



# Business License Application

For Calendar Year 2015

|                |  |
|----------------|--|
| NAICS          |  |
| Classification |  |
| Processed by   |  |

|                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> New Business <input type="checkbox"/> Contractor <input type="checkbox"/> Name Change <input type="checkbox"/> Location Change<br><input type="checkbox"/> Renewal <input type="checkbox"/> Update<br>Previous Name: _____ Previous Location: _____ |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| Business Information                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Business Name:                                                                                         | State License or Registration Number & Expiration Date:                                                                                                                                                                                                                                                                                                                                                              |
| Preferred Mailing Address:                                                                             | Physical Address of Business:                                                                                                                                                                                                                                                                                                                                                                                        |
| Type of Business:                                                                                      | Phone Number(s):                                                                                                                                                                                                                                                                                                                                                                                                     |
| Number of Employees:                                                                                   | Local Contact Name:                                                                                                                                                                                                                                                                                                                                                                                                  |
| Email Address:                                                                                         | Local Contact Number:                                                                                                                                                                                                                                                                                                                                                                                                |
| (Out of Town Businesses) Address of Job Site in City Limits:                                           | Federal Tax I.D. Number / Social Security Number:                                                                                                                                                                                                                                                                                                                                                                    |
| Owner or Corporate Officer Information                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Owner Name:                                                                                            | Owner Name:                                                                                                                                                                                                                                                                                                                                                                                                          |
| Owner Address:                                                                                         | Owner Address:                                                                                                                                                                                                                                                                                                                                                                                                       |
| Phone Number:                                                                                          | Phone Number:                                                                                                                                                                                                                                                                                                                                                                                                        |
| Computation of Fee                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Contract Price or Estimate of Gross Receipts. <u>Gross MUST be rounded up to next thousand.</u></b> | Definition of Gross: "Gross income" means the total income of a business, received or accrued, for one calendar year collected or to be collected from business done within the City. Out of City Contractors should use the contract price for the job they are pulling the license for. <b>For Gross Income over \$5,000,000 please contact the business license office for information on the declining rate.</b> |
| Base Tax for first \$2,000 =                                                                           | First \$2,000 deducted from total Gross Receipts. Apply base rate for appropriate rate class.                                                                                                                                                                                                                                                                                                                        |
| / X =                                                                                                  | Remaining Gross Receipts divided by 1,000 then multiplied by the appropriate rate per thousand in corresponding rate class.                                                                                                                                                                                                                                                                                          |
| Business License Fee =                                                                                 | This number is calculated by adding the base tax and the per thousand amount.                                                                                                                                                                                                                                                                                                                                        |
| Penalty % X =                                                                                          | Penalty is calculated by determining the appropriate % (5% per month after April 15 <sup>th</sup> ) and multiplying it by the business license fee.                                                                                                                                                                                                                                                                  |
| Contractor Decals X \$2.00 =                                                                           | Multiply the number of Contractor Decals by \$2.00                                                                                                                                                                                                                                                                                                                                                                   |
| Amuse. Machine X \$12.50 =                                                                             | Multiply the number of Amusement Machine Decals by \$12.50                                                                                                                                                                                                                                                                                                                                                           |
| Pool Table X \$12.50 =                                                                                 | Multiply the number of Pool Table Decals by \$12.50                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Total Fee Due =</b>                                                                                 | Calculate this number by adding the Business License fee and any applicable penalties or decal fees.                                                                                                                                                                                                                                                                                                                 |

I (We) do hereby certify under oath that:

- the above information given in this license application is true and correct;
- that the gross income is accurately reported, without any unauthorized deductions;
- that all assessments and personal property taxes on business property due and payable to the city have been paid.

I understand that this license may be denied, suspended or revoked, in addition to other penalties, for making false or fraudulent statements in this application. It is unlawful for any person to make a false application for a business license, or to give or file, or direct the giving or filing of any false information.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Printed 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 City of Cayce, South Carolina, is required to pay an annual license and obtain a business license as herein provided.

The fee you will 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 on their website, <https://www.census.gov/eos/www/naics/>. The information for business licenses is available on our web site, <http://www.cityofcayce-sc.gov/business.asp> under the Business License section. The Business License year for the City of Cayce is January 1<sup>st</sup> – December 31<sup>st</sup>.

All Contractors are required to submit a copy of their South Carolina Labor License and Regulation card in order to obtain a business license.

The first time a business license is applied for, the gross is based on the estimated gross income you anticipate in the City of Cayce for the remaining months in our business license year.

All business licenses renew on January 1<sup>st</sup> regardless of when it was first purchased for the In-City businesses or Out-of-City businesses that pay license fees annually. In-City businesses are given a grace period up to April 15<sup>th</sup> to renew. A 5% penalty per month is enforced if paid after April 15<sup>th</sup>. Out-of-City businesses and contractors are required to obtain or renew their license prior to starting any job after January 1<sup>st</sup>.

When licenses renew on January 1<sup>st</sup>, if you have not been in business for a full year, the total gross is calculated by taking the money collected during the portion of the year the business was open and estimating that number over 12 months.

The next year your gross is the actual total gross in the City of Cayce 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 at least for the base fee **OR** terminate your business license.

You are responsible for letting us know if you have closed your business or moved. If you wish to close your business license with the City of Cayce you will need to provide us with a written request that is signed and dated in order to terminate your license.

Renewals are sent out around the end of December. 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 or in person. Please note the rate classification printed on your Business License application. The classification rates are as follows:

| In-City Rates |                                                                 |                                         |
|---------------|-----------------------------------------------------------------|-----------------------------------------|
| Class         | Income:<br>\$0-\$2,000 Minimum                                  | Rate for gross receipts<br>over \$2,000 |
| 1             | \$ 20.00                                                        | \$1.15 per thousand                     |
| 2             | \$ 25.00                                                        | \$1.20 per thousand                     |
| 3             | \$ 30.00                                                        | \$1.25 per thousand                     |
| 4             | \$ 35.00                                                        | \$1.30 per thousand                     |
| 5             | \$ 40.00                                                        | \$1.35 per thousand                     |
| 6             | \$ 45.00                                                        | \$1.40 per thousand                     |
| 7             | \$ 50.00                                                        | \$1.45 per thousand                     |
| 8             | See individual Business in Class 8<br>(Contractors) Use Class 3 |                                         |

| Out-of-City Rates |                                                                 |                                         |
|-------------------|-----------------------------------------------------------------|-----------------------------------------|
| Class             | Income:<br>\$0-\$2,000 Minimum                                  | Rate for gross receipts<br>over \$2,000 |
| 1                 | \$ 40.00                                                        | \$2.30 per thousand                     |
| 2                 | \$ 50.00                                                        | \$2.40 per thousand                     |
| 3                 | \$ 60.00                                                        | \$2.50 per thousand                     |
| 4                 | \$ 70.00                                                        | \$2.60 per thousand                     |
| 5                 | \$ 80.00                                                        | \$2.70 per thousand                     |
| 6                 | \$ 90.00                                                        | \$2.80 per thousand                     |
| 7                 | \$ 100.00                                                       | \$2.90 per thousand                     |
| 8                 | See individual Business in Class 8<br>(Contractors) Use Class 3 |                                         |

**Please call for Class 8 rates or for declining rates over \$5,000,000 gross receipts.**