


<b>New Businesses Must Obtain A Business License Prior To Beginning Operation.</b>	 <p><b>CITY OF GREENVILLE</b>  <b>BUSINESS LICENSE APPLICATION</b>  <b>Resident And Non-Resident Contractors</b>  <b>P.O. Box 2207</b>  <b>Greenville, SC 29602</b></p>	<b>LICENSE NUMBER</b> <hr/> <b>For the year:</b>
<b>Business Licenses Expire December 31<sup>st</sup> Each Year. RENEWAL BUSINESS LICENSES Must Be Paid In Full <u>On Or Before The Last Day Of February</u> To Avoid Penalties.</b>		

1a. City Business Category:	1b. Specify business activity or provide NAICS Code:	2a. Ownership: (Check one) Corp. <input type="checkbox"/> Indiv. <input type="checkbox"/> Partn. <input type="checkbox"/> LLC <input type="checkbox"/> LLP <input type="checkbox"/> 2b. Number of employees:
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3. Job Site Location, Gross Contract Amounts And Starting Date of Project: (For Non-Resident Contractors)	4. Original Business Starting Date In The City:
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5. Business name, billing address, phone, fax number and e-mail address:	6. Minority Status Of Owner: (For Information Purposes Only)	7. This application is for: (Check all applicable blocks)
	Black <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic <input type="checkbox"/> Aleut <input type="checkbox"/> Native American <input type="checkbox"/> Eskimo <input type="checkbox"/> East India <input type="checkbox"/> Caucasian Female <input type="checkbox"/>	New <input type="checkbox"/> Renewal <input type="checkbox"/> Ownership change <input type="checkbox"/> Location change <input type="checkbox"/> Out of Business (closing date _____) <input type="checkbox"/>
8. <b>Required Field:</b> FEIN or S.S. Number		

9. Street address, phone and fax number:	10. Credit Card Authorization: (OPTIONAL)
	Master Card <input type="checkbox"/> Visa <input type="checkbox"/> Card #: _____ 3 Digit "V" Code _____ Exp. Date: _____

	Inside City	Outside City	License Fee
<b>11. Computation of Fees:</b>			
<b>A. Resident Contractors:</b>			
<b>I. New Business – Have you ever owned a business in the City of Greenville before?</b>			
Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, name and location: _____			
1. Estimated total gross contract amounts for the balance of the year.	I.1. \$ _____	\$ _____	I. \$ _____
2. Calculate and enter fee based on Line I. 1.			
<b>II. First Time Renewals: (For Resident Contractors renewing for the first year)</b>			
1. Total gross Contract amounts from previous year.	II.1. \$ _____	\$ _____	
2. Less contract amounts used as basis to purchase licenses in other municipalities.	2. \$ _____	( _____ )	
3. Total gross contracts/jobs from previous year.	3. \$ _____	\$ _____	
4. Estimated gross contracts/jobs from previous year.	4. \$ _____	\$ _____	
5. First year adjustment (indicate + or -)	5. \$ _____	\$ _____	
6. Adjust gross contracts/jobs (add lines II. 3 and II. 5)	6. \$ _____	\$ _____	
7. Calculate and enter fee based on II. 6. <b>All businesses must pay the base fee amount.</b>			II. \$ _____
<b>III. Renewal Business: (Existing Business)</b>			
1. Total gross contract amounts from previous year.	III.1. \$ _____	\$ _____	
2. Less contract amounts used as basis to purchase licenses in other municipalities.	2. \$ _____	( _____ )	
3. Total gross contracts.	3. \$ _____	\$ _____	
4. Calculate business license fee based on III.3. <b>(Inside City and outside City)</b>	4. \$ _____	\$ _____	III. \$ _____
<b>B. Non-Resident Contractors: Additional license fees are due as contract/job amount increases</b>			
<b>I. New Business: (License Must Be Applied For Prior To Beginning Work In The City)</b>			
1. Total gross contract/job amount. <b>(Inside City Only)</b>	I.1. \$ _____		
2. Calculate and enter fee based on Line I.1.			I. \$ _____
<b>II. Renewal Business: (License Must Be Applied For Prior To Beginning Work In The City)</b>			
1. Total gross contract/job amounts. <b>(Inside City Only)</b>	II, 1. \$ _____		
2. Calculate and enter fee based on II. 1.			II. \$ _____
<b>C. Penalties due, if filing late.</b>			
		_____ %	C. _____
<b>D. Total Fees</b>			
			D. _____

12. 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.

13. List names of owners, partners. Or officers of the business and their titles. (Please print): \_\_\_\_\_

14. Name of preparer: \_\_\_\_\_ Daytime phone Number \_\_\_\_\_

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 RECEIPTS 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.

Business, firm or corporation name	Signature of applicant and title	Date
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## INSTRUCTIONS FOR FILING A RESIDENT AND NON-RESIDENT CONTRACTOR 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.
- \$ All applications must be filed on the accompanying standard form.
- \$ For further information and additional applications, please call the City Business License Office at (864) 467-4505

### **RENEWAL INFORMATION:**

- \$ Please verify and correct, as necessary, all pre-printed information shown. Fill in any blanks and correct any errors.
- \$ Complete all other items, **in full**, to avoid delays in processing.
- \$ **If you are no longer in business, please indicate in writing and return this application.**

### **DUE DATES AND PENALTIES:**

- \$ **NEW Resident Contractor** 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 Resident Contractor** applications, **with payment in full**, must be filed with the City of Greenville Business License Office **on or before the last day of February of each year**. A penalty is charged for delinquent applications, post marked by the Post Office, after the last day of February. The penalty is dependent on when the application is filed.
- \$ **All non-resident contractors** applications, with payment in full, must be filed prior to beginning operation in the City each year. Adjustments are required each time a new contract/job is obtained. It is the responsibility of the Contractor to pay on each job as the year progresses. Failure to report all contracts prior to December 31<sup>st</sup> each year will result in a 50 % penalty on any unreported amounts.

### **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.**

A **Resident Contractor** must report all gross contracts/jobs, whether derived from within or outside the City limits. Be certain that the reported gross receipts corresponds with the records of the business and with the return 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 receipts are allowed if you are a resident business that paid a business license fee to another municipality. The deduction is limited to the gross receipts that were reported on that license. **Satisfactory proof of this deduction must be attached to the application before the deduction will be allowed.**

#### **A. I. New resident businesses, in 1<sup>st</sup> year of operation, complete this section.**

1. A new business must provide an estimate of gross contracts/jobs from the time of opening or beginning operation to December 31. Please separate inside City and outside City contracts in the appropriate columns.
2. Calculate the Business License fee based on the estimates provided on line A.I.1. (Refer to Rate Sheet)

#### **II. Businesses renewing for the first time, complete this section.**

1. Report the actual gross contract/job amount from beginning operation until December 31. Please separate inside City and outside City contracts/jobs in the appropriate columns.
2. See section on Allowable Ordinance Deductions (outside City column only).
3. Total gross contracts/jobs (A.II.1. minus A.II.2.).
4. This is the estimate that was provided to the City as your expected gross Contracts/jobs for the first year of operation.
5. This is the difference in the actual and estimated gross contracts/jobs from the first year of operation. This difference is an adjustment to the first year's contract/job amount. Subtract line A.II.4. from line A.II.3. and indicate whether + or -.
6. This is the total adjusted gross contract/job amount (A.II.3 plus line A.II.5).
7. Calculate the business license fee based on the amounts in line A.II.6. (Refer to Rate Sheet.) All businesses must pay at least the base fee amount (Refer to Rate Sheet).

#### **III. Renewal businesses, complete this section.**

1. All gross contracts actually earned during the business' previous fiscal year or during the prior calendar year should be posted here. Please separate inside City contracts in the appropriate columns.
2. See section on Allowable Ordinance Deductions (Outside City column only).
3. This is the total gross contracts, both inside City and outside City (line A.III.1. minus line A.III.2.)
4. Calculate your Business License fee based on the amounts in line A.III.3.

A **Non-Resident Contractor** must report on all contract/job amounts earned within the City.

#### **B. I. A new business reports on the current amount of gross contracts/jobs earned within the City. Contractors must adjust the license each time a new contract or increase in contracts is obtained.**

1. This is the total of any current year contracts/jobs.
2. Calculate the license fee based on the total provided on line B.I.1. (Refer to Rate Sheet)
3. Penalties are due if the license fee is not paid prior to beginning business in the City.
4. Enter total fee plus penalties due, if applicable.

#### **II. Renewal businesses must base license on current year contracts and adjust the license each time a new contract or change is obtained.**

1. This amount is the total of any current year contracts/jobs.
2. Calculate the license fee based on the amount in line B.II.1. (Refer to Rate Sheet).
3. The license must be renewed prior to starting the first contract/job in the City.
4. Enter total fee plus penalties due, if applicable.

**C.** Penalties are due on a **new resident contractor** if the license fee is not paid prior to opening or beginning operation in the City. No proration of the license fee will be given to new resident businesses who fail to file prior to opening. Penalties are due on **renewal resident contractors** if the license fee is not paid on or before the last day of February.

**Renewals on non-resident contractors** must base license on current year contracts and adjust the license each time a new contract or change order is obtained, in order to avoid penalties.

#### **New Resident Contractors Penalties**

10% if not filed by beginning operation  
10% additional for each month thereafter, until paid.

Maximum annual penalty 50%.

#### **New Non-Resident Contractor's Penalties**

10 % if not filed prior to beginning work in the City.  
10% additional for each month thereafter, until paid.

Maximum annual penalty 50%

#### **Renewal Resident Contractors Penalties**

05% if filed during the month of March.  
10% if filed or postmarked April 1<sup>st</sup>.  
10% additional for each month thereafter, until paid.  
Maximum annual penalty 50%.

#### **Renewal Non-Resident Contractor's Penalties**

05% if not filed prior to beginning first job in the City.  
10% for the following month, if not filed prior to beginning first job in the City.  
10% additional for each month thereafter, until paid.  
Maximum annual penalty 50%

This penalty is a percentage of, and is added to, the license fee. The penalty is dependent on when the application is filed.

**Any new or renewing business that fails to purchase the license after formal notification shall be subject to a Uniform Summons.**

**D.** Enter total fee plus penalties due, if applicable.

#### **Note:**

- 1 All appropriate required state licensing is required prior to obtaining a City Business License.
- 1 The City Business License Ordinance requires that a contractor submit a list with all subcontractors and suppliers on the job site. All subcontractors are subject to a City business license.
- 1 Any Allowable Ordinance Deductions must have satisfactory proof attached to Business License Application before the deduction will be allowed.

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