



HORRY COUNTY BUSINESS LICENSE DEPARTMENT

Post Office Box 1275 Conway, South Carolina 29528

Telephone (843) 915-5620

APPLICATION FOR ANNUAL BUSINESS LICENSE

Business License Will Be Issued/Mailed Subject To Approval

www.horrycountysc.gov

ID # _____
Keyed By: _____
cat/type: _____ / _____
FOR OFFICE USE

DBA NAME OF BUSINESS:	<input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Single Owner <input type="checkbox"/> Co-Partnership
MAILING ADDRESS (include state, city and zip code): _____	BUSINESS PHONE #: CELL #: FAX #:
PHYSICAL ADDRESS OF BUSINESS (include state, city and zip code): _____	TYPE OF BUSINESS:
FEDERAL / EIN# : S.C. RETAIL LIC. #:	<input type="checkbox"/> RESIDENT BUSINESS <input type="checkbox"/> NON-RESIDENT BUSINESS (OUTSIDE OF HORRY COUNTY) Email address: _____
OWNER NAME (For Corps. List a Contact person): LAST, FIRST MIDDLE INITIAL	SOCIAL SECURITY #:
OWNER NAME: (For Corps. List a Contact person): LAST, FIRST MIDDLE INITIAL	SOCIAL SECURITY #:
DID YOU TAKE OVER AN EXISTING BUSINESS? <input type="checkbox"/> YES <input type="checkbox"/> NO	NAME OF PREVIOUS OWNER AND BUSINESS NAME:

IS BUSINESS LOCATED IN CITY LIMITS: ☐ YES ☐ NO

IF YES, WHICH ONE? _____

START DATE OF BUSINESS IN HORRY COUNTY: _____

CORPORATION NAME: _____

PIN # WHERE BUSINESS IS LOCATED: _____

OPERATED FROM HOME? ☐ YES ☐ NO

CONTRACTORS MUST COMPLETE THIS SECTION
SC STATE CONTRACTOR LIC #: _____
<input type="checkbox"/> REPORTED GROSS INCOME ESTIMATED THRU APRIL 30
<input type="checkbox"/> REPORTED GROSS INCOME PER JOB (NON-RESIDENTS ONLY)
JOB SITE ADDRESS: _____

PYROTECHNIC (FIREWORKS) LICENSE #: _____

BINGO HALLS- SC STATE LICENSE #: _____

HOSPITALITY ACCOUNT #: _____

<u>FEE CALCULATION</u>	
(a) GROSS INCOME(sales/receipts): \$	_____
(SEE BACK)	
(b) MINUS: EXEMPT INCOME: \$	_____
(SEE BACK)	
(c) TOTAL GROSS	\$ _____
CALCULATED LICENSE FEE	\$ _____
AMUSEMENT /BILLIARD-POOL TABLE FEE \$	_____
TOTAL OF LICENSE FEES	\$ _____
PENALTY	\$ _____
(10% FOR EACH MONTH LATE MAX 30%)	
TOTAL LICENSE FEE DUE	\$ _____
- PAYMENT MUST ACCOMPANY APPLICATION -	

AMUSEMENT MACHINES Coin Operated (SEE BACK FOR FEES)

OWNER OF MACHINES ☐ YES ☐ NO # OF MACHINES _____

BUSINESS WHERE MACHINES ARE LOCATED ☐ YES ☐ NO

GROSS INCOME _____ FEE DUE \$ _____

OWNER OF BILLIARDS OR POOL TABLES (SEE BACK FOR FEES)

NUMBER OF TABLES _____

GROSS INCOME _____ FEE DUE \$ _____

I certify under oath that the information given in this license application is true, that the gross income is accurately reported, or estimated for a new business, without any unauthorized deductions, and that all assessments, fees, licenses, property taxes, and any other charges due and payable to the County have been paid. I have obtained County permits and am in compliance with all regulatory codes of Horry County. I understand the County ordinance provides for penalty and license revocation for making false or fraudulent statements on this application. ***MAKE CHECK PAYABLE TO HORRY COUNTY TREASURER***

SIGNATURE

PRINT SIGNATURE

TITLE

DATE

HORRY COUNTY BUSINESS LICENSE - ORDINANCE # 88-89 (as Amended)IMPORTANT INFORMATION

An Horry County Business License is required of every person engaged in any calling, business, occupation or profession within the unincorporated areas (outside the city limits) of Horry County and is required to pay the required annual license fee. The business license year will be from May 1st to April 30th. The required fee shall be paid on each business type in accordance with the North American Industry Classification System (NAICS) assigned by the County and the applicable rate class as specified by the Horry County Business License Ordinance # 88-99 (as amended) on or before the First Day of May in each year. A separate application / license shall be required for each place of business and for each classification type of business conducted at one place. New businesses shall be required to have a business license prior to operation in the County. Please see "New Business listed below". The Horry County Business License shall be displayed on the original form provided by the County in a conspicuous place in the business' establishment at the location address shown on the license. A transient or nonresident shall carry the license upon his person or in vehicle used in the business readily available for inspection by an authorized agent of the County.

"Gross Income" All revenue received or accrued before any deductions or expense is taken out (such as cost of goods sold, overhead, etc.) New businesses estimate from start date until April 30th. First year renewals (second year license) estimate gross for a whole year of activity. All additional income over the estimated grosses must be reported, and additional fee paid, prior to the expiration of license or late penalties will apply.

"Exempt Income" Revenue that is generated in another county or municipality where a business licenses is obtained.

Non-Resident Rates Nonresident and itinerants having no fixed principle place of business within the County are subject to all minimum fees and rates applicable multiplied by 150 percent.

Denial of License A license may be denied to an applicant when the application filed is incomplete, contains a misrepresentation, has a false or misleading statement, contains evasion or suppression of material fact, or when the activity for which a license is sought is unlawful or constitutes a public nuisance. Businesses will be notified in written form of license denials with reasons stated. For questions regarding denials, contact the department that is listed beside the stated reason on the back of your denial letter. If denial is not resolve within 30 days from date of notice a \$100.00 reapplication fee will be due

Change of Physical Address A change in physical address requires a new zoning compliance from Planning & Zoning BEFORE the information can be updated on your license. Please provide our office a copy of the compliance within ten (10) days after the business has moved to new location. The current license will be valid until a new license can be issued. Failure to obtain approval of the County shall invalidate the license.

Business Sold/ Transfer of Ownership New owner has 30 days to transfer a license from date of purchase. A \$50.00 transfer fee is required along with new owners information. Transfer can be made ONLY if old owner has a current Horry County Business License

New Business Zoning approval is required prior to the issuance of the business license. Please contact the Horry County Planning and Zoning Department at 843-915-5340 to determine whether or not the use is in compliance with the zoning regulations and to obtain the required approval document prior to submitting the business license application. If the application is not received prior to the start date of the business a 10% monthly penalty will apply with a cap of 30%.

Amusement Machines (Coin Operated) Owner of Machine: \$12.50 per machine, PLUS \$12.50 flat fee (not calculated on gross income). Business where machines are located: First \$50,000.00 of gross income is \$50.00 PLUS \$1.00 per each additional \$1,000.00 (or fraction) over the \$50,000.00. Non-Residential rates apply.

Billiard or Pool Rooms (all Types) Owner of tables only: \$5.00 per table PLUS \$100.00 for the first \$50,000.00 of gross income and \$1.00 per each additional \$1,000 (or fraction) over the \$50,000.00. Non-Resident rates apply.

Bingo (State license required) First \$50,000.00 of gross income is \$100.00 PLUS \$1.00 per each additional \$1,000.00 (or fraction) over the \$50,000.00.

Expiration Date License expires April 30 and must be renewed on or before May 1 to avoid late penalty. If not renewed by Sept. 30 a 30% penalty plus \$100.00 reapplication fee will apply.

Business Closed Send in written statement of closure to include name of business, when business closed and signature of owner.

Carnivals and Circuses First \$50,000.00 of gross income is \$100.00 PLUS \$1.00 for each additional \$1000.00 (or fraction over \$50,000)