

Renewal License Due  
Upon Receipt. Penalties  
will apply after April 30.

**HORRY COUNTY BUSINESS LICENSE DEPARTMENT**  
Post Office Box 1275, Conway, South Carolina 29528  
Telephone (843) 915-5620 Fax (843) 915-6220

ID # \_\_\_\_\_  
Keyed by \_\_\_\_\_

[www.horrycounty.org](http://www.horrycounty.org)

**RENEWAL APPLICATION FOR LICENSE YEAR \_\_\_\_\_**

**License will be mailed after approval of renewal.**

**PLEASE – VERIFY ALL PREPRINTED INFORMATION. Make Applicable Changes PRINT ONLY.**

License Owner / Agent:

Corporation  Single Owner  Co-Partnership  LLC

Corporation Name:

Location of Business: \_\_\_\_\_

Resident Business  Non-Resident Business   
(Outside Horry County)

Type of Business: \_\_\_\_\_

Location Phone # \_\_\_\_\_

SS # \_\_\_\_\_ SS # \_\_\_\_\_

Federal ID # \_\_\_\_\_

S C Contractors License # \_\_\_\_\_

S C State Retail License # \_\_\_\_\_

**If SIC Code is 1500-1799 refer to back.**

**BUSINESS LICENSE FEE CALCULATION:**

SIC Class Code: \_\_\_\_\_ SIC Description: \_\_\_\_\_ Rate Class: \_\_\_\_\_

**GROSS INCOME Sales/Receipts for the Calendar or Fiscal Year \_\_\_\_\_ as Reported to IRS + \$ \_\_\_\_\_ (a)**  
(If not in business for 12 months, estimate income for current license year based on 12 months)

**MINUS: Income that is reported to another city/county where a license is obtained - \$ \_\_\_\_\_ (b)**

**GROSS INCOME for License Fee Computation. \_\_\_\_\_ Estimated \_\_\_\_\_ Actual = \$ \_\_\_\_\_ (c)**  
(Round up to next thousand)

If line C is \$250,000 or less, do steps 1, and 8 ONLY. Otherwise, do each step in order until level of gross income is reached.

Step 1	The First \$250,000 from line C is covered by the Base Fee	\$ 250,000.00	Base Fee = \$ _____ (1)
Step 2	Amount from line C <b>between</b> \$250,000 and \$1 million	\$ _____ ÷ 1000 = _____ x	= \$ _____ (2)
Step 3	Amount from line C <b>between</b> \$1 million and \$2 million	\$ _____ ÷ 1000 = _____ x	= \$ _____ (3)
Step 4	Amount from line C <b>between</b> \$2 million and \$3 million	\$ _____ ÷ 1000 = _____ x	= \$ _____ (4)
Step 5	Amount from line C <b>between</b> \$3 million and \$4 million	\$ _____ ÷ 1000 = _____ x	= \$ _____ (5)
Step 6	Amount from line C <b>between</b> \$4 million and \$5 million	\$ _____ ÷ 1000 = _____ x	= \$ _____ (6)
Step 7	Amount from line C <b>over</b> \$5 million	\$ _____ ÷ 1000 = _____ x	= \$ _____ (7)
Step 8	<b>TOTAL (add Steps 1 through 7)</b>	<b>SUB TOTAL LICENSE FEE</b>	<b>\$ _____ (8)</b>

**AMUSEMENT MACHINES:**

**Business where machines are located:** Gross Receipts \$ \_\_\_\_\_ First \$250,000 = \$50.00 **Fee Due:** \_\_\_\_\_  
**Owner of Machine (only):** Number of Machines \_\_\_\_\_ x \$12.50 = \$ \_\_\_\_\_ PLUS \$12.50 = **Fee Due:** \_\_\_\_\_

**BILLIARD / POOL TABLES (OWNER OF TABLE ONLY)**

Gross Receipts \$ \_\_\_\_\_ First \$250,000 = \$100.00 + # of Tables \_\_\_\_\_ @ \$5.00 EA = **Fee Due** \$ \_\_\_\_\_

**Penalty Rates**

- May 1 – 31 = 5%
- June 1 – 30 = 10%
- July 1 – 31 = 15%
- Aug. 1 – 31 = 20%
- Sept. 1 - 30 = 25%
- Oct. 1 – 31 = 30% plus \$100.00

**Mail Form along  
with check or money  
order to the above  
address.**

New Owners / Corp. must complete a new application when owner / Corp. changes. **DO NOT** use old owners renewal application.

**RECAP OF FEES DUE**

- A. License Fee Due (from Step 8) \$ \_\_\_\_\_
- B. Amusement Machines (Fee Due) \$ \_\_\_\_\_
- C. Billiard Tables (Fee Due) \$ \_\_\_\_\_
- D. **Plus penalty (see rates)** \$ \_\_\_\_\_
- E. **Reinstatement Fee (after Sept. 30.)** \$ \_\_\_\_\_
- Total License Fee Due** \$ \_\_\_\_\_

**Make check payable to: Horry County Business License Dept.**

I certify under oath that the information given in this license application is true, that the gross income is accurately reported, or estimated for a new business, without any unauthorized deductions, and that all assessments, fees, licenses, property taxes, and any other charges due and payable to the County have been paid. I have obtained County permits and am in compliance with all regulatory codes of Horry County. I understand the County ordinance provides for penalty and license revocation for making false or fraudulent statements on this application.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

**SEE BACK OF RENEWAL FOR IMPORTANT INFORMATION**

## **IMPORTANT INFORMATION**

*Renewals can be mailed to the address listed at the top of the application.*

**Only Renewal Applications** can be taken to any of the Horry County Treasurer's Offices:

1201 21<sup>st</sup> Ave. N.  
Myrtle Beach, SC

9630 Scipio Lane  
Surfside Beach, SC

107 Hwy 57 N.  
Little River, SC

- ❖ **“SIC Code 1500 TO 1799”** If you have an SIC code 1500 -1799, you must **report on all work** done that has not been reported to another city or county for a business license. Even if you are not required to have a permit.
  
- ❖ **“Gross Income”** (to report on line “a”) pertains to *all* revenue received (or accrued) for a full calendar year and as is reported to the IRS based upon the previous year return **prior to any deductions** or expenses such as cost of goods sold, overhead, etc.
  
- ❖ All **New businesses** are required to have a business license prior to operation in Horry County. Each must estimate their probable **“Gross Income”** (for line “a”) beginning from the start date of the business until April 30<sup>th</sup>. For the second year of operation, the business must again estimate the probable “Gross Income” (line “a”) to cover a full year (12 months) of activity. **All additional income over the estimated gross income as filed must be reported, and the additional fees paid, prior to the expiration of the license year for which the estimate was given or penalties will apply.**
  
- ❖ **“Exempt Income”** (line “b”) pertains only to revenue that is generated in another county or municipality of which a business license was obtained and the revenue amount was reported. All remaining income (regardless of where it is generated) is reported to Horry County, as per your physical business location address, and is subject to the business license fees.
  
- ❖ **“Change of Address”** A change in address must be reported in writing to Horry County within ten (10) days after the business has moved to a new location. The current license will be valid at the new address until a new license can be issued, provided it is in compliance with the county zoning and building codes. The tax map number of the property (new location of the business) is required. Failure to obtain approval of the county shall invalidate the license.
  
- ❖ **“Business Closed”** Please return by fax or mail a copy of the application with your signature and the closed date with a memo written across the application that your business is closed. Our fax number is 843-915-6220. The mailing address is:  
PO Box 1275 Conway, SC 29528.