

## BUSINESS LICENSE SELF-SERVICE INSTRUCTIONS

### Who is required to have a business license?

Every person engaged or intending to engage in any calling, business, occupation, or profession referenced in whole or in part, within the limits of the town, is required to pay an annual business license fee based on gross receipts. A new business shall be required to have a business license prior to operation within the Town. Business licenses are valid for one year, beginning June 1<sup>st</sup> and expiring on May 31<sup>st</sup>. In summary, businesses with a physical location within the town, businesses located outside of town limits but providing goods or services within the town, and home offices located within town limits require a business license.

Vendors participating in special events also require a business license. A special event license is available to businesses to operate for no longer than two days at town-sanctioned special events in the course of a business license year.

The business license fee is calculated based on the applicable [North American Industrial Classification System \(NAICS\)](#) code, the [Class Rate](#) for your business activity, and your gross receipts. Your gross income is considered the total revenue from your business before subtracting your operating expenses.

### How do I apply for a new business license?

Register for the Town's online service portal [here](#), and click "apply for a license" on the homepage. There are 4 different application types you can choose. **Please consider all options before making your selection:**

Choose **Contractor's Business License** if you are a contractor applying for a 'per-job' license.

Choose **Peddler's License** if you are engaging in door-to-door business activity.

Choose **Special Event License** if you are participating in a one-time event (festival, craft show, parade, etc – maximum two events per year).

Choose **Business License** for all other business activities.

### How do I renew a business license?

Renew through the Town's online service portal [here](#). Courtesy reminders are mailed and/or emailed each year to companies informing them about the upcoming renewal season however, it is the responsibility of the business owner to ensure the license is renewed annually.

Renewals received after June 30th are considered delinquent and subject to a late fee of 5% per month.

### How do I update my per-job contractor business license?

Once you've created an account, there will be a section for job/project information. You will list each individual job address and contract amount in this section.

### How do I know if my business is considered in town or out of town?

A business is considered in town if its physical location is located within the incorporated town limits of Summerville. When entering your address in the license application, the portal will notify you of your business's status. [You can also check the Town's street address list here.](#)

### Can I still apply for or renew my business license in person?

Business license applications and renewals will be accepted by online submittal only.

## CITIZENSERVE ONLINE PORTAL INSTRUCTIONS

### FOR FIRST-TIME USERS OF THE PORTAL:

1. Go to the Town of Summerville online portal at:  
<https://www.citizenserve.com/Portal/PortalController?Action=showHomePage&ctzPagePrefix=Portal &installationID=301>
2. Click the **LOGIN** button at the top-right of the screen:



### WELCOME TO OUR ONLINE PORTAL

3. Click **REGISTER NOW** to sign up for the portal:

## LOGIN

[Home](#) / [My Account](#) / [Login](#)

### New to our Portal?

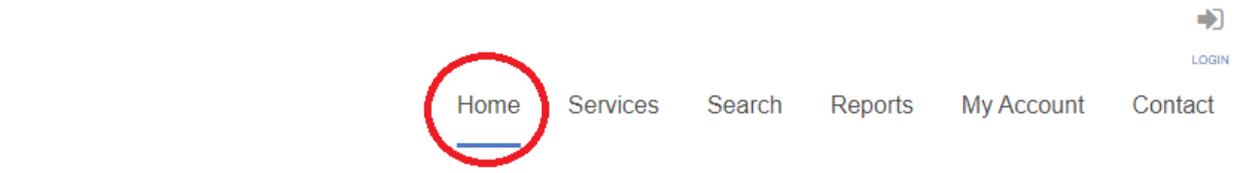
If this is your first time using our portal you'll need to register first. Registering is quick, click the link below to get started.

[REGISTER NOW →](#)

4. Select **REGISTRATION TYPE** from dropdown menu, enter information in all fields, and click **SUBMIT**

## TO APPLY FOR A FIRST-TIME BUSINESS LICENSE:

1. After registering as a user, return to the portal's main page by selecting **HOME** at the top of the page:



## WELCOME TO OUR ONLINE PORTAL

2. Under Licensing, select **APPLY FOR A LICENSE**:



### LICENSING

Starting a business? Learn when you need a license, submittal requirements, apply online, pay license fees, and view the status of your license application all from your home, office or mobile device.

[APPLY FOR A LICENSE →](#)

[SEARCH FOR A LICENSE →](#)

[LEARN MORE ABOUT LICENSING →](#)

3. Complete all required fields:
  - A. Select the type of license applicable to your business from the Application Type dropdown menu.
  - B. Under Sub Type, select whether your business is located inside or outside the town limits of Summerville.
  - C. Enter Business name and address, then select **FIND ADDRESS**
  - D. Enter the remaining information requested
    - \*For Business Activity / Type, consult business type link in the application
    - \*For Total Gross Revenues, please enter your estimated total gross revenues for the remainder of the business license year (6/1 through 5/31) for new businesses
  - E. After reading the Acknowledgement, digitally sign application and print name
  - F. Click **SUBMIT**. Your application will then be reviewed by Town staff. You will then receive and email notification when your application has been approved. Once you receive this notification, you may then submit online payment.