

Application for Business License



For Calendar Year 20 ____ or Per Job License

New businesses inside City limits should obtain Zoning and Building Code approval before applying for a license. Please refer to the instructions on the next page for more information. Application processing may take up to 72 hours.

Business Information	
Business Name:	Federal Tax I.D. Number:
Mailing Address:	Physical Address of Business:
Do you store hazardous materials? <input type="checkbox"/> Yes <input type="checkbox"/> No Chemicals stored:	Phone Number(s):
Contract Price or Estimate of Gross Receipts through December 31st: \$	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. New businesses should list their projected gross revenue from the business start date through December 31st.
If professional practice, number of physicians or attorneys in firm:	Type of Business:
<input type="checkbox"/> Zoning & Building Compliance Form attached - or - <input type="checkbox"/> Location of business not inside City limits	Email Address:
Type of Ownership: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Non-Profit <input type="checkbox"/> Partnership <input type="checkbox"/> LLC	State License or Registration Number & Expiration Date:
Per Job License (Contractors/ Engineers/ Architects) Address of Job Site in City Limits:	

Owner or Corporate Officer Information	
Owner Name:	Owner Name:
Owner Address:	Owner Address:
Phone Number:	Phone Number:
* Driver's License Number and State: <input type="checkbox"/> Attach a color copy of photo ID	* Driver's License Number and State: <input type="checkbox"/> Attach a color copy of photo ID
* Date of Birth:	* Date of Birth:
* Social Security Number:	* Social Security Number:
* Needed only if business operates as a sole proprietorship or does not have a federal tax ID number.	

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, or estimated for a new business, without any unauthorized deductions; and
- 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

FOR OFFICE USE ONLY		
Date: _____	Approved By: _____	License Fee: _____
Method of payment: Cash () Check () Credit Card ()		
NAICS # _____	Class _____	Account # _____ BL # _____

General Information

Where to apply for a license:

New businesses with physical location inside City limits:

Planning & Development Dept.
Open for Business Program
155 Johnston Street, Room 300
P.O. Box 11706
Rock Hill, SC 29731
Ph. (803) 329-5590
Fax (803) 329-7228

All other businesses and renewals:

Finance Dept.
Customer Services
155 Johnston Street, Room 285
P.O. Box 11706
Rock Hill, SC 29731
Ph. (803) 329-7042
Fax (803) 329-7051

Application Process and Forms of Payment Accepted

Please allow up to 72 hours for processing. Licenses can be applied for by mail, email or in person. You can use the Fee Calculator online to determine your license fee at <http://busilic.cityofrockhill.com/BusinessLicense.aspx>. The City accepts Visa, Mastercard, American Express, Cash, or Check made payable to the City of Rock Hill.

New businesses with a physical location inside the City limits should obtain zoning and building compliance approval from the Planning and Development Department first. The Open for Business Program in the Planning Dept. assists new businesses with a location inside the City in obtaining the required inspections, getting a business license and setting up a utility account.

If applying electronically, please email the completed application to businesslicense@cityofrockhill.com. An invoice will be sent to you once the application has been processed. You may then pay online by Visa, Mastercard, American Express or your PayPal account at <https://invoicecloud.com/rockhillsc>.

Business licenses expire December 31st each year. Renewal business licenses must be paid in full on or before April 30th to avoid a 5% late fee per month after the due date. For more information, visit www.cityofrockhill.com, Finance Department, Business License. New businesses and renewals submitted on time are eligible for a 10% discount.

Businesses buying gold, silver or platinum from the general public must obtain a **Precious Metals Permit**. This would include jewelry stores, pawnshops, and others. SC Code of Laws for precious metals dealers - <http://www.scstatehouse.gov/code/t40c054.php>. This requires a background check from the Rock Hill Police Department before the business license can be issued. Their phone number is 803-329-7200.

Business Taxes

Businesses selling prepared meals, foods and beverages located inside the City limits are required to pay a local **2% Hospitality Tax**. Hospitality Tax Reporting Form - <http://www.cityofrockhill.com/home/showdocument?id=4290>.

Businesses providing accommodations are required to pay a local **3% Accommodations Tax**. This would include hotels, motels, bed and breakfasts and others. Accommodations Tax Reporting Form - <http://www.cityofrockhill.com/home/showdocument?id=4289>. The SC Dept. of Revenue also requires an Accommodations Tax. For more information visit www.scbos.sc.gov.

Application Instructions

Business Information

Business Name - Please list the name of your business. If you will not have a business name and wish to put the license in your personal name, please list your name here. The business name should match the name as reported on the South Carolina income tax return. A license for a bar (NAICS 722410) must be issued in the name of the individual who has been issued a state ABC license and will have actual control and management of the business.

Federal Tax ID # - Please list the Federal Tax ID number assigned to your business from the IRS. If you do not have a Federal Tax ID number, you must list your social security number in the Owner Information section. Please note, when using a social security number, a color copy of your photo identification must accompany this application.

Mailing Address - Please list the address where you wish to receive mail for your business.

Physical Address of Business - Please list the physical address of your business here.

Do you store hazardous materials? – Please check Yes if you store any hazardous materials or chemicals at this location. Attach a list of chemicals if more space is needed.

Phone Number(s) – Please list any phone numbers for your business or yourself so that we may contact you.

Contract Price or Estimate of Gross Receipts through December 31 - If your license is for one job within the City limits, list the contract price here. If you will conduct business inside the City limits on an ongoing basis, list your gross receipts here. You may be required to submit copies of portions of state and federal income tax returns reflecting gross income figures or a copy of your contract or estimate of the work. New businesses should list their projected gross revenue from the business start date through December 31st.

If professional practice, number of physicians or attorneys in firm – Please list the number of professionals in the firm at this location.

Type of Business – Please describe the type of business you will operate at this location and list your NAICS code. To find your NAICS code, contact business license staff, use our rate class index under Chapter 11 at https://www.municode.com/library/sc/rock_hill/codes/code_of_ordinances?nodeId=MUCO_APXAFESC or visit www.naics.com.

Zoning and Building Compliance Form – New businesses or businesses changing locations inside the city limits of Rock Hill are required to obtain zoning and building code approval from the Planning & Development Department before a business license can be issued. Please see the Planning & Development Dept. on the third floor of City Hall or contact them at (803) 329-5590 for more information. If your business location is outside of the City limits, please check “Location not inside City limits”.

Email Address - Please list your business email address or your email address here so we may contact you if needed.

Type of Ownership - Please check the type of ownership for your business. For more information about the different types of corporations, visit the SC Secretary of State website at www.sos.sc.gov.

State License or Registration Number and Expiration Date - If you have a SC state license through the SC Dept. of Labor, Licensing, and Regulation (SCLLR), please list your information here. This would apply to contractors, cosmetologists and other professions. Visit www.llr.state.sc.us for more information.

Address of Job Site in City Limits - If you are obtaining a license because you are working at a job site within the City limits, please list the address of the job site.

Owner or Corporate Officer Information

Owner Address - Please list the address of the owner(s) of the business. If more space is needed, please attach another sheet.

Driver’s License Number/ State - If your business operates as a sole proprietorship, list your driver’s license number and the state it is issued in. Attach a color copy of your photo identification with the application. This is required for your protection to ensure someone other than yourself does not obtain a business license using your information.

Date of Birth - If your business operates as a sole proprietorship list your date of birth here.

Social Security Number - If your business operates as a sole proprietorship list your social security number here. A social security number is also required if you do not have a Federal Tax ID number.

Phone Number(s) - Please list any phone numbers so that we may contact you if needed.