

# DOING BUSINESS IN RICHLAND COUNTY

## Getting Your First Business License

- Step 1:** You must first know where your business is physically located. (Check the property tax bill, [www.richlandmaps.com](http://www.richlandmaps.com), or e-mail [bsc@rcgov.us](mailto:bsc@rcgov.us) with your address.)
- Step 2:** Pick up and complete the necessary forms: Obtain a Business License Application Form and a Clearance Form from the BSC. **(Businesses located outside Richland County, *except* contractors, will not need a Clearance Form.)** A Zoning Fee must be paid at this time.
- Other forms may be needed, depending on your type of business:
- ✓ A Hospitality Tax Enrollment Form, if selling prepared/modified food or beverages.
  - ✓ Local Accommodation Tax voucher forms, if accommodations are offered.
  - ✓ Business Personal Property Tax filing forms for all Richland County businesses.
  - ✓ Hazardous Materials Certification Page, if hazardous materials may be involved.
- Step 3:** Obtain the necessary approvals. Take the Clearance Form to the Zoning Division. They will route your form to the next department. Home-based businesses will not need a Fire Marshal inspection.
- Businesses in commercial locations will need a Fire Marshal's inspection. The Fire Marshal will contact you to schedule an inspection.
- Other possible approvals/requirements: Obtain other approvals or meet the other requirements as indicated on the Clearance Form.
- Step 4:** Return all applicable forms, including the New Business License Application Form and the Clearance Form (if applicable) to our office after all applicable approvals have been received and all applicable requirements have been met.
- Step 5:** Pay for your business license. We will calculate your business license fee, based upon projected or last year's gross revenues and your type of business. We will also determine whether any deductions may apply. Currently, payment is cash or check only, and checks need to be payable to Richland County.

Thank you for doing business in Richland County.  
You help make Richland County  
a great place to live, work, and visit.