

# DOING BUSINESS IN RICHLAND COUNTY

## Renewing Your Business License

- **Business licenses expire on December 31<sup>st</sup>.** Licenses cannot be renewed before this date.
- **The deadline to renew without penalties is March 15.** The County mails renewal applications in mid-January. If the application is not received, businesses are still subject to the deadline.

### **To renew online:**

- **Most businesses may renew online at [www.rcgov.us/bsc](http://www.rcgov.us/bsc)** and click on “Online Renewal Form.” The business license number and Federal ID or Social Security # will be needed. Currently, only Visa and Mastercard are accepted. A fee will be charged, but a \$10 discount is currently offered.
- **Most businesses may also calculate their fee online without paying online.** On the BSC website at [www.rcgov.us/bsc](http://www.rcgov.us/bsc), click on “Online Renewal Form,” complete the form, then print the form.
- **Certain types of businesses are not able to pay or calculate their fees online, including:**
  - businesses opening for the first time (or operating under new ownership),
  - businesses obtaining or renewing its *first* business license,
  - businesses reopening after being closed, or
  - businesses with a change of ownership, location, or business activity in the last year.

### **To renew by mail:**

- Step 1:** Complete the renewal form, making sure to (a) verify all provided information, (b) provide all requested information, and (c) complete and sign the last page.
- Step 2:** Verify your calculations online at the website above, or review the online Instructions.
- Step 3:** Verify all applicable requirements have been met before returning the renewal application.
- Step 4:** Return one renewal form for each location with your check, payable to Richland County, as soon as possible after December 31<sup>st</sup> to avoid the rush and avoid penalties.
- Step 5:** Please allow several weeks for processing during this busiest time of year.

Fees for new businesses renewing for the first time will be adjusted to reflect actual gross revenue.

**Have questions? Find answers.** (1) Visit the website above and click “Renewal Form Instructions.” (2) E-mail [bsc@rcgov.us](mailto:bsc@rcgov.us). (3) Call the office at 803-576-2287.