



Business License Application

P.O. Box 2004 Cayce, SC 29171

803-796-9020

For Calendar Year 2017

NAICS	
Classification	
Processed by	

<input type="checkbox"/> New Business <input type="checkbox"/> Contractor <input type="checkbox"/> Name Change <input type="checkbox"/> Location Change <input type="checkbox"/> Renewal <input type="checkbox"/> Update Previous Name: _____ Previous Location: _____
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Business Information

Business Name:	State License or Registration Number & Expiration Date:
Preferred Mailing Address:	Physical Address of Business:
Type of Business:	Phone Number(s):
Number of Employees:	Local Contact Name:
Email Address:	Local Contact Phone Number:
(Out of Town Businesses) Address of Job Site in City Limits:	Federal Tax I.D. Number / Social Security Number:

Owner or Corporate Officer Information

Owner Name:	Owner Name:
Owner Address:	Owner Address:
Phone Number:	Phone Number:

Computation of Fee

Contract Price or Estimate of Gross Receipts. <u>Gross MUST be rounded up to next thousand.</u>	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. Out of City Contractors should use the contract price for which the job they are pulling the license. For Gross Income over \$5,000,000 please contact the business license office for information on the declining rate.
Base Tax for first \$2,000 =	First \$2,000 deducted from total Gross Receipts. Apply base rate for appropriate rate class.
/ X =	Remaining Gross Receipts divided by 1,000 then multiplied by the appropriate rate per thousand in corresponding rate class.
Business License Fee =	This number is calculated by adding the base tax and the per thousand amount.
Penalty % X =	Penalty is calculated by determining the appropriate percentage (5% per month after April 15) and multiplying it by the business license fee.
Contractor Decals X \$2.00 =	Multiply the number of Contractor Decals by \$2.00
Amuse. Machine X \$12.50 =	Multiply the number of Amusement Machine Decals by \$12.50
Pool Table X \$12.50 =	Multiply the number of Pool Table Decals by \$12.50
Total Fee Due =	Calculate this number by adding the Business License fee and any applicable penalties or decal fees.

I (We) do hereby certify under oath:

- the above information given in this license application is true and correct;
- the gross income is accurately reported, without any unauthorized deductions;
- assessments and personal property taxes on business property due and payable to the City have been paid.

I understand 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

In order to insure proper credit to your account, you must **return this application with your license fee.**
Please verify all information listed and make necessary corrections where needed.

Business License Information

Every person engaged or intending to engage in any calling, business, occupation or profession listed in the rate classification index portion of this article, in whole or in part, within the limits of the City of Cayce, South Carolina, is required to pay an annual license and obtain a business license as herein provided.

The fee is based on a specific class code. Your business type determines your NAICS code, which indicates your specific business license. A list of NAICS codes is found at <https://www.census.gov/eos/www/naics/>. The information for business licenses is available on our website, <http://www.cityofcayce-sc.gov/business.asp> under the Business License section. The Business License year for the City of Cayce is January 1 – December 31.

In order to obtain a business license, all Contractors are required to submit a copy of their South Carolina Department of Labor Licensing and Regulation card.

When and new business license is applied for, the gross is based on the estimated gross income you anticipate in the City of Cayce for the remaining months in our business license year.

All business licenses renew January 1, regardless of when it was first purchased for the In-City or Out-of-City business that pay annual license fees. In-City businesses receive a grace period up to April 15 to renew. A 5 percent penalty per month is enforced, if paid after April 15. Out-of-City businesses and contractors are required to obtain or renew their license prior to starting any job after January 1.

When licenses renew January 1, if you have not been in business for a full year, the total gross is calculated by counting the money collected during the portion of the year the business was open and estimating that number for 12 months.

The next year, your gross is the actual total gross in the City of Cayce based on the previous calendar year as reported on your tax return (Jan. – Dec.).

If your business had \$0 income for the previous year, you are required to renew (at least) for the base fee **OR** terminate your business license.

If you have closed your business or moved, you are responsible for informing the City of Cayce. If you wish to terminate your business license with the City of Cayce, you will need to provide the City with a signed and dated written request.

Renewals are mailed before end of each calendar year. You are responsible for renewing your license, whether or not you have received a renewal application form.

For your convenience, this application may be returned by mail or in person. Please note the rate classification printed on your Business License application. The classification rates are as follows:

In-City Rates		
Class	Income: \$0-\$2,000 Minimum	Rate for gross receipts over \$2,000
1	\$ 20.00	\$1.15 per thousand
2	\$ 25.00	\$1.20 per thousand
3	\$ 30.00	\$1.25 per thousand
4	\$ 35.00	\$1.30 per thousand
5	\$ 40.00	\$1.35 per thousand
6	\$ 45.00	\$1.40 per thousand
7	\$ 50.00	\$1.45 per thousand
8	See individual Business in Class 8 (Contractors) Use Class 3	

Out-of-City Rates		
Class	Income: \$0 -\$2,000 Minimum	Rate for gross receipts over \$2,000
1	\$ 40.00	\$2.30 per thousand
2	\$ 50.00	\$2.40 per thousand
3	\$ 60.00	\$2.50 per thousand
4	\$ 70.00	\$2.60 per thousand
5	\$ 80.00	\$2.70 per thousand
6	\$ 90.00	\$2.80 per thousand
7	\$ 100.00	\$2.90 per thousand
8	See individual Business in Class 8 (Contractors) Use Class 3	

Please call for Class 8 rates or for declining rates over \$5,000,000 gross receipts.