

**INSTRUCTIONS ON REVERSE**

PAYMENT MUST ACCOMPANY APPLICATION  
(Cash, Check, MasterCard, or Visa Accepted)

**IF PAYING BY CREDIT CARD**

**CALL (843) 918-1200**

**CITY OF MYRTLE BEACH**

BUSINESS LICENSE DIVISION

P.O. BOX 2468

MYRTLE BEACH, SC 29578

(843) 918-1200 FAX (843) 918-1210

www.cityofmyrtlebeach.com

**FORM FOR NEW LICENSE or RENEWAL**

FOR THE LICENSE YEAR \_\_\_\_\_

**BUSINESS LICENSE IS MAILED AFTER APPROVAL**

**LICENSE RENEWAL DUE**

**JUNE 1**

**5% PER MONTH**

**PENALTY IS APPLIED**

**ON JULY 1ST**

IF BUSINESS IS PERMITTED OR LICENSED BY THE STATE OF SOUTH CAROLINA, A PHOTOCOPY OF THE LICENSE, PERMIT, OR ANY ADDITIONAL DOCUMENTATION MAY BE REQUIRED BY LICENSE INSPECTOR. ALL APPLICABLE SPACES MUST BE COMPLETE BEFORE THE LICENSE WILL BE ISSUED.

D/B/A or TRADE NAME: \_\_\_\_\_

ATTENTION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

**FOR OFFICE USE**

ID#	PROCESSED BY	DATE
RENEW _____ NEW _____ HOSP FEE: YES _____ NO _____		
TYPE: _____ CLASS: _____ SIC: _____		
	PM _____	
BL	\$ _____	
BLD	\$ _____	
BLP	\$ _____	
RBL	\$ _____	
FEE DUE	\$ _____	
PEN DUE	\$ _____	

**NEW BUSINESS MUST COMPLETE A NEW APPLICATION.  
DO NOT USE OLD BUSINESS' RENEWAL FORM**

**LICENSE FEE:** Do all steps in order to compute amount due. If line C is \$2 Million or less skip steps 3 through 8. See example on reverse.

**GROSS INCOME** for the Calendar or Fiscal Year as Reported to IRS or Estimate if a New Business. + \$ \_\_\_\_\_ **A**

**MINUS:** Gross Income that is Exempt. Exemptions are listed on reverse side. **GROSS INCOME FIGURE MUST BE PRESENT FOR PROCESSING.** - \$ \_\_\_\_\_ **B**

**GROSS INCOME** for License Fee Computation. = \$ \_\_\_\_\_ **C**

**Step 1** The First \$2,000 from line C is covered by the Base Fee \$ **2,000.00** Base Fee = \$ \_\_\_\_\_ **1**

**Step 2** Amount from line C between \$2,000 and \$ 2 MILLION ▶ \$ \_\_\_\_\_ X \_\_\_\_\_ Rate Charge = \$ \_\_\_\_\_ **2**

**Step 3** Amount from line C between \$ 2 MILLION and \$10 MILLION ▶ \$ \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_ **3**

**Step 4** Amount from line C between \$10 MILLION and \$20 MILLION ▶ \$ \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_ **4**

**Step 5** Amount from line C between \$20 MILLION and \$30 MILLION ▶ \$ \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_ **5**

**Step 6** Amount from line C between \$30 MILLION and \$40 MILLION ▶ \$ \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_ **6**

**Step 7** Amount from line C between \$40 MILLION and \$50 MILLION ▶ \$ \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_ **7**

**Step 8** Amount from line C that is over \$50 MILLION ▶ \$ \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_ **8**

**Step 9** ADD STEPS 1 through 8 **GROSS INCOME** = \$ \_\_\_\_\_ **LICENSE FEE** = \$ \_\_\_\_\_ **9**

**Step 10** **DECALS:** A \_\_\_\_\_ @ \$2.50 BP \_\_\_\_\_ @ \$5.00 B \_\_\_\_\_ @ \$12.50 Limo \_\_\_\_\_ @ \$5.00 (see instructions) **DECAL FEE** = \$ \_\_\_\_\_ **10**

**Step 11** ADD STEPS 9 and 10 **SUBTOTAL** = \$ \_\_\_\_\_ **11**

**Step 12** Plus Late Penalty: \_\_\_\_\_ month(s) or fraction thereof x 5% = \_\_\_\_\_ % x Step 11 (Max Penalty 30%) **PENALTY** = \$ \_\_\_\_\_ **12**

**Step 13** ADD STEPS 11 and 12 **TOTAL AMOUNT DUE** = \$ \_\_\_\_\_ **13**

	<b>\$</b>	<b>13</b>
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14. LEGAL NAME OF BUSINESS ENTITY: \_\_\_\_\_ and LEGAL FORM OF ENTITY: \_\_\_\_\_

15. PERSON RESPONSIBLE FOR CONDUCT OF BUSINESS: \_\_\_\_\_ and TITLE OF PERSON: \_\_\_\_\_

16. DESCRIBE BUSINESS: \_\_\_\_\_ BUSINESS PH# \_\_\_\_\_ ALT PH# \_\_\_\_\_

17. PHYSICAL ADDRESS: \_\_\_\_\_ LANDLORD NAME \_\_\_\_\_ PH# \_\_\_\_\_

18. PHYSICAL LOCATION: \_\_\_\_\_ IN CITY \_\_\_\_\_ OUT OF CITY IS BUSINESS A HOME OCCUPATION? \_\_\_\_\_ YES \_\_\_\_\_ NO ANTICIPATED START DATE: \_\_\_\_\_

19. SSN # \_\_\_\_\_ or FED EIN # \_\_\_\_\_ SC RETAIL LIC # \_\_\_\_\_ CLOSED or SOLD and DATE: \_\_\_\_\_

20. CONTRACTOR: \_\_\_\_\_ 333 \_\_\_\_\_ 555 STATE LIC# \_\_\_\_\_ GROUP # \_\_\_\_\_ EXP DATE \_\_\_\_\_ CITY TRADE EXP DATE: \_\_\_\_\_ # \_\_\_\_\_

21. E-MAIL \_\_\_\_\_ ACCOUNTANT/BOOKKEEPER \_\_\_\_\_ PH# \_\_\_\_\_

BY MY SIGNATURE BELOW, I AFFIRM UNDER OATH THAT ALL OF THE INFORMATION STATED ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND THAT I HAVE THE AUTHORITY TO MAKE THIS APPLICATION. I AFFIRM UNDER OATH THAT ALL ASSESSMENTS, TAXES, FEES, AND PERSONAL PROPERTY TAXES DUE AND PAYABLE TO THE CITY HAVE BEEN PAID. I AFFIRM THAT THE BUSINESS WILL NOT EMPLOY ANY PERSON WHO FAILS TO MEET IDENTITY AND EMPLOYMENT ELIGIBILITY REQUIREMENTS TO WORK IN THE USA. I AFFIRM UNDER OATH THAT I WILL MAINTAIN ACCURATE CONTACT INFORMATION FOR RESPONSIBLE PERSONS ON FILE WITH THE CITY. I UNDERSTAND THAT CITY ORDINANCE PROVIDES FOR PENALTIES AND LICENSE REVOCATION FOR MAKING FALSE OR FRAUDULENT STATEMENTS ON THIS APPLICATION.

APPLICANT SIGNATURE

PRINTED NAME

TITLE

DATE

Final Approval: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Original Form Must Accompany Payment**

Rev (3/10)

# INSTRUCTIONS FOR COMPLETING BUSINESS LICENSE APPLICATION FORM

**PLEASE READ. THIS INFORMATION IS IMPORTANT AND MAY AFFECT YOUR BUSINESS LICENSE.**

**MAKE SEPARATE APPLICATION FOR EACH BUSINESS TO BE LICENSED AT EACH LOCATION. COMPLETED APPLICATION FORM MUST ACCOMPANY REMITTANCE.**

Verify accuracy of information and make corrections where necessary. Business License fees are due June 1 or before commencing business. **Any Business License not renewed by June 30 becomes delinquent** and a penalty of 5% for each month or fraction of a month is added until the Business License fee and penalty is paid in full. ALL Business License applications are reviewed by the License Inspector and **NEW** business license applications must be approved by applicable City Departments which include but are not limited to Zoning Division, Construction Services Dept., Fire Dept., and Police Dept. A completed business contact form and responsible person form is required and is a part of the business license application. ALL Business License applications are subject to audit and verification of gross income by examination of income tax returns and documents filed with Federal, State, and local government agencies. Additional records may be required if a specific request is made. If an audit shows that any person, firm, or business entity has submitted or filed a false or untrue statement, the cost of the audit as well as any unpaid license fee and penalty will be due and payable to the City of Myrtle Beach. If you need disability-related accommodations, please contact Mary McDowell with the City of Myrtle Beach at (843) 918-1200.

## Line 14: LEGAL NAME OF BUSINESS ENTITY, LEGAL FORM OF ENTITY, AND CHANGE OF OWNERSHIP

Write the legal name of the business entity and the legal form of the entity. Examples of legal forms of entities are Sole Proprietorship, Partnership, Corporation, LLC, LLP, etc. A BUSINESS LICENSE IS NOT TRANSFERABLE WITH A CHANGE OF OWNERSHIP. A change of ownership is considered a termination of the old business and the establishment of a new business requiring a new business license dating back to the time of change. Penalty is applied to a new business that fails to obtain the license at the time ownership changes. Any change to your business that is **NOT** an ownership change must be reported to the Business License Office within ten (10) days of the change date.

## Line 19: BUSINESS CLOSED, BUSINESS SOLD, or BUSINESS NO LONGER CONDUCTED IN THE CITY

Write the date your business closed, was sold, or stopped working in the City. Sign the application and return to the Business License Office to avoid penalty.

## Line 20: GENERAL CONTRACTORS, SUBCONTRACTORS, TRADESMEN, and SIGN COMPANIES

If line 20 is marked 333 or 555, you pay your license on the "pay by the job" system. The "pay by the job" system requires you to pay an update fee each time you pull a permit or work in the City. An update fee is the rate charge shown on the face of this form and is computed on each \$1,000 of your gross contract price. Update fees are charged after you have paid the base fee and met the first \$2,000 in gross contract value. Update fees may be paid by mail or in person. If line 20 is marked 333 or 555, report any jobs in the prior year that did not require a permit on line A and renew your license on June 1. Do not list the gross income for the jobs on which update fees have already been paid. **Permits can not be processed in the new license year until your business license has been renewed.** Additional Note: Please call SCLLR in Columbia, SC for any state licensing changes that may affect your business. The phone number for SCLLR is (803) 896-4686.

## Step 10: DECAL FEE—REQUIRED FOR COIN-OPERATED AMUSEMENT/VENDING MACHINES, GAME TABLES, or LIMOUSINES

A decal is required to be visibly affixed on each amusement/vending machine and game table physically located in the city limits and on the windshield of each limo operating within the city limits. The owner of the machine, game table, or limo is required to purchase the decal. In the appropriate space, list the number of machine(s), game table(s), or limo(s) owned.

- Decal A           \$ 2.50 ea. Mechanical vending machine selling one product per machine.
- Decal B           \$ 12.50 ea. Electrical vending machine or any machine selling more than 1 item per machine **OR** amusement machine: Video Games, Jukebox, Pinball, etc.
- Decal BP or Limo \$ 5.00 ea. Pool or billiard table, foosball table, skeeball machine, or other game table **OR** each vehicle that is State licensed as a limousine.

## NEW LICENSE AND RENEWAL INSTRUCTIONS

Physical location marked on line 18 determines the business license rate. **IN CITY:** Physical location or principal place of the business is within the city limits. **OUT OF CITY:** Physical location is not within the city limits; however, business **IS** conducted within the city limits. The physical street address on line 17 determines In City or Out of City. License renewal is based upon prior calendar or fiscal year gross income or a 12 month projected gross income based upon average monthly gross income for a business in operation less than one year.

1st License Year: Write a **conservative but reasonable estimate of gross income from the beginning business date until following May 31** on Line A.

2nd License Year: Write annualized gross income by using either scenario 1 or 2, whichever applies to your business on Line A.

Scenario 1. Business that opened between February and December of the prior calendar year:

Divide the actual gross income earned between February 1st and December 31st by the number of months in business and multiply by 12.

Scenario 2. Business that opened between January and May of the current calendar year:

Divide the actual gross income earned between January 1st and May 31st by the number of months in business and multiply by 12.

Future License Years: Write actual gross income earned in the prior 12 month calendar or fiscal year on Line A.

Note: If business opened during prior calendar year, follow instructions for scenario 1 as shown above.

Deductions or Exemptions from License Fee Computation:

The amount of gross income reported to another city or county for which a **business license fee was paid**. Write this amount on line B.

The amount of State and Federal sales and excise taxes, that **have been included** in gross income. Write this amount on line B.

The amount of escrowed funds or allowances given for trade-in of vehicles that **have been included** in gross income. Write this amount on line B.

The amount of gross income **not earned** in the city limits if your office location on line 18 is marked **out of city**. Write this amount on line B.

## **DO NOT USE RATE SHOWN IN THE EXAMPLE - CALL FOR YOUR RATE**

The gross income and the license rates shown below are an EXAMPLE of how to compute a license fee, decal fee, & penalty if applicable.

**If the rate is NOT printed on your application, STOP and call the Business License Office.**

Gross Income for the prior Calendar Year or Fiscal Year or Estimated Gross for a New Business	+	\$ 55,000,000.00	<b>A</b>	
Minus: Gross Income that is Exempt. Exemptions are listed above.	-	\$ .00	<b>B</b>	
<b>GROSS INCOME for License Fee Computation.</b>		<b>= \$ 55,000,000.00</b>	<b>C</b>	
<b>Step 1:</b> The First \$2,000 from line C is covered by the Base Fee		\$ 2,000.00		
		Base Fee =	\$ 145.00	<b>1</b>
<b>E</b> <b>Step 2:</b> Amount from line C <b>between</b> \$2,000 and \$ 2 MILLION	▶	\$ 1,998,000.00	X .00585	= \$ 11,688.00
<b>X</b> <b>Step 3:</b> Amount from line C <b>between</b> \$ 2 MILLION and \$10 MILLION	▶	\$ 8,000,000.00	X .00527	= \$ 42,160.00
<b>A</b> <b>Step 4:</b> Amount from line C <b>between</b> \$10 MILLION and \$20 MILLION	▶	\$ 10,000,000.00	X .00468	= \$ 46,800.00
<b>M</b> <b>Step 5:</b> Amount from line C <b>between</b> \$20 MILLION and \$30 MILLION	▶	\$ 10,000,000.00	X .00410	= \$ 41,000.00
<b>P</b> <b>Step 6:</b> Amount from line C <b>between</b> \$30 MILLION and \$40 MILLION	▶	\$ 10,000,000.00	X .00351	= \$ 35,100.00
<b>L</b> <b>Step 7:</b> Amount from line C <b>between</b> \$40 MILLION and \$50 MILLION	▶	\$ 10,000,000.00	X .00293	= \$ 29,300.00
<b>E</b> <b>Step 8:</b> Amount from line C that is <b>over</b> \$50 MILLION	▶	\$ 5,000,000.00	X .00146	= \$ 7,300.00
<b>Step 9:</b> <b>ADD STEPS 1 through 8</b>		<b>GROSS INCOME = \$ 55,000,000.00</b>		<b>LICENSE FEE = \$ 213,493.00</b>
<b>Step 10:</b> <b>DECALS:</b> A <u>2</u> @ \$2.50 BP <u>1</u> @ \$5.00 B <u>1</u> @ \$12.50 Limo <u>1</u> @ \$5.00				<b>DECAL FEE = \$ 27.50</b>
<b>Step 11:</b> <b>ADD STEPS 9 and 10</b>				<b>SUBTOTAL = \$ 213,520.50</b>
<b>Step 12:</b> <b>Plus Late Penalty:</b> <u>1</u> month(s) or fraction thereof x 5 % = <u>5</u> % x Step 11				<b>PENALTY = \$ 10,676.03</b>
<b>Step 13:</b> <b>ADD STEPS 11 and 12</b>				<b>TOTAL AMOUNT DUE = \$ 224,196.53</b>

EXAMPLE