



Business License Assessment Survey

- This form is intended to assist the County in understanding the location and operations of your business, in order to determine if a Richland County business license is required. If a license is necessary, our office will collaborate with you to ensure compliance.
- If you already have a Richland County business license, please provide the number: _____. If your business does not currently have a Richland County business license, please be aware a license may or may not be needed.

Business Information:

1. Corporate Business Name: _____
2. Name as seen by the public: _____
3. Local Business Phone: _____ Open Date: _____
4. Specific business activity: _____
5. 2022 NAICS Code: _____ (see <http://www.census.gov/naics/> for assistance)
6. Description of your business: _____

Physical Location Information:

7. Business Location (Street, City, State, Zip): _____
8. If the physical address is not in the County's unincorporated areas, how often does your business go into – or expect to go into – the non-city areas of Richland County:
Approximately: _____ times per (circle one) week month year
9. Best person to contact about license requirements: _____
10. Title: _____ Work #: _____
11. Cell #: _____ E-mail: _____
12. Area where business has been and/or will be conducted by the business: (check all that apply)
 Arcadia Lakes Cayce Irmo
 Blythewood Forest Acres non-city limits in Richland County
 Columbia Eastover outside Richland County entirely

Owner/Principal Information:

13. Owner/Principal(s) Name (no corporate names): _____
14. Home Address: _____
15. Mailing Address: _____
16. Work #: _____ Cell #: _____
17. E-mail: _____

Applicant Certification:

Upon penalties of perjury, I hereby certify and attest to the following:

- (1) All information provided here is true and correct to the best of my knowledge.
- (2) If this location or business activity of this business changes or expands at any time in the future, I will notify the Business Service Center and complete a new Business License Assessment Survey.
- (3) I understand that, if my business is located in or conducts business in the unincorporated areas of Richland County, **I am responsible for complying with all County business requirements**, found at <http://www.richlandonline.com/Government/Ordinances>. I also understand the consequences for failing to comply with these requirements.
- (4) I understand that the Business License Determination shown below is valid until either (1) the information contained of this form changes, or (2) May 1st, the date on which all business licenses must be renewed, whichever comes first.

Applicant Signature: _____ Date: _____

Printed Name: _____ Title: _____

Business Service Center Staff Only
Business License Determination

Tax district of physical location: _____ OR located outside of Richland County

Based on the information provided above, certified by the applicant as accurate, this business:

- DOES NOT** need a Richland County business license at this time
 - Business licenses are not required to submit proposals, bids, job quotes, or applications.
- DOES** need a Richland County business license at this time
 - Business license are required if the business is awarded a County bid or job to do work in the non-city areas of Richland County.

Business License #: _____ **Year:** _____

Status of County Business License: Pending (👉) Paid (👉) Issued (👉)

All County business license expire on April 30th of each year.

The License Determination above is valid until: (1) the information on this form changes, or (2) May 1st, the date by which all licenses must be renewed, whichever comes first.

Signature of BSC Staff: _____ Title: _____

Printed Name: _____ Date: _____