

## 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 (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@hardeevillesc.gov

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, 2018; 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: \_\_\_\_\_

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

<b>abbr.</b>	<b>agency name</b>	<b>website</b>	<b>phone</b>	<b>services</b>
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: \_\_\_\_\_ Class: \_\_\_\_\_ NAICS code: \_\_\_\_\_

P&D Approval: \_\_\_\_\_ by: \_\_\_\_\_ BL issued on: \_\_\_\_\_ by: \_\_\_\_\_