



Transient Merchants Instructions

1. Business/Individual must fill out a Business License Application and a Background Check Application.
2. A Transient Merchant fee is as follows: Period not to exceed 7 days.

7 day permit	\$160.00
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3. Businesses/Individuals are subject to all ordinances of the City of Greenville, including, but not limited to, the sections of the ordinance below. **Please read the following sections of the ordinance/code carefully to see what is required to obtain a Transient Merchants License.**

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.



**CITY OF GREENVILLE
BUSINESS LICENSE APPLICATION
Business License
P.O. Box 2207
Greenville, SC 29602**

LICENSE NUMBER

For the year:

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:
3. Street address, phone, fax number and e-mail address:	4. Minority Status Of Owner: (For Information Purposes Only) 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 Indian <input type="checkbox"/> Caucasian Female <input type="checkbox"/>	5. Original Business Starting Date In The city: 7. This application is for: (Check all applicable blocks) 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"/>
6. Business name, billing address, phone, fax number and e-mail address:		8. Required Field: FEIN or S.S. Number

9. Commercial property owner, please include locations and tax map numbers:	10. Credit Card Authorization: (OPTIONAL) Master Card <input type="checkbox"/> Visa <input type="checkbox"/> Card #: _____ 3 Digit "V" Code: _____ Exp. Date: _____
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11. Computation of Fees:	Business Gross Receipts	License Fee
I. New Business – Have you ever owned a business in the City of Greenville before?		
Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, name and location: _____		
1. Estimated total gross sales/revenue/contracts for the balance of the year ending Dec. 31, 20__.	I. 1. _____	I. _____
2. Calculate and enter fee based on Line I. 1.		
II. First Time Renewals (For businesses renewing for the first year)		
1. Total actual gross receipts/revenues/contracts for preceding year.	II. 1. _____	
2. Allowable ordinance deductions.	2. _____	
3. Total gross receipts from previous year (II. 1. minus II. 2).	3. _____	
4. Estimated gross receipts from previous year.	4. _____	
5. First year adjustment (indicate + or -)	5. _____	
6. Adjust gross receipts (add lines II. 3 and II. 5)	6. _____	
7. Calculate and enter fee based on II. 6. All businesses must pay the base fee amount.		II. _____
III. Existing Business:		
1. Total actual gross receipts/revenue/contracts for preceding calendar year ending Dec. 31, 20__.	III. 1. _____	
2. Allowable ordinance deductions.	2. _____	
3. Total gross receipts (III.1. minus III.2.).	3. _____	
4. Calculate business license fee based on gross receipts in III.3.		III. _____
IV. Penalties due, if filing late.		
	_____ %	IV. _____
V. Total Fees		
		V. _____

12. A. Does this business lease any space to another business operation? Yes No
 B. Does this business have any independent agents working with the company? Yes No If yes, list name and address of each and attach to this form.

13. Does this business have an Alcohol Beverage Control (ABC) license?
 Yes If yes, provide: License Number _____ Expiration Date _____ Hours of Operation _____
 And check one: Off-premise or On-premise Consumption
 No If no, does this business plan to apply for an ABC license during the coming year? Yes No

14. Does this business have any coin-operated amusement machines?
 Yes If yes, do you own or lease? _____ If lease, from whom _____
 No Number of machines: _____ Number of stickers: _____ Type of machines _____

15. List names of owners, partners. Or officers of the business and their titles. (Please print): _____

16. 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 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.
- \$ 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** 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 Post Office, **on or before the last day of February of each year**. A penalty is charged for delinquent applications after the last day of February. The penalty is dependent on when the application is filed.

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 business located **within** the City limits must report all gross receipts, 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 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 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 receipts amount.

A business located **outside** the City must report all gross receipts earned **within** the City limits only.

I. New Business complete this section:

1. A New resident business must provide an estimate of total gross sales/receipts/contracts from the time of opening to December 31. A New non-resident business must provide an estimate of gross sales/receipts/contracts expected to be earned inside the City from the time of beginning operation in the City to December 31.
2. Calculate the business license fee based on the estimated provided on line I.1. (Refer to the Rate Sheet.)

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

1. Report the actual gross receipts from beginning operation until December 31 of the previous year.
2. See above section on Allowable Ordinance Deductions.
3. Total gross receipts from previous year (II.1. minus II.2.)
4. This is the estimate that was provided to the City as your expected gross receipts for the first year of operation.
5. This is the difference in the actual and estimated gross receipts from the first year of operation. The difference is an adjustment to the first year's receipt figure. Subtract line II.4. from line II.3. and indicate whether + or -.
6. This is the total of the adjusted gross receipt amount.
7. Calculate the Business License fee based on the amount in line II.6. (Refer to Rate Sheet.) All businesses must pay at least the base fee amount.

III. Existing Business, after 2nd year of operation, complete this section.

1. All gross receipts earned during the prior calendar year or previous fiscal year should be given here. Resident businesses give the total gross. Non-resident businesses give total gross earned in the City.
2. See the section on Allowable Ordinance Deductions.
3. This is the total reported gross receipts amount (line III.1. minus line III.2.).
4. Calculate the Business License fee based on the amount in line III.3. All businesses must pay at least the base fee amount. (Refer to Rate Sheet.)

IV. Penalties are due if the fees for a new business license are not paid prior to opening or beginning operation/business 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 business license's if they are not paid in full and postmarked by the Post Office, on or before the last day of February.

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%.

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

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

V. Enter total fee plus penalties due, if applicable.

† All appropriate state licensing 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.

Renewal Penalties

05% if filed or postmarked March 1st.
10% if filed or postmarked April 1st.
10% additional for each month thereafter, until paid
Maximum annual penalty is 50%.



BACKGROUND INVESTIGATION FORM

Date of application: _____
 Business Name: _____ Type of Business: _____
 Business Address: _____ Ste# _____ Zip _____
 Telephone Number: _____ Fax Number: _____

Business Owners:

Name: _____	Name: _____
Address: _____	Address: _____
Phone: (wk) _____ (hm) _____	Phone: (wk) _____ (hm) _____
Birthdate: _____ / _____ / _____	Birthdate _____ / _____ / _____
Social Security # _____	Social Security # _____
Drivers License# _____ State _____	Drivers License # _____ State _____

Has applicant previously owned or operated a business? Yes _____ No _____

If yes, names of business and location: _____

Provide a brief statement of applicant's background and employment history for the past five years:

Business Information:

Manager: Name: _____
 Address: _____ Ste# _____ Zip _____
 Phone: (wk) _____ (hm) _____
 Soc. Sec. # _____ Drivers Lic # _____ State _____

Prior Occupant: Name: _____
 Address: _____ Ste# _____ Zip _____
 Phone: (wk) _____ (hm) _____
 Soc. Sec. # _____ Drivers Lic# _____ State _____

Building

Leased From: Name: _____
 Address: _____ Ste# _____ Zip _____
 Phone: (wk) _____ (hm) _____
 Soc. Sec. # _____ Drivers Lic# _____ State _____

List all agents and/or business associates and their titles:

Does the business require a charter? Yes _____ No _____

If so, list officers: _____

Planned business Hours: Days open for business: _____ Hours of operation: _____

Does this business have an ABC License?

Yes _____ If so, License Number: _____

No _____ If no, does this business plan to apply for an ABC License? _____

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

If yes, do you own or lease? _____ Leased from: _____

Type of machines: _____ Number of machines: _____

Certificate of Occupancy obtained: Yes _____ No _____ Applied for _____ Permit Number _____

Does business have adequate parking? Yes _____ No _____

Signature: _____

Print Name: _____



Transient Merchants Ordinance

DIVISION 3. TRANSIENT MERCHANTS

Sec. 8-351. Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Transient merchant means any person who sells or purchases goods, wares, merchandise, or anything of value, and who for himself or as an agent for another, rents, erects, purchases, uses or occupies any room, building or other structure or place, including but not limited to parking lots, shopping centers, sidewalks or any other public area, for the purpose of purchasing, selling or offering for sale anything of value at such location without the intention of establishing a permanent business thereat, and without having acquired a regular city business license.

(Code 1985, § 6-8-61(a))

Cross reference(s)--Definitions generally, § 1-2.

Sec. 8-352. License required; fee; exceptions.

(a) Each transient merchant shall obtain a city transient merchant's license prior to offering goods, wares, merchandise or anything of value for sale. The fee for the license shall be fixed from time to time by the city council and is set forth in the fee schedule in appendix A to this Code.

(b) The provisions of this section shall not apply to:

(1) Any transient merchant who is sponsored by a present local established business when the owner of the local established business is willing to be responsible for the acts of the transient merchant in the same manner as he would for his own business and includes the gross receipts of such transient merchant in his business license information.

(2) Solicitations, sales or distributions by charitable, educational or religious organizations and other eleemosynary organizations exempt from federal income tax under Internal Revenue Code section 501(c), or persons representing such organizations.

(3) Solicitations, sales or distribution of arts and crafts made by the person displaying them, and solicitations, sales or distribution of arts and crafts, coins, stamps or other similar items collected as a hobby and not as a business for profit, provided such person certifies to and agrees that his tax records may be audited to verify the certification.

(Code 1985, § 6-8-61(b), (c))

Sec. 8-353. Application for license.

Applicants for a license under this division shall file a written sworn application with the revenue administrator showing:

(1) The name of the person having the management or supervision of the applicant's business during the time that it is proposed that it will be carried on in the city, the local address of such person while engaged in such business, the permanent address of such person, and the capacity in which such person will act (that is, whether as proprietor, agent or otherwise), and the name and address of the person for whose account the business will be carried on, if any.

(2) The place in the city where the applicant proposes to carry on business, and the length of time during which it is proposed that the business shall be conducted. The hours of operation shall not include the hours from one-half hour before sunset until 9:00 a.m.

(3) A statement of the nature, character and quality of the goods, wares or merchandise to be sold or offered for sale by the applicant in the city.

(4) Whether or not the persons having the management or supervision of the applicant's business have been convicted of a crime, misdemeanor or the violation of any municipal ordinance, the nature of such offense and the punishment assessed therefor.

(5) Written permission from the manager, supervisor, owner or other appropriate officer or agent of any place of business or private property on which the transient merchant anticipates doing business. The written permission from such officer or agent shall spell out the times and location of such permitted activity.
(Code 1985, § 6-8-62)

Sec. 8-354. Violations.

Any violation of the sworn application which the transient merchant fills out shall be a misdemeanor and shall be punishable in the municipal court of the city. Violations shall include but not be limited to operating in places other than those stated on the application, operation on private property without written permission from the appropriate party, operation beyond the time limits stated in such written permission, if any permission shall be had, and operation on any public right-of-way.

(Code 1985, § 6-8-63)