

**Application for Business  
And Professional License  
For the License Year \_\_\_\_\_**

**CITY OF FLORENCE**  
Business License Department  
City-County Complex KK  
180 N. Irby Street  
Florence, SC 29501-3431  
Tel: (843) 665-3173  
Fax: (843) 665-3111

FOR OFFICE USE ONLY		
ID NO.	PROCESSED BY	
CLASS	NAICS	DATE PROCESSED
ID VERIFIED BY		

MAKE SEPARATE APPLICATION FOR EACH BUSINESS TO BE LICENSED AT EACH LOCATION • PLEASE PRINT OR TYPE AND NOTE CORRECTIONS  
SEE REVERSE SIDE FOR ADDITIONAL IMPORTANT INFORMATION

**ALL APPLICABLE BLANKS ON THIS APPLICATION MUST BE COMPLETED BEFORE A LICENSE WILL BE ISSUED**

1. Firm Name \_\_\_\_\_  
  
D/B/A \_\_\_\_\_  
  
Mailing Address \_\_\_\_\_  
  
City/State/ZIP \_\_\_\_\_

2. \_\_\_\_\_  In City  Out Of City  
Business Location (Street Address)  
  
Business Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_ Fax Number \_\_\_\_\_

3. Type of Business \_\_\_\_\_

4.  New Business (Starting Date) \_\_\_\_\_  
 Location Change

5.  Single Ownership  Partnership  Corporation

6. Owner/Officer Name \_\_\_\_\_

7. Home Street Address \_\_\_\_\_

City / State / ZIP \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_

**CONTRACTORS ONLY**

8. PROJECT NAME \_\_\_\_\_  
PROJECT ADDRESS \_\_\_\_\_  
Estimated Date Project will Begin \_\_\_\_\_  
Estimated Date Project will be Completed \_\_\_\_\_  
Total Contract Value \_\_\_\_\_  
(Use this figure for Business License Fee Calculation)  
SC State License # \_\_\_\_\_ Expiration Date \_\_\_\_\_

**SKIP LINE 9 AND PROCEED TO  
BUSINESS LICENSE FEE CALCULATION**

**GROSS RECEIPTS**

9. Estimate Gross Receipts from Opening Date until Following June 30.  
  
\$ \_\_\_\_\_

**BUSINESS LICENSE FEE CALCULATION**

BASIC LICENSE FEE OF \$ \_\_\_\_\_ ON 1ST \$2,000 OF GROSS  
RECEIPTS PLUS SCHEDULED RATE CHARGE OF \$ \_\_\_\_\_ PER  
\$1,000 FOR GROSS RECEIPTS IN EXCESS OF 1ST \$2,000.

*(If Gross Receipts exceed \$1 million, see reverse side for instructions)*

For Rate Class 8 Business and Manufacturing Businesses, see reverse side  
for instructions.

LICENSE FEE \$ \_\_\_\_\_

PENALTY \$ \_\_\_\_\_

TOTAL DUE \$ \_\_\_\_\_

I certify that all of the information stated above is true and correct to the best of my knowledge and belief. I certify that all assessments and personal property taxes due and payable to the City have been paid. I understand that the City Ordinance provides for penalties and license revocation for making false or fraudulent statements on this application.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

**PLEASE SIGN AND RETURN COMPLETED FORM. PAYMENT MUST ACCOMPANY APPLICATION.**

**LOCATION CHANGE**

A change of address must be reported to the license inspector within ten (10) days after removal of the business to a new location and the license will be valid at the new address upon written notification to the license inspector and compliance with zoning and building codes.

**CHANGE OF OWNERSHIP**

A business license shall not be transferable and a transfer of ownership shall be considered a termination of the old business and establishment of a new business requiring a new business license based on old business income.

**RATE CLASS 8**

If your business is classified as a Rate Class 8, please use the following NAICS code numbers to identify your correct fees. If you have any questions on calculating fees, please call (843) 665-3173 for assistance.

**NAICS 230000 Contractors**

- A. Resident contractors with place of business located inside the City: \$75 for 1<sup>st</sup> \$2,000 plus \$1.55 for each additional thousand (fractions rounded up to next thousand) on contract amounts inside and outside the City. (Deductions may be made for receipts reported to another city with documentation.)
- B. Non-resident contractors: \$150 for 1<sup>st</sup> \$2,000 plus \$3.10 for each additional thousand (fractions rounded up to next thousand) on contract amounts inside City.
  - The total fee for the amount of the contract shall be paid prior to commencement of work and shall entitle contractor to complete the job without regard to the normal license expiration date.
  - No contractor shall be issued a business license until all state and city qualification examination and trade license requirements have been met. Each contractor shall post a sign in plain view on each job identifying the contractor with the job.
  - No contractor shall be issued a business license until all performance and indemnity bonds required by the City building code have been filed and approved.
  - Subcontractors shall be licensed on the same basis as general or prime contractors for the same job, and no deductions shall be made by a general or prime contractor for value of work performed by a subcontractor.
  - Each prime contractor shall file with the license inspector a list of subcontractors furnishing labor or materials for each project.

NAICS 421930 Junk or Scrap Dealers	On 1 <sup>st</sup> \$2,000	\$150 Plus \$1.70 per \$1,000
NAICS 722410 Drinking Places	On 1 <sup>st</sup> \$2,000	\$300 Plus \$3.40 per \$1,000
NAICS 522298 Pawn Brokers	On 1 <sup>st</sup> \$2,000	\$200 Plus \$2.30 per \$1,000
NAICS 454210 Vending Machines - per machine	On 1 <sup>st</sup> \$2,000	\$ 10 Plus \$1.55 per \$1,000
NAICS 454390 Itinerant Peddlers	On 1 <sup>st</sup> \$2,000	\$ 50 Plus \$1.70 per \$1,000
NAICS 713990 Billiard or Pool Rooms	On 1 <sup>st</sup> \$2,000	\$100 Plus \$1.70 per \$1,000
NAICS 713120 Amusement Machines - coin operated		Call (843) 665-3173 for fees
Manufacturing		Call (843) 665-3173 for fees

**MINIMUM FEES AND RATES ARE DOUBLED FOR NON-RESIDENTS AND ITINERANTS HAVING NO FIXED PRINCIPAL PLACE OF BUSINESS WITHIN THE MUNICIPALITY.**

**DECLINING RATE SCHEDULE**

Declining rate applies in all classes for gross income in excess of one million dollars (\$1,000,000) as follows:

<u>Amounts (in Millions)</u> <u>Gross Income</u>	<u>Percent of Rate for</u> <u>each additional \$1,000.00</u>
0 to less than or equal to 1	100%
More than 1 but less or equal to 4	90%
More than 4 but less or equal to 7	75%
More than 7 but less or equal to 10	50%
More than 10 but less or equal to 20	25%
More than 20	10%

The City of Florence under Title VI of the Civil Rights Act of 1964 and related statutes, ensures that no person shall on the grounds of race, color, national origin, sex, disability, and age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity it administers.

La ciudad de Florencia en el Título VI de la Ley de Derechos Civiles de 1964 y los estatutos, se asegura de que ninguna persona por motivos de raza, color, origen nacional, sexo, discapacidad, edad, ser excluido de participar en, ser negado los beneficios de, o ser de otra manera sujeto a discriminación bajo cualquier programa o actividad que administra.