



## Application for License to Engage in Business or Profession 2022-2023

New \_\_\_\_\_  
 Job \_\_\_\_\_  
 Renewal \_\_\_\_\_

**Expires April 30, 2023**

### Business Information

Please complete any missing fields below.

Business Name:	Business Location:
Business Type	Business NAICS Code/Class
Business Owner:	Driver's License Number:
Federal Id Number:	State Id Number:
Driver's License Number:	Social Security Number:
Business Phone:	Email Address:
Contact Name:	Contact Phone:
Contact Address:	Gross Receipts <span style="float: right;">License Amount:</span>
	**Field H- See Worksheet below to Calculate Amount**

### Rate Calculation

Select the rates to include from the Tables on Page 3 based upon the location of your business and complete the calculations below.

<b>Gross Receipts</b> (Income in the City of Orangeburg from 1/1/2021-12/31/2021)	\$ _____ (A)
<b>Base Rate for Income \$0-\$2,000</b> = Rate from table below for applicable class	\$ _____ (B)
<b>Rate for \$2,000-\$5,000,000</b> = Gross Receipts x Rate from table below for applicable class x .001	\$ _____ (C)
<b>Rate for \$5,000,000-\$10,000,000</b> = Gross Receipts x Rate from table below for applicable class x .001 x .80	\$ _____ (D)
<b>Rate for \$10,000,000-\$50,000,000</b> = Gross Receipts x Rate from table below for applicable class x .001 x .60	\$ _____ (E)
<b>Rate for Over \$50,000,000</b> = 0	\$ _____ (F)
<b>Penalty Amount</b> = 5% per month starting 5/1.	\$ _____ (G)
<b>Total (B + C + D + E + F + G = H)</b>	<b>** \$ _____ (H)</b>

## **Other Information**

Please check any that are applicable.

<input type="checkbox"/> Yes <input type="checkbox"/> No	Buying an existing construction business? <i>If yes, purchased business' name:</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Business leasing space to another business?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Mail business license renewals to mailing address listed in the business information section on the previous page? <i>If not, corporate address:</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Change of use to building?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Erecting a new sign?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Home occupation?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Independent contractors (Form 1099)? <i>If yes, names:</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Leasing property? <i>If yes, landlord name and address:</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Restrictive covenants? If yes, provide copy.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you sell food or beverages that are prepared and/or consumed on your premises?

## **Applicant Certification**

1. I hereby certify that all information provided is true and correct to the best of my knowledge and that the gross revenue is accurately reported or estimated for a new business without any unauthorized deduction.
2. I certify that assessments, delinquencies, and personal property taxes due to the jurisdiction are fully paid.
3. I understand that providing false or fraudulent information may result in penalties, business license revocation and/or prosecution to the fullest extent possible.
4. I am aware of and understand the jurisdiction's requirements and codes, and the issuance of a business license is contingent upon strict and consistent compliance with all the jurisdiction's requirements.
5. I understand that failure to comply with these requirements may result in business license revocation as well as other compliance or legal efforts.
6. I also understand and authorize the jurisdiction and its agents to utilize all information on this application to ensure that all other federal, state and local laws are complied with.

Applicant printed name:

Signature:

Title:

Date:

## **For Office Use Only**

<b>Approved?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>In City</b> <input type="checkbox"/> Yes <b>Out City</b> <input type="checkbox"/> Yes	<b>Business license #:</b>
<b>Business class:</b>		<b>NAICS Code:</b>
<b>Amount due Fee: \$</b>	<b>Date paid:</b>	<b>Staff initials:</b>

## License Instructions

- For the business information section please populate all fields listed. Any incomplete data could result in a delay in processing your application.
- Reference the Business License Fee Grid below to calculate the amount of license due. Ensure that any applicable penalties are included in the calculation as needed.

In-City Rates		
Rate Class	Income 0-\$2,000	Rate per thousand over \$2,000
1	\$40.00	\$1.00
2	\$45.00	\$1.05
3	\$50.00	\$1.10
4	\$55.00	\$1.15
5	\$60.00	\$1.20
6	\$65.00	\$1.25
7	\$70.00	\$1.30
8.1	\$55.00	\$.75
8.4	\$40.00	\$1.00
8.6	\$75.00	
8.51	\$12.50 plus \$12.50 per Machine	
8.52	\$180 plus \$12.50 per machine	
8.6	\$5 or \$12/table plus \$40	\$1.00
9.41/2	\$75 annual or \$25 seasonal	\$0.00
9.5	\$250.00	\$5.00
9.8	\$100.00	\$0.40

Non-Resident Rates		
Rate Class	Income 0-\$2,000	Rate per thousand over \$2,000
1	\$80.00	\$2.00
2	\$90.00	\$2.10
3	\$100.00	\$2.20
4	\$110.00	\$2.30
5	\$120.00	\$2.40
6	\$130.00	\$2.50
7	\$140.00	\$2.60
8.1	\$110.00	\$1.50
8.4	\$80.00	\$2.00
8.6	\$150.00	
8.81	\$12.50 plus \$12.50 per Machine	
8.52	\$180 plus \$12.50 per machine	
8.6	\$5 or \$12/table plus \$40	\$1.00
9.41/2	\$75 annual or \$25 seasonal	\$0.00
9.5	\$250.00	\$5.00
9.8	\$100.00	\$0.40

**Declining Rates-** Declining Rates apply in all classes for Gross Income more than \$1 million dollars unless otherwise specifically provided for in the Business License Program, as shown in the table below.

Gross Income	Percentage of Rate	Gross Income	Percentage of Rate
\$2,000 - \$5 million	Percentage-100%	\$10 million - \$50 million	Percentage-60%
\$5 million - \$10 million	Percentage-80%	Over \$50 million	Percentage-0%

- Under the other information section, populate a response to each question and comments as applicable.
- Review the applicant certification and if in agreement with each item, sign and date in the designated space.
- Return the completed application and license fee to the following address:

City of Orangeburg  
PO Box 1183  
Orangeburg, SC 29116-1183

- Each business should have a separate application. A blank application can be accessed at [www.orangeburg.sc.us/business-licenses](http://www.orangeburg.sc.us/business-licenses) or by contacting our office via phone at (803) 539-3750 or via email at [buslic@orangeburg.sc.us](mailto:buslic@orangeburg.sc.us).
- Late applications are subject to a 5% penalty per month based upon date of receipt in our office.