

**RENEWALS DUE
JUNE 15**

**PENALTY APPLIED
AFTER JUNE 15**



**Renewal Application for
Business and Professional License**

FOR OFFICE USE ONLY		
ACCOUNT ID		PROCESSED BY
CLASS	NAICS	DATE PROCESSED

FOR THE LICENSE YEAR _____

Remit Payment To:
 City of Florence, SC
 Business License Office
 324 West Evans Street
 Florence, SC 29501
 Tel: (843) 665-3173
 Fax: (843) 665-3171

Please enter Email Address: _____

**MAKE SEPARATE APPLICATION FOR EACH BUSINESS TO BE LICENSED AT EACH LOCATION • PLEASE PRINT OR TYPE CORRECTIONS
 SEE REVERSE SIDE FOR ADDITIONAL IMPORTANT INFORMATION**

ALL APPLICABLE BLANKS ON THIS APPLICATION MUST BE COMPLETED BEFORE A LICENSE WILL BE ISSUED

<p>1a. _____ Business Location <input type="checkbox"/> In City <input type="checkbox"/> Out of City Phone _____</p> <p>1b. Type of Business _____</p>	<table border="1"> <thead> <tr> <th colspan="2">GROSS INCOME</th> </tr> </thead> <tbody> <tr> <td>4a. *Gross Income as reported to IRS for Preceding Calendar or Fiscal Year _____</td> <td></td> </tr> <tr> <td>\$ _____</td> <td>(fractions rounded up to next thousand)</td> </tr> <tr> <td>4b. Business not in operation the entire preceding year or business that opened in current year.</td> <td></td> </tr> <tr> <td>(Divide the Gross Income collected to date by the number of months in business and multiply by twelve (12) to reflect an annualized figure.)</td> <td></td> </tr> <tr> <td>Annualized Gross Income \$ _____</td> <td>(fractions rounded up to next thousand)</td> </tr> </tbody> </table>	GROSS INCOME		4a. *Gross Income as reported to IRS for Preceding Calendar or Fiscal Year _____		\$ _____	(fractions rounded up to next thousand)	4b. Business not in operation the entire preceding year or business that opened in current year.		(Divide the Gross Income collected to date by the number of months in business and multiply by twelve (12) to reflect an annualized figure.)		Annualized Gross Income \$ _____	(fractions rounded up to next thousand)
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<p>2. This application shall be used for renewal unless otherwise marked below</p> <p><input type="checkbox"/> (2a) LOCATION CHANGE Please contact the Business License Office at 843-665-3173. A change of address must be reported to the license inspector within ten (10) days after removal of the business to a new location and the license will be valid at the new address upon written notification to the license inspector and compliance with zoning and building codes.</p> <p><input type="checkbox"/> (2b) BUSINESS CLOSED Closing Date: _____ Please enter the closing date above, sign the application and return to the Business License Office to avoid penalty.</p> <p><input type="checkbox"/> (2c) NON-RESIDENT CONTRACTORS WITH NO CURRENT JOBS IN THE CITY Please sign the application and return to the Business License Office. Your Business License account will be inactivated. When you receive a contract in the City, contact us and we will reactivate your Business License account for that job upon the receipt of the correct fee from you.</p> <p><input type="checkbox"/> (2d) CHANGE OF OWNERSHIP Please contact the Business License Office at 843-665-3173. A Business License shall not be transferable and a transfer of ownership shall be considered a termination of the old business and establishment of a new business requiring a new Business License based on old business income.</p>	<table border="1"> <thead> <tr> <th colspan="2">BUSINESS LICENSE FEE CALCULATION</th> </tr> </thead> <tbody> <tr> <td>LICENSE FEE</td> <td>\$ _____</td> </tr> <tr> <td>PENALTY</td> <td>\$ _____</td> </tr> <tr> <td>TOTAL DUE</td> <td>\$ _____</td> </tr> </tbody> </table>	BUSINESS LICENSE FEE CALCULATION		LICENSE FEE	\$ _____	PENALTY	\$ _____	TOTAL DUE	\$ _____				
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<p>3. Contractors Only – Please update current state license info:</p> <p>SC State License # _____ Exp Date _____</p>													

* Gross Income means the total revenue of a business, received or accrued, for one (1) fiscal year collected or to be collected by a business within the city, except income from business done wholly outside of the city on which a license tax is paid to some other municipality or county. A copy of the following documentation from your Federal Tax Return will be accepted as proper verification of gross income:

- (1) Form 1040 Schedule C, Line 3 or (3) Form 1065, Line 1c or (5) Form 1120S, Line 1c
- (2) Form 1120, Line 1c or (4) Form 1040, Schedule C-EZ, Line 1 or

I do hereby certify that the above information and amount entered as gross income from my business is true and correct, and that I have made no deductions except income on which I have paid a business license tax to another city or county, for which I have proof of payment. I am familiar with the penalty provisions of the ordinance and the grounds of revocation of the license, including making false or fraudulent statements in this application.

Signature: _____ Printed Name: _____ Title: _____ Date: _____

PLEASE SIGN AND RETURN COMPLETED FORM. PAYMENT MUST ACCOMPANY APPLICATION.

This information may affect the renewal of your City of Florence Business License

Please check your application for accuracy of printed data and make any corrections by drawing a line through the incorrect data and inserting the correct information on the face of the application. The business license fees are due on **JUNE 15** of each year. A late penalty of ten (10) percent of the license fee will be applied if not renewed by **JUNE 15**, a late penalty of twenty (20) percent of the unpaid fee if such is not paid by June 30th and an additional five (5) percent of the unpaid fee for each month or portion thereof after June 30th until paid in full.

The City of Florence may designate a licensed public accountant to enter upon the premises of any person subject to this article to make inspections, examine and audit books and records, and it shall be unlawful for any such person to fail or refuse to make available the necessary books and records. In the event an audit or inspection reveals that false information has been filed by the licensee, the costs of the audit shall be added to the correct license fee plus late penalties.

LOCATION CHANGE (2a)

Please contact the Business License Office at 843-665-3173. A change of address must be reported to the license inspector within ten (10) days after removal of the business to a new location and the license will be valid at the new address upon written notification to the license inspector and compliance with zoning and building codes.

BUSINESS CLOSED (2b)

Please enter the closing date above, sign the application and return to the Business License Office to avoid penalty.

NON-RESIDENT CONTRACTORS WITH NO CURRENT JOBS IN THE CITY (2c)

Please sign the application and return to the Business License Office. Your Business License account will be inactivated. When you receive a contract in the City, contact us and we will reactivate your Business License account for that job upon the receipt of the correct fee from you.

CHANGE OF OWNERSHIP (2d)

Please contact the Business License Office at 843-665-3173. A business license shall not be transferable and a transfer of ownership shall be considered a termination of the old business and establishment of a new business requiring a new business license based on old business income.

RATE CLASS 8

If your business is classified as a Rate Class 8, please use the rates presented below to compute your license fees. If you have any questions on calculating fees, please call 843-665-3173 for assistance.

Contractors

- A. Resident contractors with place of business located inside the City: \$75 for 1st \$2,000 plus \$1.55 for each additional thousand (fractions rounded up to next thousand) on contract amounts inside and outside the City. (Deductions may be made for income reported to another city with documentation.)
- B. Non-resident contractors: \$150 for 1st \$2,000 plus \$3.10 for each additional thousand (fractions rounded up to next thousand) on contract amounts inside City.
 - The total fee for the full amount of the contract shall be paid prior to commencement of work and shall entitle contractor to complete the job without regard to the normal business license expiration date.
 - No contractor shall be issued a business license until all state and city qualification examination and trade license requirements have been met. Each vehicle of the contractor shall display an official hangtag in plain view on each job identifying that the contractor has a current business license for that respective job.
 - No contractor shall be issued a business license until all performance and indemnity bonds required by the city building code have been filed and approved.
 - Subcontractors shall be licensed on the same basis as general or prime contractors for the same job, and no deductions shall be made by a general or prime contractor for value of work performed by a subcontractor.
 - Each prime contractor shall file with the license inspector a list of subcontractors furnishing labor or materials for each project.

Vending machine owners and operators, billiard or pool room owners and operators, and amusement machine owners and operators need to contact our office at 843-665-3173 for applicable license fees.

MINIMUM FEES AND RATES ARE DOUBLED FOR NON-RESIDENTS AND ITINERANTS HAVING NO FIXED PRINCIPAL PLACE OF BUSINESS WITHIN THE MUNICIPALITY.

DECLINING RATE SCHEDULE

Declining rate applies in all classes for gross income in excess of one million dollars (\$1,000,000) as follows:

Amounts (in Millions) Gross Income	Percent of Rate for each additional \$1,000.00
Less than or equal to 1	100%
More than 1 but less or equal to 4	90%
More than 4 but less or equal to 7	75%
More than 7 but less or equal to 10	50%
More than 10 but less or equal to 20	25%
More than 20	10%

The City of Florence under Title VI of the Civil Rights Act of 1964 and related statutes, ensures that no person shall on the grounds of race, color, national origin, sex, disability, and age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity it administers.

La ciudad de Florencia en el Título VI de la Ley de Derechos Civiles de 1964 y los estatutos, se asegura de que ninguna persona por motivos de raza, color, origen nacional, sexo, discapacidad, edad, ser excluido de participar en, ser negado los beneficios de, o ser de otra manera sujeto a discriminación bajo cualquier programa o actividad que administra.