



## Renewal Form Instructions: Requirements & Certifications (Section 7)

### Section 7: Applicant Requirements and Certifications

**FAILURE TO FULLY COMPLETE THIS SECTION WILL RESULT IN THIS APPLICATION BEING REJECTED AND PENALTIES APPLIED.** Businesses' full compliance will be verified prior to being issued a business license. Each business is responsible for ensuring its compliance.

**These requirements must be satisfied before your business license will be issued – even if your business submits a business license payment.**

- 1. Business Type:** This question asks to confirm what it is that the business really does. While the business type and the NAICS code (a federal business-activity code) will be filled out, you must confirm if the description of the business activity is accurate and all business activity falls under this description. If not, go to [www.census.gov/naics/](http://www.census.gov/naics/) to find the accurate 2022 NAICS code. Then enter that revised code and a brief description of business activity in the space provided.
- 2. Officers or Principals:** If the business has officers or principals (more than just one owner of the business), the names and titles of the officers or principals must be provided on a separate sheet of paper to the Business Service Center. The Richland County Code of Ordinances requires this information to be provided.
- 3. Changes with the Business:** All businesses with a change of ownership, location, or business activity must notify the Business Service Center and obtain all necessary approvals. This must be completed before renewing the current business license.
  - If the business has closed, a Closing Business Form must be submitted. This form is found online at [www.rcgov.us/bsc](http://www.rcgov.us/bsc), scroll down, and click the link for "BSC Forms".
- 4. Contractors:** All independent contractors (those paid by a business with the IRS Form 1099) who conduct business in the unincorporated areas of Richland County must have their own business license. The business license does not cover the independent contractors. This applies not only to construction contractors, but to ALL companies or individuals who are working for another company based upon a contract.
- 5. All Applicable County Fees and Taxes:** There are several types of fees and taxes that are verified for compliance. The fees and taxes that apply depend upon the type of business.
  - a. Business Personal Property Taxes:** All businesses located anywhere in Richland County must be enrolled and up-to-date on taxes on fixtures, furniture, and equipment owned and used to operate the business. A Business Personal Property Tax receipt for the prior year must be provided to verify payment.
    - To obtain a copy of your paid receipt, go to <https://www6.richlandcountysc.gov/TreasurerTaxInfo/Main.aspx>, click "Business".

- Only businesses which opened the previous year are not required to provide a copy of the Business Personal Property Tax receipt, as a bill will not have been generated yet.

**b. Hospitality Taxes:** All businesses selling prepared or modified foods or beverages must be up-to-date on ALL Hospitality Tax payments. This is for any business selling food or drinks ready for consumption by the public, such as: bars, caterers, restaurants, cafeterias, food trucks, etc.

- If the business is delinquent for any period, please go online to <https://www6.richlandcountysc.gov/htaxpaymentvoucher/default.aspx> to complete payment for any delinquent periods.

**c. Hazardous Materials Permits:** All businesses with a Hazardous Materials Permit need to renew and pay for this permit prior to obtaining their business license. The deadline to renew this permit without penalties is December 31. For more information, e-mail [hazmat@richlandcountysc.gov](mailto:hazmat@richlandcountysc.gov) or call 803-782-6182.

**d. Landfill Fees:** Businesses must have no delinquent landfill fees. Call 803-576-2109 to verify account status, or for more information.

**e. Local Accommodations Taxes:** All businesses offering accommodations of less than 30 consecutive days must be up-to-date on Local Accommodations Tax payments. This tax on accommodations may apply to, but is not limited to: hotels, motels, bed & breakfasts, campgrounds, etc.

**f. Precious Metals Permits:** All businesses buying gold or other precious or semi-precious metals or stones from the general public, such as pawnshops and jewelry stores, must obtain this permit. This may be obtained from the Richland County Sheriff's Department. For more information, call 803-576-3000.

**g. Previous Business Licenses:** All businesses must have obtained and paid for all applicable previous business licenses before being issued a current business license.

**6. (ONLY for businesses operating as "Drinking Places" (bars, lounges, nightclubs, etc.):**

- **Convictions:** The only convictions (or pleas of guilty or no contest) which are of interest to Richland County as it relates to the business license application are those occurring within the last five years (from the date of the business license application) which relate to any crime, in South Carolina or any other state or federal jurisdiction, of or related to the following:

- (1) Prostitution, (2) obscenity, (3) exposure of private parts in a lewd and lascivious manner, (4) material harmful to minors, (5) child exploitation, or (6) child prostitution

OR

- (1) forgery, larceny, embezzlement, false pretenses, and cheats, (2) financial transaction card crimes, or (3) sale of goods or services with a counterfeit mark

If any of these apply, then the "Yes" checkbox needs to be checked.

- **Alcohol Licenses:** If the applicant, or other officer of the business, has had an alcohol license suspended, revoked, or not renewed within a two-year period immediately preceding the filing of the business license application, then the "Yes" checkbox needs to be checked.

**7. Certifications:** By the signature at the end of Section 7, the applicant completing the business license application is attesting to the five items indicated in statement #7. Richland county will make every effort to confirm this information before issuing a business license

The bottom informational portion provides business information so we can contact the business with questions or clarifications. **Failure to complete this section, or to complete it legibly, will result in the renewal form being returned, and penalties will be charged.**

## **8. Information:**

### **Business Owner/Principal Information:**

- This is the information that should reflect the owner(s) or the principal(s) of the business. Corporate names are NOT permitted.

### **Person Responsible for Business License:**

- This is the information of the person who is responsible for the business license. This should be the person who can address business license issues or questions if they arise.

### **Applicant:**

- Whoever is completing the application should sign and print their name, title, and date the renewal application.