



Checklist for Businesses Mailing Paper Business License Renewal Applications

Avoid delays! Avoid penalties! Complete the checklist below before submitting your business license renewal application form.

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1. Verify the accuracy of the business' Physical Location near the top of Page 1.
2. Indicate on the renewal form if: your mailing or physical address has changed or your business has closed.
3. Enter the appropriate gross revenue on Line 1.
4. Check your calculations online at www.richlandcountysc.gov/bsc and click "Online Calculations." (Businesses renewing for the first time should use the online "New Business Instructions and Calculations.")
5. Include payment for a Peddlers License (applications are online) if your business sells goods or solicits for business in public places. This includes mobile food trucks, fireworks stands, flea markets, on private property other than the business' own property, or selling door-to-door.

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6. Complete Section 2 for New Businesses if your business opened last year. Use the online "New Business Instructions and Calculations" form.
7. If your organization is a 501(c), include a copy of your most recent IRS Form 990. All gross Unrelated Business Income is subject to a business license fee.
8. If claiming Deductions in Section 3, use the Deductions Worksheet and the new Deductions Checklist.

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9. Section 5 – If your business is a Richland County (not city) construction contractor and conducted work outside of Richland County, use the Section 5 Worksheet.

**RICHLAND COUNTY GOVERNMENT
COMMUNITY PLANNING & DEVELOPMENT
BUSINESS SERVICE CENTER**

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10. Decals: Decals are required if your business is in **construction** or (*optional*) if your business also **conducts business outside** of the business' main office.
11. Decals: Decals are required if your business' primary activity is **transporting people** (as with non-emergency transport, taxis, shuttles, limos, etc).
12. Decals: Decals are required if your business has any **coin-operated machines** for amusement, skill, or music machines (examples: video games, pool tables, jukeboxes, crane or claw machines, etc.)

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13. Verify the accuracy of your business' **activity description**.
14. Provide an updated list of **owners or principals**.
15. Confirm the business has had **no change of ownership, location, or activity**.
16. Confirm all the **business' contractors** of any kind have a business license if needed.
17. Verify the business has **paid all necessary taxes** (Business Personal Property Taxes, Hospitality Taxes, Local Accommodations Taxes, previous business licenses, landfill fees, and Hazardous Materials Permits).
 - If any of these taxes are unpaid, you can still pay for your business license to avoid penalties, but the business license will not be issued until the taxes are paid in full.
18. Be sure to **mark the correct checkbox** on Items # 6, 7, and 8.
19. Be sure to **carefully read Item #9**.
20. **Fully complete the business information section** at the bottom.
21. **Sign and legibly print** your name and date the renewal form at the bottom.

With Your Application

22. Enclose a copy of the business' **Business Personal Property Tax receipt** (except for new businesses and businesses located outside of Richland County.)
23. Enclose a **check for the proper amount**.
24. Write your **business license and driver's license numbers** on your check.
25. Return an **original** renewal form – no reproductions or copies.