



### BUSINESS INFORMATION

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

dba (if different): \_\_\_\_\_

provide NAICS code OR describe your business activity:  
\_\_\_\_\_

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

contact person: \_\_\_\_\_

title or position: \_\_\_\_\_

business phone #: \_\_\_\_\_

cell phone #: \_\_\_\_\_

e-mail: \_\_\_\_\_

mailing address: \_\_\_\_\_

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

Fed EIN # or SS #: \_\_\_\_\_

\*SC sales tax ID #: \_\_\_\_\_

\*\*SC state license #: \_\_\_\_\_

\*for retail businesses  
\*\*include copies of relevant state licenses held by you or the business

### AGENCY INFORMATION

IRS	irs.gov	800-829-4933	federal tax ID number
DOR	sctax.org	843-852-3600	retail sales tax & ABC
DHEC	scdhec.gov	843-846-1030	health inspections
LLR	llr.state.sc.us	803-896-4300	state contractor license

### PURPOSE

the business will be working a one-time project:

project street address: \_\_\_\_\_

completion date: \_\_\_\_\_

the business will operate year-round and will establish a permanent physical location within the City:

property address: \_\_\_\_\_

property owner: \_\_\_\_\_

owner's phone/email: \_\_\_\_\_

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

### PAYMENT CALCULATION

**Need help with this?**  
Refer to the BL Calculation Worksheet for New Businesses or contact Cynthia Oliver at 843-784-2231 or coliver@hardeevillesc.gov

1. enter the **gross income**: \_\_\_\_\_  
for **new businesses**, estimate a figure thru December 31, 2023  
If the physical address is within the city limits, provide an estimate for all gross income generated; if address is not in the city only estimate gross revenue accrued in the city limits  
for **one-time projects**, provide total contract amount and submit a copy of the contract
2. enter the **initial base tax** : \_\_\_\_\_  
to determine your class & rate **refer to calculation sheet**
3. enter the **per one-thousand tax**: \_\_\_\_\_  
if line 1 is \$100,000 or less, leave blank  
If line 1 is over \$100,000, **refer to calculation sheet**
4. enter any **penalties**: \_\_\_\_\_  
\$100 to \$250 may be levied for unlicensed businesses
5. life safety inspection fee, if applicable \_\_\_\_\_
6. tiered reduction, if applicable \_\_\_\_\_  
**refer to calculation sheet**
7. add lines 2 - 5; subtract 6, if applicable \_\_\_\_\_  
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: \_\_\_\_\_

If paying by credit/debit card, please go to [hardeevillebl.govtportal.com](http://hardeevillebl.govtportal.com) to access the payment portal if you know the amount to pay OR you may include form A (credit card authorization). There is a 3% convenience fee.