Checklist for Section 5 Businesses

This Checklist is designed for (1) construction contractors (2) physical located in the non-city areas of Richland County (3) performing work outside of Richland County.

- **A Section 5 Worksheet** has been completed.
  - The Section 5 Worksheet may be completed online as a spreadsheet or found online as a PDF document for printing.
  - The Section 5 Worksheet makes it easier for contractors to understand what revenues are qualified to receive a discounted rate, and how to report those revenues.
  - This Section 5 Worksheet also makes it easier to review submitted revenues and process business license renewal applications more quickly.

- The only **revenues included** on the Section 5 Worksheet are revenues generated outside Richland County in cities or counties which do not have a business license requirement.
  - If the city or county has a business license requirement, a business license must be obtained from that jurisdiction and claimed as a deduction on the Richland County business license renewal application. Revenues from these cities or counties are not qualified to receive the discounted rate.

- The Section 5 Worksheet has been **submitted at the same time** as the business license renewal application.
  - Not doing so will result in all revenues reported as subject to the discounted rate being disapproved. The business license application will then be returned due to the payment being short.

- **Online** business license renewal applications must have the Section 5 Worksheet **e-mailed** to bsc@richlandcountysc.gov **within 24 hours** of the online payment to avoid delays and potential penalties.

- **Mailed** business license renewal applications must have the Section 5 Worksheet **mailed** in the same envelope as the renewal applications.

For more information: visit [www.richlandcountysc.gov](http://www.richlandcountysc.gov) or e-mail bsc@richlandcountysc.gov.