



Renewal Form Instructions:

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Section 1: Summary

Section 1: Summary

Complete only after completing all applicable sections on the following pages.

Section 1 of the Business License Renewal Application is a summary for the sections appearing on the subsequent pages of the application. Each item under Section 1 are described in detail in separate instruction documents. All instructions can be found on the Business Service Center website.

Required Business Information:

- **Federal ID or Social Security #:** Add the business's Federal Employer ID # (FEIN). If the business is a Sole Proprietor (individual), add the owner's Social Security Number.
- **State Sales Tax #:** If the business reports sales taxes to the Department of Revenue, the business has a State Sales Tax number. Add it here, or if it does not apply, leave this blank or write N/A in this space.
- **DBA:** This stands for "Doing Business As." This name must match the business name shown to the public. The SC Secretary of State's Office no longer records or registers a business fictitious or trade name. Businesses desiring to use such names may indicate that name to the County here. (Booth renter's business names are the individual's names, and "DBA" in these cases refers to the salon in which the booth renter works.)

Already-Entered Business Information:

- The information below is prepopulated for businesses on the mailed renewal forms.
- If the renewal application being completed is a blank, non-mailed renewal application, the Business Name and the Location information will need to be entered.
 - 1) Business Name: This is the official, legal name of the business, and should exactly match the business name as reported to the US Internal Revenue Service or the SC Secretary of State's Office. The County periodically checks these names for consistency and will make changes as appropriate.
 - 2) Business ID #: This is the first part of the business license number. (after the year)
 - 3) Location ID #: This is the second part of the business license number. (after the Business ID #)
 - 4) Location: This is the physical location of the business, where the business operates from or conducts business at. It includes only the street number and street name.
 - 5) Municipality: This is the jurisdiction in which the business is physically located.
 - "Richland County" indicates that the business is physically located in the unincorporated areas of Richland County (areas outside city or town limits).
 - "Other" indicates that the business is physically located outside the geographic boundaries of Richland County.
 - "Arcadia Lakes" – "Blythewood" – "Cayce-Richland County" – "Columbia-Richland County" – "Eastover" – "Forest Acres" – "Irmo-Richland County": indicates that the business is located within a city or town limit located within Richland County.

Business License Revenue Calculation:

Line 1: Write the actual gross revenue for the previous calendar year here.

- If the business is located within any city/town limits in Richland County or is located outside Richland County (if the "Municipality" field indicates a city or "Other"), enter only the revenue that was generated inside or from the unincorporated area of Richland County.
- If the business is located in unincorporated Richland County (if the "Municipality" field reads "Richland County"), then enter all gross revenue here.

Line 2: Write the total deduction amount here, from the "Total" line of Section 2: Exemptions and Deductions.

- If any deductions are claimed, a Deduction Worksheet **must** be completed and returned in the same manner as the renewal application.
 - A printed Deduction Worksheet must accompany a mailed renewal, if deductions were taken.
 - Email a Deduction Worksheet to bsc@richlandcountysc.gov if the renewal was completed online.

Line 3: Subtract Line 2 from Line 1 and write the result on this line.

Summary Calculation:

Line 4: Write the business license fee here, from the "Total" line of Section 3: Business License Fee Calculations.

Line 5: Multiply the number of months (or portions of a month) that the renewal form is late, starting with May 1st, by 5%, and multiply that number by the Business License Fee from Line 4.

- The deadline for business license applications is April 30th – or, if the 30th falls on a weekend or holiday, the next business day.

- Penalties start on the day after the deadline. Renewal applications postmarked after the deadline, will be considered late and will incur a 5% penalty.
- Penalties accrue on the first day of every month.
- Once the total number of months late has been determined, multiply the number of months by .05 (for the 5% penalty). Then multiply that number by the business license fee shown on Line 4. This will give the penalty amount due.
- The 5% penalty is based on the original business license fee due. There is no compounding of penalties. Interest is not charged; only penalties are charged.

Line 6: Write the amount shown on the “Total” line of Section 4, Decals and Stickers.

Line 7: If the business wishes to also apply for a Peddlers License, the fee for the Peddlers License must be included here.

Line 8: Add Line 4, Line 5, Line 6, and Line 7. Write the total on this line. This is the total business license fee due.

- Businesses are strongly encourages to check calculations online at www.richlandcountysc.gov/bsc/renew. Businesses have the option of paying online or printing the renewal form after all revenues, deductions, fees, and discounts have been calculated.
- The \$10 discount only applies to businesses actually paying online.

Section 2: Exemptions and Deductions

Section 2: Exemptions and Deductions

Documentation **must** be submitted on the **Deductions Worksheet** with application to be considered. Deductions Worksheet can be found at www.richlandcountysc.gov/bsc

Exemptions: Non-profits/501(c)'s – **must** submit IRS Form 990 Government subsidiary (no contractors)

Allowed Deductions:

	<u>Revenues:</u>
1. Revenues reported to SC cities for business licenses only, NO bldg. permits*	\$ _____
2. Revenues from work covered by a paid Richland County building permit	\$ _____
3. Revenues generated outside SC but <u>within</u> the US (or its territories)	\$ _____
4. Liquor sales (liquor stores ONLY)	\$ _____

*Only 9 SC counties' business license revenues are deductible

TOTAL: \$ _____

Put this number on Page 1, Line 2

Not Allowed:

- Other locations
- IRS deductions
- International revenues
- Business losses
- Cigarette taxes
- Vehicle trade-ins

Exemptions:

- **Non-profits/501(c)'s:** Non-profits and 501(c) businesses ARE required to have business licenses. However, only Unrelated Business Income must be reported and a business license fee paid for, based on that income only. Businesses which are 501(c) organizations must submit an IRS Form 990 to document their Unrelated Business Income.

- **Government subsidiary:** This refers only to organizations which are directly a part of a government body, such as a State Department. Companies with government contracts or contract individuals (who are paid with an IRS Form 1099) are not considered government subsidiaries.

Deductions:

The Deductions Worksheet can be found [HERE](#)

- If any deductions are claimed, a **Deductions Worksheet must** be completed and returned *in the same manner* as the renewal application, as described below:
 - Businesses renewing their business licenses online can submit their Deductions Worksheet electronically to bsc@richlandcountysc.gov.
 - Businesses mailing their renewal applications must mail their Deductions Worksheet in the same envelope as their renewal applications.
- Only authorized deductions meeting the conditions above will be considered.

Deductions Allowed:

Deduction Line 1: Revenues reported to other jurisdictions for business licenses

- This deduction is for businesses in which *all* the following conditions are true:
 - (1) your business is located in unincorporated (non-city-limit areas of) Richland County, and
 - (2) your business generated revenue in another South Carolina city/county, and
 - (3) your business paid for a business license in that city/county based on that revenue.

If all above conditions are true, write the total amount of that revenue on the line provided.

- **SC Cities:** You must list cities on the Deductions Worksheet as “City of Lexington”, as staff will be unable to determine whether “City of” or “County of” is intended.
- **SC Counties:** Only eight other counties, besides Richland County, have business license requirements. Businesses obtaining business licenses in these eight counties may also deduct the revenues reported to these counties for business license purposes. These counties include the following:

Beaufort County	Charleston County	Dorchester County	Horry County
Jasper County	Marion County	Sumter County	Orangeburg County

You must list counties on the Deduction Worksheet as “County of Sumter”, as staff will be unable to determine whether “City of” or “County of” is intended.

- **Military bases:** Only military bases in SC may be listed here. Include base name, city, and state (no abbreviations are accepted) along with revenue generated on the base.

Deduction 2: Richland County paid building permits

- This deduction is for construction contractors only. If the business generated revenue from work performed for which a Richland County building permit was paid, then write the total amount of that revenue on the line provided.
- It makes no difference who paid for the building permit, or whether or not the contractor is physically located within Richland County.

- If work is performed under a *paid* Richland County building permit, then it is an allowable deduction, however a *business license fee is required*. Work not performed under a (paid) building permit will be reported as non-deductible revenue when calculating the business license fee.
- You must list the building permit number that the work was performed under and the amount of each job as reported for the building permit fee calculation on the Deduction Worksheet.
- The Deductions Worksheet must then be mailed with the business license renewal application (for mailed renewal applications) or e-mailed (for online renewals) to bsc@richlandcountysc.gov.

Deduction 3: Revenues generated outside SC but within the US (interstate commerce)

This deduction is for revenues generated outside of South Carolina but within the United States (as well as the fourteen US territories, such as Guam and Puerto Rico).

- This revenue must not include any revenues that were included as part of Deduction 1. (Revenues reported to SC cities for business licenses)
- No revenues generated from outside the United States may be deducted.
- You must list the full name of each state (no abbreviations are accepted) and the amount of revenue generated from each state on the Deductions Worksheet.
- The Deductions Worksheet must then be mailed with the business license renewal application (for mailed renewal applications) or e-mailed (for online renewals) to bsc@richlandcountysc.gov.

Deduction 4: Liquor sales

This deduction is for liquor stores only. Write the amount of revenue from liquor sales here. (Revenue from beer and wine, and mixed drinks, are not deductible.)

- If your business sells only liquor and generates no revenues from any other products, then your business is exempt from paying a business license fee, and no payment is required. However, the business license renewal form must still be completed and returned.

Deductions Not Allowed

- Revenues from other locations are not allowable by Richland County deductions. Each business location must have its own business license, reporting its own revenue.
- IRS deductions are not allowable by Richland County as deductions. Those are *Federal* deductions, not *County* deductions.
- Revenues from international sales or transactions are not allowable. This is not interstate commerce.
- Business losses are also not allowable as deductions. State law requires that business licenses be based on gross – total – income, not net income or the profit.
- Cigarette taxes are also not allowable by Richland County as deductions.
- All funds collected from the sale of lottery tickets are not considered revenue and should not be included in gross revenue. Because it is not included in gross revenue, it does not need to be deducted. However, revenues from commissions generated by the business for being a lottery ticket vendor are considered revenue. These revenues should be included in the business' gross revenues, but are not an allowable deduction.
- Motor vehicle trade-ins are no longer allowable by Richland County as deductions.

If these deductions are claimed, they will be denied. Additional license fees and possible penalties will be due.

Section 3: Fee Calculations

Section 3: Business License Fee Calculations				
Subtract any authorized deductions from your gross revenue. Find the resulting revenue below. Calculate the fee on each applicable line of the ranges below. Add the amounts and put on the "Total" line.				
Revenue		Fee Calculation	Rate Class _____	Fee Due
\$ 0.00	\$2,000.00	\$ _____ on first \$2,000		Line 1: \$ _____ +
\$2,000.01	\$1,000,000.00	\$ _____ per \$1,000 or part		Line 2: \$ _____ +
\$1,000,000.01	\$2,000,000.00	95% of rate per \$1,000 or part		Line 3: \$ _____ +
\$2,000,000.01	\$3,000,000.00	90% of rate per \$1,000 or part		Line 4: \$ _____ +
\$3,000,000.01	\$4,000,000.00	85% of rate per \$1,000 or part		Line 5: \$ _____ +
\$4,000,000.01	\$5,000,000.00	80% of rate per \$1,000 or part		Line 6: \$ _____ +
\$5,000,000.01	\$6,000,000.00	75% of rate per \$1,000 or part		Line 7: \$ _____ +
\$6,000,000.01	\$7,000,000.00	70% of rate per \$1,000 or part		Line 8: \$ _____ +
\$7,000,000.01	\$8,000,000.00	65% of rate per \$1,000 or part		Line 9: \$ _____ +
\$8,000,000.01	\$9,000,000.00	60% of rate per \$1,000 or part		Line 10: \$ _____ +
\$9,000,000.01	\$10,000,000.00	55% of rate per \$1,000 or part		Line 11: \$ _____ +
Revenue over	\$10,000,000.01	50% of rate per \$1,000 or part		Line 12: \$ _____ =
				TOTAL: \$ _____
				Put this number on Page 1, Line 4

Line 1: This line shows the base rate, which is the business license fee on the first \$2,000 of revenue, for the business.

Line 2: If the business' gross revenue does not exceed \$1 million, subtract \$2,000 from the gross revenue (after deductions), divide by 1,000, round up to the nearest whole number, and multiply by the rate shown. For every \$1,000 – or fraction of \$1,000 – up to a million dollars, this rate applies. Write the result on Line 2.

Example: Assume a business' gross income (after authorized deductions) is \$752,819.23. Assume the rate is \$22.85 on the first \$2,000, and \$1.14 on every \$1,000 (or fraction thereof) after \$2,000.

- On the first \$2,000, the Fee Due will be \$22.85 (Line 1)
- To find out how much is due on the remaining revenue in this example: take the steps shown below:
 1. $\$752,819.23 - \$2,000 = \$750,819.23 / 1,000 = 750.81923$
 2. Round the answer up to the nearest whole number = 751
 3. Multiply 751 by the rate per \$1,000 (\$1.14) = \$856.14
 4. Write the number \$856.14 on Line 2.

Lines 3 – 12: These lines calculate the fee for *each* million dollars of revenue above one million. For revenue above \$1,000,000.00 and up to \$2,000,000, calculate the fee in the same manner as Line 2 but at

95% of the rate shown in the *second* line in the Fee Calculation column. Continue on each line of the declining rate until all revenue has been included.

Example: Assume a business' gross income (after deductions) is \$7,528,192.30. Assume the rate is \$26.00 on the first \$2,000, and \$1.20 on every \$1,000 (or fraction thereof) after \$2,000.

1. Line 1: On the first \$2,000, the Fee Due will be \$26.00

To find out how much is due on the remaining revenue in this example: take the steps shown below:

- | | |
|--|------------|
| 2. <u>Line 2:</u> \$1 million - \$2,000 = 998,000 / 1,000 = 998 times 1.20 times 1.00 = | \$1,197.60 |
| 3. <u>For Line 3:</u> \$2 million - \$1 million = \$1 million / 1,000 = 1,000 x 1.20 x .95 = | \$1,140.00 |
| 4. <u>For Line 4:</u> \$3 million - \$2 million = \$1 million / 1,000 = 1,000 x 1.20 x .90 = | \$1,080.00 |
| 5. <u>For Line 5:</u> \$4 million - \$3 million = \$1 million / 1,000 = 1,000 x 1.20 x .85 = | \$1,020.00 |
| 6. <u>For Line 6:</u> \$5 million - \$4 million = \$1 million / 1,000 = 1,000 x 1.20 x .80 = | \$960.00 |
| 7. <u>For Line 7:</u> \$6 million - \$5 million = \$1 million / 1,000 = 1,000 x 1.20 x .75 = | \$900.00 |
| 8. <u>For Line 8:</u> \$7 million - \$6 million = \$1 million / 1,000 = 1,000 x 1.20 x .70 = | \$840.00 |
| 9. <u>For Line 9:</u> \$7,528,192.30 - \$7 million = \$528,192.30 / 1,000 = 528.19230 | |
| Round up to the nearest whole number = 529 times 1.20 times .65 = | \$412.62 |

Total: Add the fees in each line, starting with Line 1, to get the Total license fee and write this number on the TOTAL line. This number should also be put on Line 4 of Page 1 of the renewal form.

In the example above, the Total Fee Due would equal \$26.00 + 1,197.60 + \$1,140 + \$1,080 + \$1,020 + \$960 + \$900 + \$840 + \$412.62 = \$7,576.22

Section 4: Decals and Stickers

Section 4: Decals and Stickers		
"Licensed Business" vehicle decals (contractors required)	_____ @ \$0.25/each	= \$ _____
Taxis, Shuttles, Limos registered inside Richland County	_____ @ \$115.84/each	= \$ _____
(25% discount on vehicles 6-10, 50% discount on vehicles 11 and over)		
Taxis, Shuttles, Limos registered outside Richland County	_____ @ \$173.76/each	= \$ _____
(25% discount on vehicles 6-10, 50% discount on vehicles 11 and over)		
Coin-operated amusement, music, or skill machine decals	_____ @ \$12.50/each	= \$ _____
TOTAL:		\$ _____

License Business (Contractor Vehicles): Write the number of vehicles associated with the company that will be on construction job sites on the line to the left. Multiply this number by the rate shown (\$0.25) to determine the total cost due. Put this number on the corresponding line to the right. (Rates are subject to change. Refer to the current renewal form for accurate rates.)

Taxis, Shuttles, Limos; Registered *inside* Richland County: Write the number of taxis, shuttles, and limos the company owns that are registered in Richland County on the line to the left.

- The table below shows the cost of each decal depending on the number of vehicles:

# of Vehicles	Discount	Cost per Decal
1-5	0%	\$115.84
6-10	25%	\$86.88
11 +	50%	\$57.92

- Determine the number of vehicles in each group, multiply the number of vehicles in each group by the decal cost for those vehicles, add those costs together, and place the total on the line to the right.
- Rates are subject to change. Refer to the current renewal form for accurate rates.

Taxis, Shuttles, Limos; Registered *outside* Richland County: Write the number of taxis, shuttles, and limos the company owns that are registered outside Richland County on the line to the left.

- The table below shows the cost of each decal depending on the number of vehicles:

# of Vehicles	Discount	Cost per Decal
1-5	0%	\$173.76
6-10	25%	\$130.32
11 +	50%	\$86.88

- Determine the number of vehicles in each group, multiply the number of vehicles in each group by the decal cost for those vehicles, add those costs together, and place the total on the line to the right.
- Rates are subject to change. Refer to the current renewal form for accurate rates.

Coin operated machines – Amusement, Music, or Skill: Write the number of amusement, music or skill machines on the line to the left. Multiply the number of machines by \$12.50 to calculate the total amount due. Write this number on the line to the right.

Examples of amusement, music or skill machines include, but not limited to:

- Pool Tables
- Skeeball
- Juke Boxes
- Foosball
- Pinball
- Rides
- Video/Arcade Games
- Crane-type Machines
- Batting Cages

Total: Add the total of all the amounts in the right column and write this number on the line for “Total”. Then also write this number on Line 6 of Page 1 of the renewal form.

Section 5: New Businesses

Section 5: New Businesses Opened During 2024 (first license with Richland County)

Renewal information for new businesses that opened last year was sent by email.

Instructions for the first renewal process is sent to all new businesses by email. The information below outlines the process.

Step 1: Access the BSC – First Time Renewal online form. (Link is sent to new businesses by email)

Step 2: Complete the online form.

- Required fields are marked with an *.
- Business-Location # can be found on the 2024 business license or below under business information.
- Review the allowed/not allowed deductions lists before entering deductions. IRS deductions/business expenses are NOT qualifying business license deductions.
- Owner and Applicant may or may not be the same person. The next steps will be sent to the applicant email address.

Step 3: Click the Submit button.

- Any errors will be highlighted in yellow. These must be corrected before submitting.
- You will be redirected to the BSC homepage if the form was submitted correctly.
- A confirmation email will be sent from OnBase@rcgov.us

Next Steps:

- After our office receives your completed form, we will process the information and calculate the business license tax due.
- We will send an email with the amount due and instructions for submitting payment to the Applicant email address. (Please allow up to 10 business days to receive this email. We will get this email to you as soon as we can.) Please note that this email will be sent from OnBase@rcgov.us. If you don't see it in your inbox, be sure to check your junk or spam folder.

Section 6: Closed Businesses

Section 6: Closed Business Information

If the business has closed, complete the information below and return this form to our office.

NOTE: All delinquent taxes must still be paid.

REASON FOR CLOSING: Shut Down Sold Moved out of Richland County's unincorporated areas

Date Closed: _____

If the business was sold, please complete the section below:

New Owner's Name: _____ Sale Date: _____

New Owner's Phone Number: _____ Email: _____

New Owner's Mailing Address: _____

Applicant Signature: _____ Title: _____

- This section is for businesses no longer located in or doing business in the non-city areas of Richland County.
- Any delinquent taxes and fees due at the time of closing still need to be paid. Failure to pay any delinquencies will result in further enforcement efforts.
- Be sure to notify the State DOR Registration Dept. at 803-896-1350 if your business has ceased operations to avoid receiving further assessments and tax bills.
- A final Business Personal Property Tax bill will be sent to you next year, as these taxes are paid in arrears. This bill is required to be paid.

The Closing Form can be found [HERE](#)

Section 7: Requirements and Certifications

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/ 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, 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 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.