



Business License Instructions:

Calculating or Renewing Business Licenses Applications Online

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* **Note!** Step 4 (Decals and Other Taxes...), shown above, may not apply to every business.

Introduction

Congratulations! Thank you for calculating your business licenses tax online, printing the online renewal form, or paying your business license tax online. The Business Service Center staff appreciates the opportunity to serve you more quickly and to help you and your family stay safe.

What businesses can do with the Business Service Center's online payment system?

**RICHLAND COUNTY GOVERNMENT
COMMUNITY PLANNING & DEVELOPMENT
BUSINESS SERVICE CENTER**

2020 Hampton Street, Suite 1050, P.O. Box 192, Columbia SC 29202
T 803-576-2287 | F 803-576-2289 | TDD 803-576-2045
bsc@richlandcountysc.gov | richlandcountysc.gov/bsc



1. Calculate business license fees
2. Print online business license renewal application forms
3. Renew license renewal applications and pay online
4. Pay for three decal types (licensed business, taxi and shuttle, and coin-operated machines)
5. Pay for a Peddlers License
6. Pay Local Accommodations Taxes

Who cannot renew online?

1. Delinquent businesses: Businesses who have not renewed the previous year's business license cannot renew online – *unless* they email our office first with business name, address, license number, and prior year's gross revenue.)
2. Previously closed businesses: Businesses who have notified our office of closing and wish to reopen cannot renew online. If they wish to re-open their business license account, please email our office with your business name, address, and other specific details of the intended reopening.
3. First-time renewing businesses: There are two adjustments made that cannot yet be completed online. These adjustments include: (1) accounting for any over- or under-payment of the business' first year revenue estimate and (2) annualizing the actual first-year revenue to calculate the estimated second year's revenue.
4. Businesses applying for their first business license: Businesses cannot yet apply for their first business license online.

Who should not renew online?

The online business license system will automatically charge a base, minimum fee for all businesses and organizations. Therefore, businesses or organizations that are exempt from *all* business license taxes should not renew online – unless they accept paying a minimum business license tax. These include the following types:

1. IRS 501(c) businesses with no Unrelated Business Income: Charitable businesses recognized by the IRS as tax-exempt that report \$0 on their IRS 990 Forms are currently exempt from any business license taxes and therefore should not renew online.
2. Liquor stores: Liquor stores whose revenues are generated entirely from the sale of liquors are currently exempt from any business license taxes and therefore should not renew online.

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3. Contractors with all work performed under a paid Richland County building permit:
Contractors in this situation are exempt from any business license taxes and therefore should not renew online.

Contractors reporting “Section 5” revenues *can* renew their “Section 5” business license – but must take care to use the Business and Location ID associated with the Section 5 business license.

4. Businesses with a change of address, ownership, or activity: Businesses with these changes must first contact the Business Service Center so staff can work with you to update your business license as needed before renewing your business license.

What You’ll Need

To calculate the business license taxes or to renew online, you need the following information:

1. Business ID #: This number is identified on the business license, in the upper left corner, and is the first set of numbers after the year, as shown below.
2. Location ID #: This number is identified on the business license in the upper left corner also, and is the second set of numbers after the year, as shown below.

BUSINESS LICENSE RICHLAND COUNTY, SOUTH CAROLINA	
Business License Number 2020-███-███ <small>(Business ID #) (Location ID #)</small>	2020 This License Expires on December 31.
Business Name: Business Name (dba will show below if used) Approved Location: Physical location street, city, state, and zip	
ONLY Approved Activity: Description of approved activity	
<small>* Issue Date: ███/███/2020 * This license must be conspicuously displayed at this business' approved location. * The business must notify the County of any change in location, ownership, or activity.</small>	Authorized Signature _____ Authorized Signature

3. The Social Security # or Federal ID # that our office has on file.
 - Individual, sole proprietor business owners will use their Social Security numbers.
 - If the business is registered with the Secretary of State’s Office (which includes all business types except individuals), the Federal Employer Identification Number

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(FEIN) should be used – if our office has that number on file. (If not, please contact us with that information.)

- If your business has had a change of FEIN in the last year or two, you may want to ensure that our office has the correct FEIN. Please call or email our office to confirm.
- Richland County respects your privacy and understands the need for it. Our office does not share SSN's or FEIN's with anyone not directly related to the business.

Starting: What the Logon Screen Looks Like


The first screen in the online calculator and renewal system is shown below for your convenience, review, and familiarity.

Please read this screen *in full, carefully*.

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 Business Service Center
Online Calculator and Renewal Form

Welcome to the Business Service Center Online Calculator and Renewal for business license fees and Local Accommodations taxes.

The screens that follow allow users to: (1) calculate your business license fee, (2) print the online renewal form to mail in, and (3) pay online and receive a \$10 discount.

You need to contact the Business Service Center at 803-576-2287 or bsc@richlandcountysc.gov if:

- (1) You are opening a new business,
- (2) You are obtaining or renewing your first business license,
- (3) You want to reopen a closed business,
- (4) Section 5 of the renewal form applies to your business (so we may provide you with that license number), or
- (5) Your business has had a change of location, ownership, or business activity in the last year.

The deadline for renewing business licenses without penalties was **March 15**. On April 7, County Council **waived** business license and Local Accommodations Tax (LAT) **penalties for 60 days**. Therefore, all businesses **(1) renewing their 2020 business licenses on and between April 7 – June 5** and/or **(2) remitting their April or May LAT before June 20** will have penalties during this time waived.

Please enter your Business ID and LocationID.
(These are the two-part business license number (or account number), which can be found on the first page of the pre-printed renewal form or on the business license itself.)

This application requires a screen resolution of 1024x768 or greater. To adjust your computer's resolution, right click on your desktop, select Properties, then select Settings.

Business ID
On the renewal form or business license, this is the first set of numbers in the business license number, or account number. (This does not include the year).

Location ID
On the renewal form or business license, this is the second set of numbers in the business license number, or account number. (This does not include the year).

Federal Tax ID or Social Security
(No spaces or dashes)

NOTE! If deductions are claimed, YOU MUST SUBMIT THE DEDUCTIONS WORKSHEET AND ALL REQUIRED DOCUMENTATION.

Paying online? You must e-mail the Deductions Worksheet and all required documentation (in the order in which the deductions are listed in the Deductions Worksheet) to bsc@richlandcountysc.gov.

Mailing your renewal form? You must mail the Deductions Worksheet and all required documentation (in the order in which the deductions are listed in the Deductions Worksheet) to the BSC.

Step 1: Log on

Enter your Business ID, Location ID, and Federal Tax or Social Security number. Then click the “[Continue](#)” button in the lower left corner.

Step 2: Verification and Documentation

The next screen that appears, shown below, provides information about the business that you intend to renew the business license for.


If the business is not the one you intend to renew a license for, click the “[Cancel](#)” button.



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 **Business Service Center**
Online Calculator and Renewal Form

If this information does not refer to your business, please press Cancel.

LocationID	BusinessName	City Code	NAICS Code	Physical Address	Mailing Address
12345	Name of Business		123456 - Description of Approved Business Activity	Physical address	Mailing address

Please Note: The links in the section below are used in conjunction with your PC's e-mail software. If you not have e-mail software installed, you will be prompted to go through a set-up process.

E-mail and attach your document by clicking one of the following links:

[Business License Deductions Worksheet](#)
[Peddler's License Application](#)
[State Sales Tax Return](#)
[Business Personal Tax Receipt](#)

Other locations of the same business
Each location requires its own business license. If other locations for your business are shown below, the business license for each location can only be renewed online separately.

LocationID	BusinessName	City Code	NAICS Code	Physical Address	Mailing Address
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NOTE! If you renew by mail, all documentation must be mailed with your application.

If you renew online, documentation must be submitted by email.

If you have no documentation to submit, simply click the “[Continue](#)” button at the bottom left of the blue section of the screen.

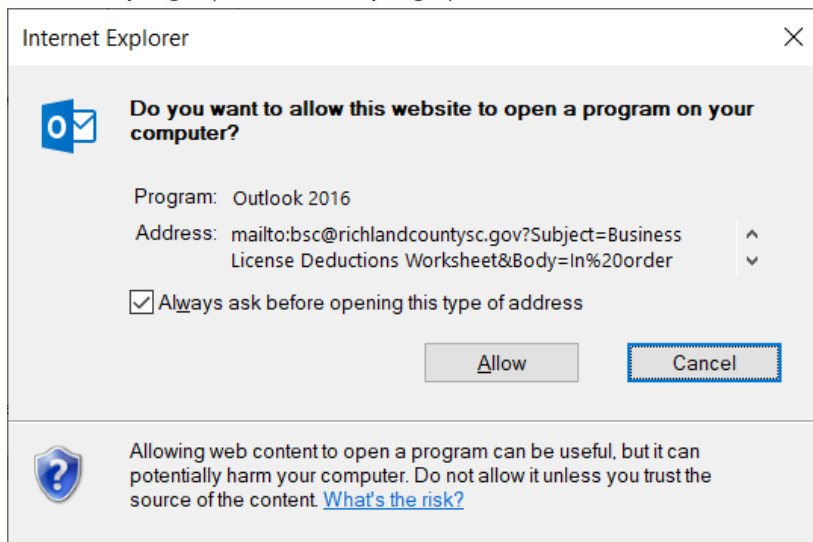
If you do **need to submit any of the following documentation** with your online renewal application, click the [links in blue](#) beneath the “[Continue](#)” button to open a new email within your computer email application. Remember to attach the appropriate documentation with your email.

1. Business License Deductions Worksheet (found [online](#)),
2. Peddlers License application (found [online](#)),
3. State Sales Tax Return (submitted to the [SC Department of Revenue](#)), and/or
4. Business Personal Property Tax Receipt (provided by the [County Treasurer's Office](#))

A pop-up dialog box will appear that may or may not look similar to the dialog box shown below. Click the “[Allow](#)” button to allow your computer to open an email on your computer.

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When you have sent the email(s), click the “Continue” button at the bottom of the blue section of screen.

Step 3: Revenue and Deduction amounts.

NOTE! Enter these numbers with great care. If you accidentally get them wrong and click the “Continue” button, you will need to call or email our office to get the numbers corrected, or wait three days for the system to allow changes.

- 1) Enter your revenue and deduction amounts in the spaces provided.

Business Name
Business Address
Please enter the following two pieces of information:

1. Last year's Actual Gross Receipts (total receipts generated by the business regardless of source without deductions).

2. Less allowable deductions (only: gross receipts reported and taxed by another city/county, work covered by a Richland County building permit, gas taxes, or lottery or liquor sales).

NOTE! Any deductions claimed or reported **must** be supported by a sheet identifying those deductions. Failure to mail (no faxes accepted) this supporting documentation (with your business license account number on it) will result in the denial of the deductions. Additional fees and possible late penalties will be required to be paid before being issued a business license.

Please verify your figures before continuing.

Revenues

- The revenues to be reported here are based on the location of the business, as described below:
 - If your business is located in a city limits (such as Forest Acres, Columbia, etc.) OR outside Richland County (such as Lexington County), **only** report revenue earned in non-city County areas.

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- If your business is located in the non-city areas of Richland County, report **all** revenues generated from the licensed location.
- Non-Profits and 501(c)'s: If your business is recognized by the IRS as a 501(c) organization, **only** report the “Unrelated Business Income” amount found on the organization’s most recent IRS Form 990.
- Construction Contractors: If Section 5 applies to your business, **only** report revenues associated with work performed within Richland County. (To report Section 5 revenue, you will need to enter the Business ID and Location ID on the logon page for the Section 5 business license.)

Deductions

Be sure to read the Deductions Checklist online [here](#).

Allowed: The only allowable deductions are those shown below. Any unauthorized deductions will be removed and additional business license fees will be charged.

1. Revenues reported to SC cities for **business licenses only, NO bldg. permits.***
2. Revenues from work covered by a paid *Richland County* building permit
3. Revenues generated outside SC but within the US (or its territories)
4. Liquor sales (liquor stores ONLY)
5. Motor vehicle trade-ins (new or used dealers ONLY)

* Only 9 SC counties’ business license revenues are also deductible.

NOT Allowed: The following are not allowable deductions:

1. Other locations,
2. IRS deductions,
3. international revenues
4. business losses, or
5. cigarette taxes

After verifying and entering your revenue and deduction amounts, click the “[Continue](#)” button at the bottom left of the blue section.

Step 4: Decals, and Other Taxes, Licenses, and Permits

The next screen that appears, shown below, provides links for other licenses and taxes that a business may need to pay for online also.

- Decals/Stickers: If a business needs to purchase decals, such as licensed business decals, taxi or shuttle decals, or coin-operated machine decals (for music, skill, and amusement machines), click [the link for Decals/Stickers](#).

The screen that appears will look like this:

Revised: 12/23/2020

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Fees & Taxes

Please click the following links if you need to obtain decals or other permits.
Please note that no business license will be issued if other requirements are not met. Failure to obtain a business license may result in further enforcement efforts.

[Decals/Stickers](#) [Local Accommodations Tax](#) [Peddler's License](#) [Precious Metals](#)

Decals/Stickers for this year:

If you need decals or stickers, please specify the type and number in the spaces below.
Then click the "Assess Decals/Stickers Fee" button.
Otherwise, click the "Close" button to close this window.

Type of Decals/Stickers:

Number of Decals/Stickers:

Total: \$0

Balance Due

Fee Type	Begin Date	Expiration Date	Amount
Total Due: \$0.00			

\$10.00 will be waived if you pay online, unless your total due is less than \$10.00. Less will be waived in those cases.

Select the type of decal/sticker needed from the drop-down box.

Enter the number of decals/stickers needed.

When done, click the "Assess Decals/Stickers Fee" button. The following screen will appear.

Fees & Taxes

Please click the following links if you need to obtain decals or other permits.
Please note that no business license will be issued if other requirements are not met. Failure to obtain a business license may result in further enforcement efforts.

[Decals/Stickers](#) [Local Accommodations Tax](#) [Peddler's License](#) [Precious Metals](#)

Balance Due

	Fee Type	Begin Date	Expiration Date	Amount
<input checked="" type="checkbox"/>	Business Decal	1/1/2020	12/31/2020	\$0.50
Total Due: \$0.50				

\$10.00 will be waived if you pay online, unless your total due is less than \$10.00. Less will be waived in those cases.

- **Local Accommodations Tax:** If a business (such as hotels, campgrounds, bed-and-breakfasts, etc.) wants to pay for its Local Accommodations Tax online, click the link for [Local Accommodations Tax](#).

The screen that appears will look like this:

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Fees & Taxes

Please click the following links if you need to obtain decals or other permits.
Please note that no business license will be issued if other requirements are not met. Failure to obtain a business license may result in further enforcement efforts.

[Decals/Stickers](#) [Local Accommodations Tax](#) [Peddler's License](#) [Precious Metals](#)

Tourism Development Fee

Please enter a valid revenue.
Please enter the revenue for the previous month:

Balance Due

Fee Type	Begin Date	Expiration Date	Amount
Total Due: \$0.00 \$10.00 will be waived if you pay online, unless your total due is less than \$10.00. Less will be waived in those cases.			

The “Tourism Development Fee,” seen in the screenshot above, is sometimes used to refer to the Local Accommodation Tax.

Enter the revenue for the prior month in the space provided, then click the “[Calculate](#)” button.

- **Peddler's License:** If a business wants to sell or take orders for goods or products in a public space (such as in the parking lot of a business located on a street or at an outdoor market) or door to door, click the link for [Peddler's License](#).

Be aware that a business license must be applied for and obtained in order for a Peddler's License to be issued to that business.

The screen that appears will look like this:

Fees & Taxes

Please click the following links if you need to obtain decals or other permits.
Please note that no business license will be issued if other requirements are not met. Failure to obtain a business license may result in further enforcement efforts.

[Decals/Stickers](#) [Local Accommodations Tax](#) [Peddler's License](#) [Precious Metals](#)

Peddler's License Fee

Please enter the revenue for the previous month:

Enter the revenue you expect to make from the sale of goods in a public space or door to door. Then click the “[Calculate](#)” button.

The screen that appears will look like this:

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Fees & Taxes

Please click the following links if you need to obtain decals or other permits.
Please note that no business license will be issued if other requirements are not met. Failure to obtain a business license may result in further enforcement efforts.

[Decals/Stickers](#) [Local Accommodations Tax](#) [Peddler's License](#) [Precious Metals](#)

Peddler's License Fee

Fee Due	\$52.66
Penalty Due	\$.00
Total:	\$52.66

If you intend to apply for a Peddler's License, click the "Continue" button. Otherwise, click the "Cancel" button.

Step 5: The Total Amount Due

After clicking the "Continue" button, the screen that appears will look something like this:

Fees & Taxes

Please click the following links if you need to obtain decals or other permits.
Please note that no business license will be issued if other requirements are not met. Failure to obtain a business license may result in further enforcement efforts.

[Decals/Stickers](#) [Local Accommodations Tax](#) [Peddler's License](#) [Precious Metals](#)

Balance Due

	Fee Type	Begin Date	Expiration Date	Amount
<input checked="" type="checkbox"/>	Business License Fee	1/1/2018	12/31/2018	\$23.17
<input checked="" type="checkbox"/>	Penalty - Business License Fee	1/1/2018	12/31/2018	\$23.17
<input checked="" type="checkbox"/>	Business License Fee	1/1/2019	12/31/2019	\$23.17
<input checked="" type="checkbox"/>	Penalty - Business License Fee	1/1/2019	12/31/2019	\$9.27
<input checked="" type="checkbox"/>	Business License Fee	1/1/2020	12/31/2020	\$23.17
<input checked="" type="checkbox"/>	Penalty - Business License Fee	1/1/2020	12/31/2020	\$10.43

Total Due: \$112.38
\$10.00 will be waived if you pay online, unless your total due is less than \$10.00. Less will be waived in those cases.

In the example above, the business has not yet obtained its 2018, 2019, or 2020 business licenses. Therefore, these previous business license taxes and penalties also appear here and need to be paid.

Or, it might look something like this:

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Required Business Information			
Business Name:	Business Name		
NAICS Code:	NAICS Code and Approved Business Activity Description		
Federal ID or Social Security:	FEIN or SSN #	Account Number:	YEAR Business ID Location ID
DBA:	"Doing Business As" name	Municipality:	City or County or "Other"
Mailing Address:	Business Mailing address	Physical Location:	Physical Address of business if applicable
Rate Name:	Not Applicable	Exemption:	
Annual Revenue:	Reported annual revenue	Annual Deduction:	Reported annual deduction

Balance Due				
	Fee Type	Begin Date	Expiration Date	Amount
<input checked="" type="checkbox"/>	Business Decal	1/1/2020	12/31/2020	\$0.50

Total Due: \$0.50
\$10.00 will be waived if you pay online, unless your total due is less than \$10.00. Less will be waived in those cases.

(By the way, if you owe \$0.50, as shown above, and \$10.00 will be waived, you don't get money back. Balances of less than \$10.00 will only have that amount waived.)

To Calculate Only

- Once the "Balance Due" has been calculated, you may write the business license tax due on Page 1, on the "**TOTAL AMOUNT DUE**" line found on the mailed business license renewal application. If you write in this number on the form, be sure to also include the Gross Revenue on Line 1 and any applicable Deductions on Line 2.
- Once the "Balance Due" has been calculated, the bottom of the screen will show the Certification of Applicant, as shown below:

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Certification of Applicant

FAILURE TO FULLY COMPLETE THIS SECTION WILL RESULT IN BEING UNABLE TO COMPLETE THIS APPLICATION.
Businesses' full compliance with applicable requirements will be verified prior to being issued a business license. Each business is responsible for ensuring its compliance.

- I certify that what my business does is best described as 236115-B, New Single-Family Housing Construction (except Operative Builders). See www.census.gov/naics/ to search for more accurate descriptions.
If not completely accurate, please contact the Business Service Center at 803-576-2287 or bsc@richlandcountysc.gov with the most accurate 2012 NAICS Code.
- I certify that I understand that if this business has **officers or principals**, their names and titles must be provided on a separate sheet to this office and failure to do so constitutes grounds for denial of the application.
- I certify that this business has had **no change of ownership, location, or business activity** since the last County business license was obtained. (803-576-2287 or bsc@richlandcountysc.gov if applicable.)
- I certify that all of this business' **contractors, subcontractors, and 1099 contractors are operating LEGALLY** by having their own County business license if required. (www.richlandcountysc.gov/bsc or bsc@richlandcountysc.gov to verify.)
- I certify that all **applicable County fees and taxes of this business are paid in full**, or are on a payment plan in good standing, including but not limited to the following:

Business Personal Property Taxes: last year's receipt required of resident businesses. (803-576-2620)	
Hospitality Taxes	Local Accommodations Taxes
Hazardous Materials Permits	Precious Metals Permits
Landfill Fees	Previous County Business Licenses
- I certify that **I have not been convicted, or pled guilty or no contest to** any crime covered by SC Code of Laws Title 16, Chapters 13, 14, or Section 39-15-1190 within the last five years from the date of this application. (If needed, check with your attorney, Public Defender, or the paperwork from the case.)
- I certify that I have **not written a bad check or provided illegal consideration** for any license fee.
- I certify that this business has **not had an alcohol license suspended, revoked, or not renewed** within a two year period immediately preceding the date of this business license application.
- I certify that:
 - (a) That all information in this application is **true and correct**;
 - (b) that gross receipts are **accurately reported without any unauthorized deductions or exemptions**;
 - (c) that all building, electrical, plumbing, fire, and zoning **codes are complied with**;
 - (d) that **all applicable licenses and permits are obtained**, and
 - (e) that I understand this application is **subject to being reviewed by all applicable departments to assess compliance** with all the County's requirements applicable to this business.

Person completing this online application:

Name: * Title: *
 Work Ph: * Cell Ph: * Fax:
 E-mail:

* = Required

Your contact information above represents your electronic signature for this application.

To mail in your online business license renewal form: (1) Check all of the Certification boxes above. (2) Press the "Print Certification" button below.

To pay online and receive a \$10 discount: (1) Check all of the Certification boxes above. (2) Press the "Certify and Continue" button below.

Read the items in the Certification of Application very carefully. Click each checkbox to the left of each statement. Then enter the information requested at the bottom of the screen.

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Certification of Applicant

FAILURE TO FULLY COMPLETE THIS SECTION WILL RESULT IN BEING UNABLE TO COMPLETE THIS APPLICATION.
Businesses' full compliance with applicable requirements will be verified prior to being issued a business license. Each business is responsible for ensuring its compliance.

- I certify that what my business does is best described as 236115-B, New Single-Family Housing Construction (except Operative Builders). See www.census.gov/naics/ to search for more accurate descriptions.
If not completely accurate, please contact the Business Service Center at 803-576-2287 or bsc@richlandcountysc.gov with the most accurate 2012 NAICS Code.
- I certify that I understand that if this business has **officers or principals**, their names and titles must be provided on a separate sheet to this office and failure to do so constitutes grounds for denial of the application.
- I certify that this business has had **no change of ownership, location, or business activity** since the last County business license was obtained. (803-576-2287 or bsc@richlandcountysc.gov if applicable.)
- I certify that all of this business' **contractors, subcontractors, and 1099 contractors are operating LEGALLY** by having their own County business license if required. (www.richlandcountysc.gov/bsc or bsc@richlandcountysc.gov to verify.)
- I certify that all **applicable County fees and taxes of this business are paid in full**, or are on a payment plan in good standing, including but not limited to the following:

Business Personal Property Taxes: last year's receipt required of resident businesses. (803-576-2620)	Local Accommodations Taxes
Hospitality Taxes	Precious Metals Permits
Hazardous Materials Permits	Previous County Business Licenses
Landfill Fees	
- I certify that **I have not been convicted, or pled guilty or no contest to** any crime covered by SC Code of Laws Title 16, Chapters 13, 14, or Section 39-15-1190 within the last five years from the date of this application. (If needed, check with your attorney, Public Defender, or the paperwork from the case.)
- I certify that I have **not written a bad check or provided illegal consideration** for any license fee.
- I certify that this business has **not had an alcohol license suspended, revoked, or not renewed** within a two year period immediately preceding the date of this business license application.
- I certify that:
 - (a) That all information in this application is **true and correct**;
 - (b) that gross receipts are **accurately reported without any unauthorized deductions or exemptions**;
 - (c) that all building, electrical, plumbing, fire, and zoning **codes are complied with**,
 - (d) that **all applicable licenses and permits are obtained**, and
 - (e) that I understand this application is **subject to being reviewed by all applicable departments to assess compliance** with all the County's requirements applicable to this business.

Person completing this online application:

Name: * Title: *
 Work Ph: * Cell Ph: * Fax:
 E-mail: x

* = Required

Your contact information above represents your electronic signature for this application.

To mail in your online business license renewal form: (1) Check all of the Certification boxes above. (2) Press the "Print Certification" button below.

To pay online and receive a \$10 discount: (1) Check all of the Certification boxes above. (2) Press the "Certify and Continue" button below.

Once the checkboxes and information have been entered, two choices will appear.

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bsc@richlandcountysc.gov | richlandcountysc.gov/bsc



To Renew by Mail

Mailing Online Renewal Form: If you wish only to calculate your business license fee, and not pay online, you may click the “[Print Certification](#)” button to print this page, with the “Certification of Applicant” appearing. You can then mail this page – with the appropriate payment and any required documentation – instead of completing the mailed renewal form you received.

Mailing Online Renewal Form: Businesses may also choose to complete and mail the business license renewal application that they received in the mail in early January, along with the appropriate payment and any required documentation.

To Renew and Pay Online

If you choose to renew online, the next screen that will appear is shown below:

A screenshot of a web page titled "Business Service Center Online Payment Processing". The page contains the following text:

3% of your business license fee will be charged as an additional credit card processing fee.
Business License and Tourism Development Fee payments may be made on this website at this time.

For your protection, this is a timed transaction. You must complete the transaction in the allotted time or the process will terminate.
Please have the following information readily available for input into the Paypal System:

Credit Card Information:

- MasterCard and Visa are the only credit cards accepted for internet transactions
- Credit Card Number
- Credit Card ExpirationDate

Credit Card Billing Information:

- Name
- Address
- City
- State
- Zip Code
- Email Address (This is not a required field but is strongly recommended in order for you to receive a confirmation of your transaction.)

At the bottom of the page, there are two buttons: "End Transaction and Cancel Payment" and "Continue with Payment".

To continue, click the “[Continue with Payment](#)” button. Otherwise, click the “[End Transaction and Cancel Payment](#)” button.

The next screen that will appear will look something like the screen shown below:

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Business Service Center
Online Payment Processing

Please verify the information below carefully and then click the button to pay online.
Provided all other requirements are met (indicated in section 6 of the renewal form), the license will be mailed out within 2 weeks.

Business License Number:	Year - Business ID - Location ID
Business Name:	Business Name
Physical Location:	Physical Location
Fee Notice Amount:	\$.50
Processing Fee:	\$.02
Total Amount:	\$.52
Online Discount:	\$.49
Total Amount to be Charged:	\$1.00

To pay online, click the “[Pay on Secure Server](#)” button.

The next screen that will appear is shown below:

Business Service Center
Online Payment Processing

Credit Card Information

Card Number: *

Cards Accepted: **Visa - MasterCard - JCB**

Card Type: *

Exp Date: / *

* **Required field**

Please note that we only support the US-English character set. In order to ensure that your transaction is processed correctly, please refrain from using International Characters.

Enter the required information, then click the “[Continue](#)” button.

To end the transaction, click the “[Reset](#)” button.

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Order Information

Description: Business Name: YEAR-Business ID-Location ID

Total Amount: \$ Amount

Credit Card Information

Card Number: *****

Cards Accepted: Visa - MasterCard - JCB

Exp Date: /

CSC:

Billing Information

Name:

Address:

City:

State:

Zip Code:

Email:

* Required field

Please note that we only support the US-English character set. In order to ensure that your transaction is processed correctly, please refrain from using International Characters.

You must click the “[I authorize this transaction](#)” button in order to pay online.

Before the License is Issued

The requirements below must be reviewed and satisfied before your business license will be issued – even if your business submits a business license payment.

- Business Type:** This question asks you to confirm what it is that your business really does. While the business type and the NAICS code (a federal business-activity code) will be filled out, you must indicate if the description of the business activity for which you are applying to obtain a business license is incorrect or inaccurate, you must enter the accurate NAICS code. Go to www.census.gov/naics/ to find the accurate 2017 NAICS code. Then enter that revised code in the space provided.

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2. **Officers or Principals:** If the business has officers or principals (more than just one owner of the business), the names and titles of the officers or principals must be provided on a separate sheet of paper to the Business Service Center.
3. **Changes with the Business:** All businesses with a change of ownership, location, or business activity that have not yet notified the BSC and obtained all necessary approvals must complete a new Application for a Business License and/or a Clearance Form in order to obtain a new business license before obtaining a current business license.
 - If the business has closed, a Closing Business Form must be submitted. This form is found online at www.rcgov.us/bsc, scroll down, and click the link for “BSC Forms”.
4. **All Applicable County Fees and Taxes:** There are several types of fees and taxes that are verified for compliance. The fees and taxes that apply depend upon the type of business.
 - a. **Business Personal Property Taxes:** *All businesses located in Richland County must be enrolled and paid current on taxes on fixtures, furniture, and equipment for every business location. A Business Personal Property Tax (also called a “Merchant Tax”) receipt for the prior year must be provided to verify payment.*
 - To obtain a copy of your receipt, please call 803-576-2250 *with your Business Personal Property Tax account number.*
 - To obtain your account number, please call 803-576-2620 or -2621.
 - Only businesses which opened the previous year are not required to provide a copy of the Business Personal Property Tax receipt, as a bill will not have been generated yet.
 - b. **Hospitality Taxes:** All businesses selling prepared or modified foods or beverages must be up-to-date on ALL Hospitality Tax payments for the current year and three prior years. This is for any business selling food or drinks ready for consumption by the public, such as bars, caterers, restaurants, cafeterias, etc.
 - If the business is delinquent, please obtain a voucher for the delinquent period(s) at <https://www6.richlandcountysc.gov/htaxpaymentvoucher/default.aspx>. Submit the following items together: (1) the completed voucher, (2) the State Sales Tax return for this period, and (3) the payment to the Treasurer’s Office to resolve the delinquencies.
 - The business can then either bring the paid receipt to the Business Service Center to obtain the business license, or wait until the payment is processed by the Treasurer’s Office.
 - c. **Local Accommodations Taxes:** All businesses offering accommodations of less than 30 consecutive days must be up-to-date on their Local Accommodations Tax payments. This tax on accommodations may apply to, but is not limited to, hotels, motels, bed & breakfasts, campgrounds, and other businesses.

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- d. **Previous Business Licenses:** All businesses must have obtained and paid for all applicable previous business licenses, not to exceed three prior years, before being issued a current business license.
 - e. **Hazardous Materials Permits:** All businesses with a Hazardous Materials Permit need to renew and pay for this permit prior to obtaining their business license. The deadline to renew this permit without penalties is December 31. For more information, call 803-782-6182 or e-mail hazmat@rcgov.us.
 - f. **Landfill Fees:** Businesses must have no delinquent landfill fees. Call 803-576-2110 to verify account status, or for more information.
 - g. **Precious Metals Permits:** All businesses buying gold or other precious or semi-precious metals or stones from the general public, such as pawnshops and jewelry stores, must obtain this permit. This permit may be obtained from the Richland County Sheriff's Department. For more information, call 803-576-3000.
5. **For Bars, Nightclubs Only:** The following two requirements apply only to businesses applying for a business license to operate as a "Drinking Place," i.e., bar, nightclub, etc.

Convictions: The only convictions (or pleas of guilty or no contest) which are of interest to Richland County as it relates to the business license application are those occurring within the last five years (from the date of the business license application) which relate to any crime, in South Carolina or any other state or federal jurisdiction, of or related to the following:

(1) prostitution, (2) obscenity, (3) exposure of private parts in a lewd and lascivious manner, (4) material harmful to minors, (5) child exploitation, or (6) child prostitution

OR

(1) forgery, larceny, embezzlement, false pretenses, and cheats, (2) financial transaction card crimes, or (3) sale of goods or services with a counterfeit mark

If any of these apply, then the "Yes" checkbox needs to be checked. If none of these apply, then the "No" checkbox needs to be checked.

Alcohol Licenses: If the applicant, or other officer of the business, has had an alcohol license suspended, revoked, or not renewed within a two-year period immediately preceding the filing of the business license application, then the "Yes" checkbox needs to be checked.

6. **Certifications:** By the signature below in the following portion, the applicant completing the business license application is attesting to the five items indicated. The signature in the portion below, then, helps the Business Service Center staff have confidence that the data being presented in this renewal application is accurate, and that requirements necessary to obtain a business license have been met. Richland County also makes every effort to confirm this information before issuing a business license.

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The bottom informational portion provides business information so we can contact the business with questions or clarifications. **Failure to complete this section, or to complete it legibly, will result in the renewal form being returned, and penalties will be charged.**

Business Owner information:

- Business owner/principal(s): This information should reflect the owner(s) or the principal(s) of the business. *Corporate* names are **NOT** permitted.
- Owner/corporate phone and e-mail: This is the phone number and e-mail address for the contact person for the owner or the contact person at the business' headquarters

Person responsible for business licenses:

- Name: This is the name of the person who is responsible for the business license for the business. This should be the person who can address business license issues or questions if they arise.
- Title, Work phone, cell phone, Fax, and E-mail address: This is the contact information for the person responsible for the business license, so the person may be contacted regarding business license issues or questions if they arise.

Applicant

- Whoever is completing the application should sign and print their name and title, and date the renewal application.

Thank you for reading these instructions and either calculating your business license taxes online or renewing online. Thank you also for your business; your business helps Richland County be a great place to live, work, and visit.