



**Town of Summerville**  
**BUSINESS LICENSE APPLICATION**

Business License Dept.  
 Attn: Pam Wike  
 200 S. Main Street  
 Summerville, South Carolina 29483  
 (843) 851-4215 Fax (843) 871-6954  
 Email Address: pwike@summervillesc.gov

License # \_\_\_\_\_

**LICENSE PERIOD: JUNE 1, 2016 – MAY 31, 2017**         RENEWAL      NEW

<b>Business Name &amp; Mailing Address:</b>	<b>Type of Business:</b>	
	<b>Class Code:</b>	
	<b>NAICS Code:</b>	
<b>Business Location or Job Location:</b>	<b>Owner's Name &amp; Address:</b>	
<b>(Circle one) Federal ID# or SS #:</b>	<b>Driver's License # (Please attach a copy):</b>	
<b>SC LLR License #:</b>	<b>Telephone #:</b>	
<b>Email Address:</b>	<b>Fax #:</b>	

*Please complete all spaces where applicable.*

- (A) GROSS RECEIPTS (If annual, report the previous tax year or if new business see reverse side).....\$ \_\_\_\_\_  
 (If an outside business and update your license per job, please put contract amount)
- (B) BASE FEE for first \$2000 of gross (Use Class Code above and see schedule on reverse side).....\$ \_\_\_\_\_
- (C) PLUS \$ \_\_\_\_\_ PER THOUSAND OVER \$2000.....\$ \_\_\_\_\_
- (D) PENALTY – 5% PER MONTH BEGINNING JULY 1<sup>ST</sup> .....\$ \_\_\_\_\_  
 (round gross receipts "UP" to next thousand for calculation purposes)
- (E) TOTAL LICENSE TAX.....\$ \_\_\_\_\_

I (we) do hereby certify that information given in this application is true. That gross receipts are accurately reported, or estimated for a new business, without unauthorized deductions, and that all personal property taxes due and payable to the Town have been paid. I am aware that all ordinances relating to building, electrical, plumbing, fire, and zoning codes must be complied with before this license can be issued and for the duration of the license. The IRS has issued a ruling that a copy of your Federal Income Tax return may be required to be attached to your business license application. You may do so, but are not required to attach your Federal Income Tax return unless a specific request is made for audit purposes. I (we) are aware of the Town ordinance regarding penalties and revocation of my (our) license for making false or fraudulent statements in this application.

It is the policy of the town to discourage business entities from knowingly recruiting, hiring for employment, or continuing to employ a person who is an unauthorized alien to perform work within the town.

\_\_\_\_\_  
 Signature and Title

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print Name

*In order to insure proper credit to your account, you must return this application with your license fee.  
 Please verify all information listed and make necessary corrections where needed.*

## Business License Information

Every person engaged or intending to engage in any calling, business, occupation or profession listed in the rate classification index portion of this article, in whole or in part, within the limits of the Town of Summerville, South Carolina, is required to pay an annual license and obtain a business license as herein provided.

The Business License year for the Town of Summerville is June 1<sup>st</sup> – May 31<sup>st</sup>.

The fee you pay is based on your class code. Your business type determines your NAICS code, which indicates which class code you are in for the business license. You can find a list of NAICS codes at, <https://www.census.gov/eos/www/naics/>. The information for business licenses is available at, [www.summerville.sc.gov](http://www.summerville.sc.gov) under the Business License section.

All business licenses renew on June 1<sup>st</sup> regardless of when it was first purchased for the In-Town businesses or Out-of-Town businesses that pay license fees annually. In some cases, Out-of-Town businesses renew their license for each job they perform in the Town.

For a new business license, Line “A” is based on the estimated gross income you anticipate in The Town of Summerville **for the remaining months in our business license year**. When licenses renew on June 1<sup>st</sup>, if you have not been in business for a full year, the gross income is another estimate based on actual gross in the Town for the months you were in business. The next year your gross is the actual total gross in the Town of Summerville based on the previous calendar year as reported on your tax return (Jan. – Dec.).

If your business had \$0 income for the previous year, you are still required to renew for the base fee **OR** terminate your business license. If you wish to close your business license with The Town of Summerville you will need to provide us with a written request that is signed and dated.

You are responsible for letting us know if you have closed your business or moved. All business licenses are automatically rolled over and will show unpaid June 1<sup>st</sup>. A 5% penalty will be added each month for any unpaid renewals *beginning July 1<sup>st</sup>*.

Renewals are sent out the end of April. You are responsible for renewing whether or not you have received a renewal application form.

For your convenience, this application may be returned by mail, email, or in person. Please note the rate classification printed on your Business License application. The classification rates are as follows:

<b>In-town Rates</b>		
Class	Income: 0-\$2,000 minimum base fee	Rate for gross receipts over \$2,000
1	\$ 30.00	\$1.10 per thousand
2	\$ 35.00	\$1.45 per thousand
3	\$ 40.00	\$1.80 per thousand
4	\$ 45.00	\$2.15 per thousand
5	\$ 50.00	\$2.50 per thousand
6	\$ 55.00	\$2.85 per thousand
7	\$ 60.00	\$3.10 per thousand
8	See individual Business in Class 8 ( <b>Contractors use Class 3 Rate</b> ).	

<b>Out-of-Town Rates</b>		
Class	Income: \$0 - \$2,000 Minimum base fee	Rate for gross receipts over \$2,000
1	\$ 60.00	\$2.20 per thousand
2	\$ 70.00	\$2.90 per thousand
3	\$ 80.00	\$3.60 per thousand
4	\$ 90.00	\$4.30 per thousand
5	\$100.00	\$5.00 per thousand
6	\$110.00	\$5.70 per thousand
7	\$120.00	\$6.20 per thousand
8	See individual Business in Class 8 ( <b>Contractors use Class 3 Rate</b> ).	

**Please call or email for Class 8 rates or for declining rates over \$1,000,000 gross receipts.**