

**PURPOSE**

- >> use this form if you are paying fees online, by fax or by mail
- >> because fees may be deposited in different accounts, you may have separate charges for one application
- >> you can pay for multiple applications with this form
- >> the City is committed to your privacy and will not sell nor share your information with any third party unless required by law or court order

**F E E S T O B E C H A R G E D**

<b>select application(s) below that you are submitting</b>	<b>these fees will be charged upon application <u>submittal</u></b>	<b>these fees will be charged upon application <u>approval</u></b>	<b>fee notes</b>
<input type="checkbox"/> <b>Form B-1</b> New Business License	* P&D review fee: _____	business license tax: _____	* if required (see <b>Form B</b> )
<input type="checkbox"/> <b>Form B-2</b> Business Lic. Renewal	business license tax: _____		license renewal is an annual tax
<input type="checkbox"/> <b>Form C</b> Clearing Permit	either tree removal fee: _____ or land disturbance fee: _____		tree removal fee is \$100 per tree land disturbance fee will vary
<input type="checkbox"/> <b>Form D</b> Development Permit	<b>both</b> plan review fee: _____ <b>and</b> DRFA deposit: _____		fees will vary depending on project location, type, size, & scope (see <b>Form D</b> )
<input type="checkbox"/> <b>Form E</b> Sign Permit	sign permit fee: _____	* building permit fee: _____ * plan review fee: _____ * electrical permit fee: _____	* if required (see <b>Form E</b> )
<input type="checkbox"/> <b>Form N</b> New Construction	* zoning permit fee: _____	* building permit fee: _____ * plan review fee: _____ * BJWSA tap fee: _____ * development / other: _____	* if required (see <b>Form N</b> ) <div style="border: 1px solid black; padding: 2px; display: inline-block;">these three (3) fees will be combined into a single charge</div>
<input type="checkbox"/> <b>Form P</b> Plat Review	either exempt plat fee: _____ or final plat fee: _____		exempt plat fee is \$40 final plat fee will vary
<input type="checkbox"/> <b>Form R</b> Repair / Remodel (or)		permit fee: _____	* if required (see <b>Form R</b> or <b>Form S</b> )
<input type="checkbox"/> <b>Form S</b> Specialty Trade Permit		* plan review fee: _____	
<input type="checkbox"/> all other applications or fees	fee charges: _____	fee description: _____	

**A U T H O R I Z A T I O N**

cardholder name: \_\_\_\_\_

billing address: \_\_\_\_\_

city / state / zip: \_\_\_\_\_

billing phone #: \_\_\_\_\_

Visa  MC  Discover type:  personal  business

card #: \_\_\_\_\_

expiry: month: \_\_\_\_\_ year: \_\_\_\_\_ security code: \_\_\_\_\_

I hereby authorize the City of Hardeeville to use my credit card as payment for this (these) transaction(s) as indicated on this form.

\_\_\_\_\_ cardholder signature \_\_\_\_\_ date

- >> If submitting online, type in signature & date on the lines above.
- >> To submit online: First, save this file as a PDF. Then attach the file to an email and send it to Cindy Oliver at [coliver@cityofhardeeville.com](mailto:coliver@cityofhardeeville.com)

#### APPLICATION NOTES

- >> use this application to renew an existing annual business license
- >> please include copies of tax returns, any state licenses that were newly issued, re-issued, amended, or expired in 2017
- >> for assistance with this form, contact Cynthia Oliver at 843-784-2231 or coliver@cityofhardeeville.com

#### BUSINESS INFORMATION

business name: \_\_\_\_\_

City of Hardeeville business license # \_\_\_\_\_

has your business info/contact info changed in the last year?  y  n

*if yes, please also complete a **Business Operation Status Change** form to update this information*

#### BUSINESS LICENSE TAX CALCULATION

1.	enter the <b>gross income</b> _____	Report ALL gross income received in 2017 that was incurred within Hardeeville city limits.  If the business has a permanent physical location in the City and business license taxes are paid to other jurisdictions, you are required to show proof; otherwise, all gross income shall be reported to the City of Hardeeville.
<b>Note: use this section to report gross income paid to other municipalities/counties</b>		
2.	list all allowable <b>deductions</b> from gross income on the right and enter the total amount on the line <i>(if applicable)</i> _____	deduction item: _____ amount: _____ deduction item: _____ amount: _____ deduction item: _____ amount: _____ deduction item total amount: <i>(enter this amount on the step 2 line, too)</i> _____
3.	enter the <b>adjusted gross income</b> _____	Subtract line 2 from line 1. This is your adjusted gross income. <b>PLEASE ROUND UP</b> , if applicable
4.	enter the <b>initial base tax</b> <i>(based on line 3)</i> _____	The rate class will be listed on the top-right corner of the renewal letter. Determine your base tax by the rate class (see <i>Classification &amp; Rate Schedule</i> ) and enter the figure on line 4. The base tax amount is for gross income from \$0 to \$100,000).
5.	enter the <b>per one-thousand tax</b> <i>(if applicable)</i> _____	<b>If line 3 is \$100,000 or less, leave blank.</b> If line 3 is greater than \$100,000, subtract \$100,000 from line 3; then divide that figure by 1,000. Multiply the rounded figure by the per one-thousand rate (see <i>Classification &amp; Rate Schedule</i> ) and enter the figure on line 5.
6.	enter the <b>tiered reduction</b> <i>(if applicable)</i> _____	Add line 4 and line 5 together. <b>If the figure is less than \$50,000, leave blank.</b> If the figure is more than \$50,000, you may qualify for a tiered reduction. See the <i>Classification &amp; Rate Schedule</i> for the amount of reduction and enter that figure on line 6.
7.	enter any <b>penalties</b> <i>(if applicable)</i> _____	10% penalty per month if renewals are postmarked after April 15th, 2018. A fine between \$100 to \$250 may be levied for businesses found to be operating without a business license.
8.	<b>business license tax</b> _____	Add lines 4, 5, and 7 together; then subtract line 6, if applicable. This is your business license tax.

#### APPLICATION CERTIFICATION

Payment is due on **April 15, 2018**. Please make checks payable to *City of Hardeeville*. If paying by credit/debit card, please include **Form A** with this application.

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.

I am:  the business owner  a representative or location manager

Print Name \_\_\_\_\_

Email \_\_\_\_\_ date \_\_\_\_\_

Signature \_\_\_\_\_



**Business Operation Status Change**

Please check the reason for the change:

Business Closed       Address Change       Change of Ownership       Other

Date of Change: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Correct Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Correct Business Street Address: \_\_\_\_\_

Business Telephone: \_\_\_\_\_

Owner's Cell Phone: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**I verify that all the information on this form is correct.**

Owner's Printed Name: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

**CITY OF HARDEEVILLE**  
 Business and Professional License  
 Classification and Rate Schedule 2015

Gross Income: \$0.00 - \$100,000.00  
 Minimum

All over \$100,000.00  
 Rate per thousand (**rounded up**)  
 or fraction thereof

<u>CLASS</u>	<u>MINIMUM BASE RATE</u>		<u>PER ONE THOUSAND RATE</u>	
	<b>In City</b>	<b>Out of City</b>	<b>In City</b>	<b>Out of City</b>
1	\$36.00	\$72.00	\$1.96	\$3.92
2	\$44.00	\$88.00	\$2.04	\$4.08
3	\$52.00	\$104.00	\$2.12	\$4.24
4	\$60.00	\$120.00	\$2.20	\$4.40
5	\$68.00	\$136.00	\$2.28	\$4.56
6	\$76.00	\$152.00	\$2.36	\$4.72
7	\$84.00	\$168.00	\$2.44	\$4.88
8	\$92.00	\$184.00	\$2.52	\$5.04
8.1A	\$52.00		\$2.12	
8.1B		\$100.00		\$3.16
8.4A	\$152.00	\$304.00	\$3.92	\$7.84
8.4B	\$116.00	\$232.00	\$3.12	\$6.24
8.5	\$36.00	\$72.00	\$1.96	\$3.92
8.6	\$160.00	\$320.00	\$2.08	\$4.16
8.8A, B	\$44.00	\$88.00	\$2.04	\$4.08
8.8C	\$116.00	\$232.00	\$3.12	\$6.24
8.9	\$156.00	\$312.00	\$3.92	\$7.84
8.10	\$156.00	\$312.00	\$3.92	\$7.84

**TIERED REDUCTION FOR TOP GROSSING BUSINESSES**

Licensees that typically pay more than \$50,000 in business license taxes  
 per calendar year will be in a separate category as follows:

- Figure the business license tax using the calculation sheet provided with the business license application (remembering to round up on the per 1000 rate).
- If the business license tax is between \$50,000 and \$75,000 deduct 10%.
- If the business license tax is between \$75,001 and \$100,000 deduct 15%.
- If the business license tax is \$100,001 and over deduct 20%.