



Richland County Business Service Center

2020 Hampton Street, Suite 1050
P.O. Box 192
Columbia, SC 29202

Phone: (803) 576-2287
Fax: (803) 576-2289
bsc@rcgov.us
<http://www.rcgov.us/bsc>

Checklist for Businesses Renewing Business Licenses

Save money! Avoid penalties! Complete the checklist below before submitting your business license renewal form.

For businesses renewing online, please see the Online Renewal Checklist on Page 3.

Page 1

1. Verify the accuracy of the NAICS code at the top of Page 1.
2. Verify the accuracy of the business Location at the top of Page 1.
3. Indicate on the renewal form if:
 - your mailing or physical address has changed or
 - your business has closed.
4. Enter your gross revenue on Line 1 on Page 1.
5. Check your calculations online at www.rcgov.us/bsc then click "Online Renewal."
(Businesses renewing for the first time are not able to use this online function yet.)
6. Purchase a Peddlers License (applications are online) if your business sells goods or solicits for business in public places (such as flea markets or on private property other than the business' own property), or door-to-door.

Page 2

7. Complete Section 2 for New Businesses if your business opened last year.
8. If your organization is a 501(c), include a copy of your most recent IRS Form 990. All gross Unrelated Business Income is subject to a business license fee.
9. Include a separate sheet showing an itemized list of deductions if deductions are claimed in Section 3.

Page 3

10. Add the number of required decals needed in Section 6 if your business is in construction or (*optional*) if your business also conducts business outside of the business' main office.
11. Add the number of required decals needed in Section 6 if your business' primary activity is transporting people (as with non-emergency transport, taxis, shuttles, limos, etc).
12. Add the number of required decals needed in Section 6 if your business has any video games, pool tables, jukeboxes, crane or claw machines, or any other amusement, skill, or music machine.

Page 4

13. Verify that all necessary taxes (Business Personal Property Taxes, Hospitality Taxes, Local Accommodations Taxes, previous business licenses, landfill fees, and Hazardous Materials Permits) have been paid.
 - If any of these taxes are unpaid, you can still pay for your business license to avoid penalties, but the business license will not be issued until the taxes are paid in full.
14. Mark a checkbox on Item 10 on Page 4.
15. Complete the business information section at the bottom of Page 4.
16. Sign and legibly print your name and date the renewal form in the Certification section at the bottom of Page 4.
17. Enclose a copy of the business' Business Personal Property Tax receipt (except for new businesses and businesses located outside of Richland County.)
18. Enclose a check for the proper amount.
19. Write your business license number on your check.
20. Return an original renewal form – no reproductions or copies.

Online Business License Renewal Checklist

1. Verify the accuracy of the NAICS code. (If wrong, e-mail bsc@rcgov.us or call 803-576-2287.)
2. Verify the accuracy of the business Location. (If wrong, e-mail bsc@rcgov.us or call 803-576-2287.)
3. Notify the Business Service Center at bsc@rcgov.us or at 803-576-2287 if:
 - (a) the business' contact person has changed, or
 - (b) your mailing or physical address has changed,
 - (c) the ownership of the business has changed,
 - (d) your business has closed.
4. E-mail an itemized list of deductions if deductions are claimed.
5. E-mail a copy of the Business Personal Property Tax receipt if located in Richland County.
6. Purchase the number of required decals needed if your business is in construction or (*optional*) if your business also conducts business outside of the business' main office.
7. Purchase the number of required decals needed if your business' primary activity is transporting people (as with non-emergency transport, taxis, shuttles, limos, etc).
8. Purchase the number of required decals needed if your business has any video games, pool tables, jukeboxes, crane or claw machines, or any other amusement, skill, or music machine.
9. Purchase a Peddlers License (applications are online) if your business sells goods or solicits for business in public places (such as flea markets or on private property other than the business' own property), or door-to-door.
10. Verify that all necessary taxes (Business Personal Property Taxes, Hospitality Taxes, Local Accommodations Taxes, previous business licenses, landfill fees, and Hazardous Materials Permits) have been paid.
 - If any of these taxes are unpaid, you may still pay for your business license to avoid penalties, but the business license will not be issued until the taxes are paid in full.