

19. Does this business have any coin-operated amusement machines? No Yes

20. Do you own or lease machines? Own Lease – If lease, from whom. _____

Number of Machines _____ Number of stickers _____ Type of Machines _____

21. Name of owners and/or officers and titles _____

Business Gross Revenues		Estimated License Fees	
A.1.		A.2.	
B.1.		If B6 is negative, you must pay the base fee amount	
B.2.			
B.3.			
B.4.			
B.5.			
B.6.			
B.7.			
C.1.			
C.2.			
C.3.		C.4.	
Early Discount		Penalties	% D.
Form Entry Date:		E.	

Fees subject to verification

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) _____ Daytime Phone Number _____

Applicant Name (Print) _____ Applicant Signature _____

Date _____

*Application cannot be emailed.
 Mail, drop-off or fax (864) 467-5715

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. #11 (NEW)**

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 (NEW)**

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 1st 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. **(NEW)**

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.

For resident businesses only that are in “good standing” with the City Code, there will be a 2% discount allowed to be deducted off the calculated **renewal business license tax** remitted. **(NEW)**

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.

Always check our website for the latest version of this application.

Business License – Revenue Div. 206 S Main St 4th Floor
P.O. Box 2207 Greenville, SC 29602

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