

PAYMENT MUST ACCOMPANY APPLICATION
(Cash, Check, MasterCard, or Visa Accepted)
INSTRUCTIONS ON REVERSE

CITY OF MYRTLE BEACH
BUSINESS LICENSE DIVISION
P.O. BOX 2468, MYRTLE BEACH, SC 29578
921 OAK STREET, MYRTLE BEACH, SC 29577
(843) 918-1200 FAX (843) 918-1210
www.cityofmyrtlebeach.com

FOR OFFICE USE				
ID#	PROCESSED BY	DATE		
RENEW	NEW	HOSP FEE:	YES	NO
TYPE:	CLASS:	SIC:		
PAYMENT AMOUNT	\$ _____			
FEE DUE / REFUND	\$ _____			
PENALTY DUE / REFUND	\$ _____			

LICENSE DUE JUNE 1
5% PER MONTH
PENALTY IS APPLIED
ON JULY 1ST

FOR THE LICENSE YEAR _____
APPLICATION ONLY

THE BUSINESS LICENSE IS MAILED AFTER APPROVAL.

IF BUSINESS IS PERMITTED OR LICENSED BY THE STATE OF SOUTH CAROLINA, A PHOTOCOPY OF THE LICENSE OR PERMIT MUST ACCOMPANY INITIAL APPLICATION. ADDITIONAL DOCUMENTATION MAY BE REQUIRED BY LICENSE INSPECTOR. ALL APPLICABLE SPACES MUST BE COMPLETE BEFORE THE LICENSE WILL BE ISSUED.

D/B/A or
TRADE NAME:

ATTENTION:

MAILING
ADDRESS:

CITY, STATE, ZIP:

COMPLETE ONLY IF PAYMENT BY CREDIT CARD:

Card # _____

Exp Date: _____ VISA MC

Signature: _____

**NEW BUSINESS MUST COMPLETE A NEW APPLICATION.
DO NOT USE OLD BUSINESS' RENEWAL**

LICENSE FEE: Do all steps in order to compute amount due. If line C is \$2 Million or less skip steps 3 through 8. See example on reverse.
GROSS INCOME for the Calendar or Fiscal Year as Reported to IRS or Estimate if a New Business.

MINUS: Gross Income that is Exempt. Exemptions are listed on reverse side.

GROSS INCOME for License Fee Computation.

**GROSS INCOME FIGURE MUST
BE PRESENT FOR PROCESSING.**

Step 1	The First \$2,000 from line C is covered by the Base Fee	\$	2,000.00	Base Fee	=	\$	1
Step 2	Amount from line C between \$2,000 and \$ 2 MILLION	▶ \$	_____ X		=	\$	2
Step 3	Amount from line C between \$ 2 MILLION and \$10 MILLION	▶ \$	_____ X		=	\$	3
Step 4	Amount from line C between \$10 MILLION and \$20 MILLION	▶ \$	_____ X		=	\$	4
Step 5	Amount from line C between \$20 MILLION and \$30 MILLION	▶ \$	_____ X		=	\$	5
Step 6	Amount from line C between \$30 MILLION and \$40 MILLION	▶ \$	_____ X		=	\$	6
Step 7	Amount from line C between \$40 MILLION and \$50 MILLION	▶ \$	_____ X		=	\$	7
Step 8	Amount from line C that is over \$50 MILLION	▶ \$	_____ X		=	\$	8
Step 9	ADD STEPS 1 through 8	GROSS INCOME = \$	_____	LICENSE FEE	=	\$	9
Step 10	DECALS: A _____ @ \$2.50 BP _____ @ \$5.00 B _____ @ \$12.50 Limo _____ @ \$5.00			DECAL FEE	=	\$	10
Step 11	ADD STEPS 9 and 10			SUBTOTAL	=	\$	11
Step 12	Plus Late Penalty: _____ month(s) or fraction thereof X 5% = _____ % X Step 11			PENALTY	=	\$	12
Step 13	ADD STEPS 11 and 12			TOTAL AMOUNT DUE	=	\$	13

14. LEGAL NAME OF BUSINESS ENTITY: _____ and LEGAL FORM OF ENTITY: _____

15. PERSON RESPONSIBLE FOR CONDUCT OF BUSINESS: _____ and TITLE OF PERSON: _____

16. DESCRIBE BUSINESS: _____ BUSINESS PH# _____ ALT PH# _____

17. PHYSICAL ADDRESS: _____ LANDLORD NAME _____ PH # _____

18. PHYSICAL LOCATION: _____ IN CITY _____ OUT OF CITY IS BUSINESS A HOME OCCUPATION? _____ YES _____ NO ANTICIPATED START DATE: _____

19. SSN # _____ FED EIN # _____ SC RETAIL LIC # _____ CLOSED or SOLD and DATE _____

20. CONTRACTOR: _____ 333 _____ 555 STATE LIC# _____ GROUP # _____ EXP DATE _____ CITY TRADE EXP DATE _____ # _____

21. E-MAIL _____ ACCOUNTANT/BOOKKEEPER _____ PH # _____

BY MY SIGNATURE BELOW, I AFFIRM UNDER OATH THAT ALL OF THE INFORMATION STATED ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND THAT I HAVE THE AUTHORITY TO MAKE THIS APPLICATION. I AFFIRM UNDER OATH THAT ALL ASSESSMENTS, TAXES, FEES, AND PERSONAL PROPERTY TAXES DUE AND PAYABLE TO THE CITY HAVE BEEN PAID. I AFFIRM THAT THE BUSINESS WILL NOT EMPLOY ANY PERSON WHO FAILS TO MEET IDENTITY AND EMPLOYMENT ELIGIBILITY REQUIREMENTS TO WORK IN THE USA. I AFFIRM UNDER OATH THAT I WILL MAINTAIN ACCURATE CONTACT INFORMATION FOR RESPONSIBLE PERSONS ON FILE WITH THE CITY. I UNDERSTAND THAT CITY ORDINANCE PROVIDES FOR PENALTIES AND LICENSE REVOCATION FOR MAKING FALSE OR FRAUDULENT STATEMENTS ON THIS APPLICATION.

APPLICANT SIGNATURE

PRINTED NAME

TITLE

DATE

Final Approval: _____ / _____ / _____

CITY'S COPY

Hosp # _____

Rev (3/05)

PLEASE READ. THIS INFORMATION IS IMPORTANT AND MAY AFFECT YOUR BUSINESS LICENSE.

MAKE SEPARATE APPLICATION FOR EACH BUSINESS TO BE LICENSED AT EACH LOCATION.

Verify accuracy of information and make corrections where necessary. Business License fees are due June 1 or before commencing business. Any Business License not renewed by June 30 becomes delinquent and a penalty of 5% for each month or fraction of a month is added until the Business License fee and penalty is paid in full. ALL Business License applications are reviewed by the License Inspector and NEW business license applications must be approved by applicable City Departments which include but are not limited to Zoning Division, Construction Services Dept., Fire Dept., and Police Dept. A completed business contact form is required and is a part of the business license application. ALL Business License applications are subject to audit and verification of gross income by examination of income tax returns and documents filed with Federal, State, and local government agencies. Additional records may be required if a specific request is made. If an audit shows that any person, firm, or business entity has submitted or filed a false or untrue statement, the cost of the audit as well as any unpaid license fee and penalty will be due and payable to the City of Myrtle Beach.

LEGAL NAME OF BUSINESS ENTITY, LEGAL FORM OF ENTITY, AND CHANGE OF OWNERSHIP

On line 14 write the legal name of the business entity and the legal form of the entity. Examples of legal form are Sole Proprietorship, Partnership, Corporation, LLC, LLP, etc. A BUSINESS LICENSE IS NOT TRANSFERABLE. A transfer of ownership is considered a termination of the old business and the establishment of a new business requiring a new business license dating back to the time of change. Penalty is applied to a new business that fails to obtain the license at the time ownership is transferred. Any change to your business that is NOT an ownership change must be reported to the Business License Office within ten (10) days of the change date.

BUSINESS CLOSED, BUSINESS SOLD, or BUSINESS NO LONGER CONDUCTED IN THE CITY

On line 19, write the date your business closed, was sold, or stopped working in the City. Sign the application and return to the Business License Office to avoid penalty.

GENERAL CONTRACTORS, SUBCONTRACTORS, TRADESMEN, and SIGN COMPANIES

If line 20 is marked 333 or 555, you pay your license on the "pay by the job" system. The "pay by the job" system requires you to pay an update fee each time you pull a permit or work in the City. An update fee is the rate charge that is shown on the face of this form and is computed on each \$1,000 of your gross contract price. Update fees are charged after you have paid the base fee and met the first \$2,000 in gross contract value. Update fees may be paid by mail or in person. If line 20 is marked 333 or 555, report any jobs in the prior year that did not require a permit on line A and renew your license on June 1. Do not list the gross income for the jobs on which update fees have already been paid. Permits can not be processed in the new license year until your business license has been renewed. Additional Note: Please call SCLLR in Columbia, SC for any state licensing changes that may affect your business. The phone number for SCLLR is (803) 896-4686.

DECAL FEE—REQUIRED FOR COIN-OPERATED AMUSEMENT/VENDING MACHINES, GAME TABLES, or LIMOUSINES

A decal is required to be visibly affixed on each amusement/vending machine and game table physically located in the city limits and on the windshield of each limo operating within the city limits. The owner of the machine, game table, or limo is required to purchase the decal. List the number of machine(s), game table(s), or limo(s) on step 10.

- A \$ 2.50 ea. Mechanical vending machine selling one product per machine.
- B \$ 12.50 ea. Electrical vending machine or any machine selling more than 1 item per machine OR amusement machine: Video Games, Jukebox, Pinball, etc.
- BP or Limo \$ 5.00 ea. Pool or billiard table, foosball table, skeeball machine, or other game table OR each vehicle that is State licensed as a limousine.

NEW BUSINESS AND RENEWAL INSTRUCTIONS

Physical location on line 18 determines the business license rate. IN CITY: Physical location or principal place of the business is within the city limits. OUT OF CITY: Physical location is not within the city limits; however, business IS conducted within the city limits. The physical street address on line 17 determines in city or out of city. Renewal is based upon prior calendar or fiscal year gross income or a 12 month projected income based upon the monthly average for a business in operation less than one year.

1st License: On line A, enter conservative but reasonable estimate of gross income from the beginning business date until following May 31.

2nd License: On line A, enter annualized gross income by using either scenario 1 or 2, whichever applies to your business.

Scenario 1. Business that opened between February and December of the prior calendar year:

Divide the actual gross income earned through December 31 by the number of months in business and multiply by 12.

Scenario 2. Business that opened between January and May of the current calendar year:

Divide the actual gross income earned through May 31 by the number of months in business and multiply by 12.

Future Licenses: On line A, enter actual gross income earned from the prior 12 month calendar or fiscal year. If business opened during prior calendar year, follow the instructions for scenario 1 listed above.

Gross Income that is Exempt from License Fee Computation:

The amount of gross income reported to another city or county for which a business license fee was paid. Enter this amount on line B.

The amount of State and Federal sales and excise taxes, that have been included in gross income. Enter this amount on line B.

The amount of escrowed funds or allowances given for trade-in of vehicles. Enter this amount on line B.

The amount of gross income not earned in the city limits if your office location on line 18 is marked out of city. Enter this amount on line B.

THE NUMBERS AND RATE SHOWN BELOW ARE AN EXAMPLE OF HOW TO COMPUTE THE LICENSE FEE, DECAL FEE & PENALTY IF APPLICABLE. DO NOT USE THE RATE SHOWN IN THE EXAMPLE. If the rate is NOT printed on your application, call the Business License Office.

Do ALL Steps In Order to Compute Total Amount Due. Note: If Gross Income on Line C is \$2 Million or Less, skip steps 3 through 8.

Gross Income for the prior Calendar or Fiscal Year or Estimated Income if a New Business		+	\$ 55,000,000.00	A	
Minus: Gross Income that is Exempt. Exemptions are listed above.		-	\$.00	B	
GROSS INCOME for License Fee Computation.		=	\$ 55,000,000.00	C	
E	Step 1: The First \$2,000 from line C is covered by the Base Fee	\$ 2,000.00	Base Fee	=	\$ 145.00 1
X	Step 2: Amount from line C between \$2,000 and \$ 2 MILLION	\$ 1,998,000.00	X .00585	=	\$ 11,688.00 2
A	Step 3: Amount from line C between \$ 2 MILLION and \$10 MILLION	\$ 8,000,000.00	X .00527	=	\$ 42,160.00 3
M	Step 4: Amount from line C between \$10 MILLION and \$20 MILLION	\$ 10,000,000.00	X .00468	=	\$ 46,800.00 4
P	Step 5: Amount from line C between \$20 MILLION and \$30 MILLION	\$ 10,000,000.00	X .00410	=	\$ 41,000.00 5
L	Step 6: Amount from line C between \$30 MILLION and \$40 MILLION	\$ 10,000,000.00	X .00351	=	\$ 35,100.00 6
E	Step 7: Amount from line C between \$40 MILLION and \$50 MILLION	\$ 10,000,000.00	X .00293	=	\$ 29,300.00 7
	Step 8: Amount from line C that is over \$50 MILLION	\$ 5,000,000.00	X .00146	=	\$ 7,300.00 8
	Step 9: ADD STEPS 1 through 8	GROSS INCOME = \$ 55,000,000.00	LICENSE FEE	=	\$ 213,493.00 9
	Step 10: DECALS: A <u>2</u> @ \$2.50 BP <u>1</u> @ \$5.00 B <u>1</u> @ \$12.50 Limo <u>1</u> @ \$5.00		DECAL FEE	=	\$ 27.50 10
	Step 11: ADD STEPS 9 and 10		SUBTOTAL	=	\$ 213,520.50 11
	Step 12: Plus Late Penalty: <u>1</u> month(s) or fraction thereof x 5% = <u>5</u> % x Step 11		PENALTY	=	\$ 10,676.03 12
	Step 13: ADD STEPS 11 and 12		TOTAL AMOUNT DUE	=	\$ 224,196.53 13