

Online Business License Renewal Checklist

Save money! Avoid penalties! Complete the checklist below before submitting your business license renewal form.

1. Verify the accuracy of the NAICS code. (If wrong, e-mail bsc@rcgov.us or call 803-576-2287.)
2. Verify the accuracy of the business Location. (If wrong, e-mail bsc@rcgov.us or call 803-576-2287.)
3. Notify the Business Service Center at bsc@rcgov.us or at 803-576-2287 if:
 - (a) the business' contact person has changed, or
 - (b) your mailing or physical address has changed,
 - (c) the ownership of the business has changed,
 - (d) your business has closed.
4. E-mail an itemized list of deductions if deductions are claimed.
5. E-mail a copy of the Business Personal Property Tax receipt if located in Richland County.
6. Purchase the number of required decals needed if your business is in construction or (*optional*) if your business also conducts business outside of the business' main office.
7. Purchase the number of required decals needed if your business' primary activity is transporting people (as with non-emergency transport, taxis, shuttles, limos, etc).
8. Purchase the number of required decals needed if your business has any video games, pool tables, jukeboxes, crane or claw machines, or any other amusement, skill, or music machine.
9. Purchase a Peddlers License (applications are online) if your business sells goods or solicits for business in public places (such as flea markets or on private property other than the business' own property), or door-to-door.
10. Verify that all necessary taxes (Business Personal Property Taxes, Hospitality Taxes, Local Accommodations Taxes, previous business licenses, landfill fees, and Hazardous Materials Permits) have been paid.
 - If any of these taxes are unpaid, you may still pay for your business license to avoid penalties, but the business license will not be issued until the taxes are paid in full.