



HORRY COUNTY BUSINESS LICENSE DEPARTMENT

Post Office Box 1275, Conway, South Carolina 29528
Telephone (843) 915-5620 Fax (843) 915-6220

APPLICATION FOR ANNUAL BUSINESS LICENSE
Business License Will Be Issued/Mailed Subject To Approval

www.horrycounty.org

ID# _____

Keyed By: _____

SIC / Rate: _____ / _____

FOR OFFICE USE

DBA NAME OF BUSINESS:	<input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Single Owner <input type="checkbox"/> Co-Partnership
MAILING ADDRESS (include state, city and zip code): _____	BUSINESS PHONE #: CELL #: FAX #:
PHYSICAL ADDRESS OF BUSINESS (include state, city and zip code): _____	TYPE OF BUSINESS:
FEDERAL ID#: S.C. RETAIL LIC. #:	<input type="checkbox"/> RESIDENT BUSINESS <input type="checkbox"/> NON-RESIDENT BUSINESS (OUTSIDE OF HORRY COUNTY) Email address: _____
OWNER NAME (For Corps. List a Contact person): LAST, FIRST MIDDLE INITIAL	SOCIAL SECURITY #:
OWNER NAME: (For Corps. List a Contact person): LAST, FIRST MIDDLE INITIAL	SOCIAL SECURITY #:
DID YOU TAKE OVER AN EXISTING BUSINESS? <input type="checkbox"/> YES <input type="checkbox"/> NO	NAME OF PREVIOUS OWNER AND BUSINESS NAME:

IS BUSINESS LOCATED IN CITY LIMITS: YES NO

IF YES, WHICH ONE? _____

START DATE OF BUSINESS IN HORRY COUNTY: _____

CORPORATION NAME: _____

TAX MAP # WHERE BUSINESS IS LOCATED: _____

OPERATED FROM HOME? YES NO

CONTRACTORS MUST COMPLETE THIS SECTION

SC STATE CONTRACTOR LIC #: _____

REPORTED GROSS INCOME ESTIMATED THRU APRIL 30

REPORTED GROSS INCOME PER JOB (NON-RESIDENTS ONLY)

JOB SITE ADDRESS:

PYROTECHNIC (FIREWORKS) LICENSE #: _____

BINGO HALLS- SC STATE LICENSE #: _____

HOSPITALITY ACCOUNT #: _____

FEE CALCULATION

(a) GROSS INCOME (sales/receipts): \$ _____
(SEE BACK)

(b) MINUS: EXEMPT INCOME: \$ _____
(SEE BACK)

(c) TOTAL GROSS \$ _____

CALCULATED LICENSE FEE \$ _____

AMUSEMENT /BILLIARD-POOL TABLE FEE \$ _____

TOTAL OF LICENSE FEES \$ _____

PENALTY \$ _____
(5% FOR EACH MONTH LATE MAX 30%)

TOTAL LICENSE FEE DUE \$ _____

- PAYMENT MUST ACCOMPANY APPLICATION -

AMUSEMENT MACHINES Coin Operated (SEE BACK FOR FEES)

OWNER OF MACHINES YES NO # OF MACHINES _____

BUSINESS WHERE MACHINES ARE LOCATED YES NO

GROSS INCOME _____ FEE DUE \$ _____

OWNER OF BILLIARDS OR POOL TABLES (SEE BACK FOR FEES)

NUMBER OF TABLES _____

GROSS INCOME _____ FEE DUE \$ _____

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

HORRY COUNTY BUSINESS LICENSE - ORDINANCE # 88-99 (as Amended)

IMPORTANT INFORMATION

An Horry County Business License is required of every person engaged or intending to engage in any calling, business, occupation or profession within the **unincorporated areas (outside the city limits)** of Horry County and is required to pay the required annual license fee. The business license year will be from **May 1st to April 30th**. The required license fee shall be paid on each business type in accordance with the U S Office of Management and Budget Standard Industrial Classification Code (SIC) assigned by the County and the applicable rate class as specified by the Horry County Business License Ordinance # 88-99 (as amended) before the **First Day of May** in each year. A separate application / license shall be required for each place of business **and** for each classification type of business conducted at one place. New businesses shall be required to have a business license prior to operation in the County. Please **mail** your completed business license. If your business is located in the unincorporated area of Horry County you must first go to the Zoning Department before you apply for a license. Upon approval your business license will be mailed back to you. The Horry County Business License shall be displayed on the original form provided Horry County in a conspicuous place in the business establishment at the location address shown on the license. A transient or nonresident shall carry the license upon his person or in vehicle used in the business readily available for inspection by an authorized agent of the County.

“Gross Income” All revenue received or accrued before any deductions or expenses are taken out (such as cost of goods sold, overhead, etc.). New businesses estimate from start date until April 30th. First year renewals (second year license) estimate gross for a whole year of activity. All additional income over the estimated grosses must be reported, and the additional fee paid, prior to the expiration of license or late 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.

Non-Resident Rates Nonresident and itinerants having no fixed principle place of business within the County are subject to all minimum fees and rates applicable multiplied by 150 percent.

Denial of License A license may be denied to an applicant when the application is incomplete, contains a misrepresentation, has a false or misleading statement, contains evasion or suppression of a material fact, or when the activity for which a license is sought is unlawful or constitutes a public nuisance. Businesses will be notified in written form of license denials with reasons stated. For questions regarding denials, contact the department that is listed beside the stated reason on the back of your denial letter. If denial is not resolved within 30 days from date of notice a \$100.00 reapplication fee will be due.

Change of Address A change in address must be reported to the County within ten (10) days after the business is moved to a new location and the license will be valid at the new address upon written notification of the County and compliance with 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 Sold / Transfer of Ownership New owner has 30 days to transfer a license from date of purchase. A \$50.00 transfer fee is required along with a completed application with new owners information. Transfer can be made **ONLY** if old owner has a current Horry County Business License.

New Business New businesses (**home based or commercial**) are required to have a business license prior to operation in the County. If the business is located in the unincorporated areas of County (outside the city limits) they must go to the Zoning Dept. for a zoning compliance before applying for a business license. Zoning compliance must be submitted along with the application. If application is not received prior to state date of business, a 5% monthly penalty will apply.

Amusement Machines (Coin Operated) **Owner of Machine:** \$12.50 per machine, **PLUS** \$12.50 flat fee (not calculated on gross income). **Business where machines are located:** First 250,000.00 of gross income is \$50.00 **PLUS** \$1.00 per each additional \$1,000.00 (or fraction) over the \$250,000.00. Non-Resident rates apply.

Billiard or Pool Rooms. (all Types) **Owner of Tables Only:** \$5.00 per table **PLUS** \$100.00 for the first \$250,000.00 of gross income and \$1.00 per each additional \$1,000.00 (or fraction) over the \$250,000.00. Non-Resident rates apply.

Bingo (State license required) First 250,000.00 of gross income is \$100.00 **PLUS** \$1.00 per each additional \$1,000.00 (or fraction) over the \$250,000.00. Non-Resident rates apply.

Expiration Date License expires April 30 and must be renewed before May 1 to avoid late penalty. If not renewed by Sept. 30, a 30% penalty plus \$100.00 reapplication fee will apply.

Carnivals and Circuses First \$250,000.00 of gross income is \$100.00 **PLUS** \$1.00 for each additional \$1000.00 (or fraction over \$250,000)

Business Closed Business closure statement can be found on our web site at www.horrycounty.org under Business License Department. Please note, if your business:

- 1) Has Federal ID # or FEIN, and
- 2) Files tax returns under that number, and
- 3) Is located and/or operating in the unincorporated area of Horry County

Then the business is required to keep a current Horry County business license.