

BUSINESS INFORMATION

business name: _____

dba (if different): _____

describe your business activity (nature of business) below:

business type: sole proprietor partnership corporation
 LLC incorporated non-profit other

contact person: _____

title or position: _____

business phone #: _____

alternate phone #: _____

fax # or e-mail: _____

Fed EIN # or SS #: _____

SC sales tax ID #: _____

SC state license #: _____

(include copies of relevant state licenses held by you or the business)

business is (will be) headquartered: within City elsewhere

where should correspondence from the City be mailed to?

mailing address: _____

city / state / zip: _____

PURPOSE

apply for a new business license (choose one [1] option below)

the business will be working on a one-time project- **ALL OUT OF CITY CONTRACTORS** (fill in the One-Time Project section on Page 2)

the business will be seasonal in nature and will establish a temporary location for up to six (6) months (fill in Page 2)

the business will operate year-round and will establish a permanent physical location within the City (fill in Page 2)

the business will operate year-round, but will not establish a permanent physical location within the City

PAYMENT CALCULATION

Need help with this? Contact Cynthia Oliver at 843-784-2231, or coliver@cityofhardeeville.com

1. for applications requiring P&D review (all others: skip to line 2)

enter the **P&D review fee** (typically \$150.00): _____

>> this is a separate fee that is due upon application submittal; business license tax will be due upon completion of review

>> if you are also applying for a clearing, sign, &/or building permit, do not include those fees with the above figure; those fees are paid separately with those applications

2. enter the **gross income**: _____

>> for new businesses, estimate a figure thru Dec. 31, 2017; only provide for income that is earned within the City

3. enter the **initial base tax** (\$0 - \$100,000): _____

>> determine your base tax by the rate class (see *Classification & Rate Schedule*) and enter the figure on line 3

4. enter the **per one-thousand tax**: _____

>> if line 2 is \$100,000 or less, leave blank

>> If line 2 is over \$100,000, subtract \$100,000 from line 2; then divide that figure by 1,000 and round up. Multiply the rounded figure by the "per 1,000 rate" (see *Classification and Rate Schedule*) and enter the figure on line 4

5. enter any **penalties**: _____

>> \$100 to \$250 may be levied for unlicensed businesses

6. add lines 3, 4, and 5 together

total due for **business license tax**: _____

APPLICATION CERTIFICATION

Please Note: A government-issued photo ID from the business owner or a location's head manager is required for all new applications.

I have completed this form to the best of my knowledge and authorize the City of Hardeeville to process this application and review the submittal according to all governing standards. I acknowledge that the City reserves the right to require additional information if requested.

signature _____

date _____

I'm paying: cash or check credit/debit card (include Form A)

P&D review fee: _____ business license tax: _____

PLANNING & DEVELOPMENT REVIEW

For some applications, a Planning & Development review (P&D review) may be required BEFORE a business license is issued to ensure that businesses can legally and safely operate in their proposed locations.

Important notes about the P&D review process:

- >> the P&D review is a one-time review for new applications or new business activities *(no annual fees or reviews)*
- >> please review the table on the right to see what steps will be included in the review of your application
- >> the base P&D review fee is \$150.00; additional fees may be required for some of the review steps listed in the table on the right

street address: _____

zip code: 29909 29927 29936

area of City / PDD: _____

tax map parcel #: _____ zoning district: _____

are you renting this space? if yes, from whom? y n

property owner: _____

phone # or e-mail: _____

fill in below only if changing (or adding) an existing business activity

proposed activity: _____

review step	when reviewed	additional form to submit
1. zoning permit *	all applications <i>(unless waived by staff)</i>	none
2. home occupation petition	if business activities are conducted in a residence	Form H
3. clearing permit	if trees are being removed or site grading is changed	Form C
4. sign permit	if new signs are installed or existing signs are replaced	Form E
5a. building permit	if an exterior addition or an accessory unit is planned, OR if repairs or interior remodeling are planned	Form N - or - Form R
5b. specialty trade permit	if work will be performed only on electrical, mechanical, plumbing, or gas systems/fixtures	Form S
6. occupancy inspection **	most applications	none

* upon receiving a zoning permit, you can move equipment or supplies into your space and perform cosmetic work (painting, cleaning, etc); however no business transactions are allowed

** inspections need to be requested by 3 p.m. the day before the inspection; have your space fully set-up and ready for business

ONE-TIME PROJECTS

location in City: _____

estimated completion date of relevant work: _____

gross income received from this project: _____

- >> include an authorization or copy of a contract with your submittal
- >> if you later find that you will have additional work in the City in the same calendar year, please contact the City to purchase another one-time license or consider purchasing an annual license

AGENCY INFORMATION

abbr.	agency name	website	phone	services
IRS	Internal Revenue Service	irs.gov	800-829-4933	federal tax ID (EIN) numbers, tax forms, tax assistance
DOR	S.C. Department of Revenue	sctax.org	843-852-3600	state retail or sales tax licensing, alcohol licensing
DHEC	S.C. Department of Health & Environmental Control	scdhec.gov	843-846-1030 <i>(Beaufort)</i>	state licensing boards, equipment certifications, and health inspections for dining facilities
LLR	S.C. Dept. of Labor, Licensing, & Regulation	llr.state.sc.us	803-896-4300	state licenses for specific business types and building contractors
DSS	S.C. Department of Social Services	dss.sc.gov	843-726-7747	licensing for child care or other social service business activities
JCSO	Jasper County Sheriff's Office	jaspercountysc.org	843-726-7777	scrap metal licenses; gun/pawn shop registry

City of Hardeeville
PO Box 609 (205 Main Street)
Hardeeville, SC 29927

OFFICE ONLY:

application received on: _____ by: _____ BL Incode # _____

P&D OK on: _____ by: _____ BL issued on: _____ by: _____