



# BUSINESS LICENSE APPLICATION

Business Licenses expire December 31<sup>st</sup> each year.

PO Drawer 1749 | 145 W Broad St | Spartanburg, SC 29304

Phone: (864) 596-2055 Fax: (864) 596-2424

For Calendar Year

License Number (office use only):

1. **Location Information** (If business is located outside City limits, write OUTSIDE):

Physical street address: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

3. **Describe business activity:**

4. **NAICS code** (required; see back): \_\_\_\_\_

5. **Rate Class** (office use only): \_\_\_\_\_

2. **Mailing Information:**

Legal/Organization name: \_\_\_\_\_

DBA/name on signs: \_\_\_\_\_

Mailing address: \_\_\_\_\_

6. **Applying for:**

New (Open \_\_\_/\_\_\_/\_\_\_)  Renewal  Closed (\_\_\_/\_\_\_/\_\_\_)

7. **Ownership:**

Individual  Partnership  Corporation  Other: \_\_\_\_\_

Minority/woman owned:  No  Yes

8. **Federal Employer Identification Number or Social Security Number:**

9. **Will alcoholic beverages be served/consumed on site?**  No  Yes (If yes, owner must first complete background check with Spartanburg Public Safety Dept.)

10. **Gross Revenue** (Choose one section only: a, b, or c. Nonresident businesses report gross revenue earned within the City limits only):

a. **New Business**

1. Total estimated gross revenue for the balance of the year ending December 31<sup>st</sup> (Round up to a whole thousand) a.1. \$ \_\_\_\_\_

b. **Second Year Business** (First time renewing; Line 9.b.1. adjusts overestimated or underestimated revenue from last year)

1. Actual gross revenue from last year: \_\_\_\_\_ - estimated revenue from last year: \_\_\_\_\_ = b.1. \_\_\_\_\_ (indicate + or -)

2. **Resident business only:** Allowable ordinance deductions from last year, if applies (see back). b.2. - \_\_\_\_\_

3. **Resident business:** use annualized gross revenue from last year (see back); **Nonresident business:** use actual. b.3. + \_\_\_\_\_

4. Total adjusted gross revenue (Line b.3. minus Line b.2. plus or minus Line b.1. Round up to a whole thousand). b.4. \$ \_\_\_\_\_

c. **Established Business or Nonresident Contractor**

1. Gross revenue from last calendar year (or **YTD City revenue for Nonresident Contractor**). c.1. \_\_\_\_\_

2. **Resident business only:** Allowable ordinance deductions from last year, if applies (see back). c.2. - \_\_\_\_\_

3. Total adjusted gross revenue (Line c.1. minus Line c.2. Round up to a whole thousand). c.3. \$ \_\_\_\_\_

11. **Calculation of fee** (New Businesses call for Additional Fee and Base Fee amounts):

a. Base Fee: Covers the first \$2,000 in gross revenue. All businesses must pay at least the Base Fee. \$ \_\_\_\_\_ Base a. \$ \_\_\_\_\_  
Addt'l Fee: Per \$1,000 in gross revenue. **Multiply final amount on line 11.b by the Addt'l Fee.**

b. Total revenue from Section 10: \_\_\_\_\_ - \$2,000 = \_\_\_\_\_ ÷ 1,000 =  X \$ \_\_\_\_\_ Addt'l b. + \_\_\_\_\_

c. Subtotal: c. = \_\_\_\_\_

d. Penalties: Operation without a current license (see back). **Minimum is \$25.00.** Add 11.a. and 11.b and multiply by: \_\_\_\_\_ % d. + \_\_\_\_\_

e. Total Due: Add 11.a., 11.c., and 11.d. e. = \_\_\_\_\_

12. **Commercial Property class only:** Include rental property street address and Tax Map Number (attach list if needed):

Address: \_\_\_\_\_ Tax Map #: \_\_\_\_\_

13. **Name, title, and ID for each owner/partner/officer** (everyone authorized to make license changes/access financial information; attach list if needed):

Name: \_\_\_\_\_ Title: \_\_\_\_\_ State: \_\_\_\_\_ DL or ID #: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ State: \_\_\_\_\_ DL or ID #: \_\_\_\_\_

This is to certify the above is a true statement of the business done or transacted at or through the above location. The information reported corresponds with the books and records of the business and with the report of same filed, or to be filed, for the corresponding period with the **SC DEPARTMENT OF REVENUE or INSURANCE COMMISSIONER** and with the **US INTERNAL REVENUE SERVICE**. The exact amount returned as **TOTAL GROSS REVENUE** from this business or profession as reported herein is true and correct. I am familiar with the City ordinance providing for penalties and revocation of this license for making false or fraudulent statements in this application. The books of this business are available for inspection by authorized agent of the City. The issuance of a business license is conditional upon compliance with the ordinances of the City of Spartanburg and failure to so comply may result in revocation of the license in addition to other remedies.

Printed Name \_\_\_\_\_ Phone \_\_\_\_\_ Signature of preparer \_\_\_\_\_ Date \_\_\_\_\_

# INSTRUCTIONS FOR FILING A BUSINESS LICENSE APPLICATION

## General Guidelines:

Every person engaged in or intending to engage in any business, in whole or in part, in the City of Spartanburg shall file with the Finance Office a Business License Application form, under oath, for a license to engage in such business. All businesses must obtain a business license prior to beginning operation inside the City limits.

- Print or type all information clearly. Complete all blank areas and sign the application to avoid delays in processing. This application will **not** be processed unless all requested information is provided and is legible.
- Verify all pre-printed information and correct any errors.
- Resident businesses and Nonresident businesses reporting on previous year gross revenue must apply for their license renewals and pay the license fee in full by the last business day in February to avoid penalties. Nonresident Contractors reporting on year-to-date (YTD) City revenue must apply for their license renewals and pay the license fee prior to beginning work for the year. Business License Adjustment forms should be used thereafter to upgrade their licenses for additional revenue/ contracts/ jobs/ work/ change orders received within the same calendar year.  
**Businesses that fail to purchase the license after formal notification shall be subject to a Municipal Summons.**

## Specific Notes by Section:

2. The Legal/organization name is usually a corporation, partnership, or owner's name (individuals should list last name first). The name that you are Doing Business As (DBA) appears on signage, vehicles, uniforms, business cards, and online/ phone book listings.
4. The six-digit North American Industry Classification System (NAICS) Code used on this application should match the NAICS code used on your Federal Tax return if you are a Resident Business. Nonresident Businesses should use the NAICS code that reflects the majority of their activities within the City.
6. If you are opening a new business, please list the estimated opening date. If you have closed, please list the closing date and return form.
10. Businesses located **inside** City limits must report total gross revenue, whether derived from inside or outside of the City limits. Be certain that the reported gross revenue correspond with the records of the business and with the return filed for the corresponding year with the SC Department of Revenue or Insurance Commissioner and the US Internal Revenue Service. Businesses located **outside** City limits report revenue earned inside the City limits only.

Deductions from your gross revenue are allowed if you are a resident business that pays a business license tax to another municipality. The deduction is limited to the gross revenue that was reported on that license. Satisfactory proof of this deduction must be attached to this application before the deduction will be allowed. A business may deduct sales, use, or excise taxes if these amounts are included in the total gross revenue. Neither allowable ordinance deductions for resident businesses or adjustments for second year businesses may reduce the renewal license fee to an amount lower than the base fee. All businesses must pay at least the base fee.

As stated in Section 4b of the Business License Ordinance, the business license fee is based on gross revenue for the preceding calendar year or, in the case of Second Year businesses that were open for less than a full year during the first year of operation, on a twelve-month projected revenue based on the monthly average for the preceding calendar year.

License fees are not prorated for temporary or seasonal businesses or businesses operating for a portion of the year, because the license fee calculation is based on gross revenue.

11. Penalties are calculated at a percentage of the license fee, however, **the minimum penalty is \$25.00:**

### Penalties for New Businesses estimating gross revenue and Nonresident Contractors using YTD City revenue:

- 15% if not filed prior to beginning operation/ work in the City of Spartanburg
- 5% additional for each month thereafter, until paid

### Renewal Penalties for Resident Businesses and Nonresident Businesses using previous year gross revenue:

- 5% if not filed or postmarked by the last day of February
- 15% if not filed or postmarked by the last day of March
- 5% additional for each month thereafter, until paid (i.e. May = 20%, June = 25%, July = 30%, etc.)

**For help completing this form, please call the City of Spartanburg Finance Office at (864) 596-2055 or visit us at 145 W Broad Street.**

Applications and checks may be mailed to:

**City of Spartanburg  
Business Licensing  
PO Drawer 1749  
Spartanburg, SC 29304**