



Office Use Only:		License #	
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Business License Application – Non-Resident Contractors

- New & Renewal Businesses License Must Be Applied For Prior To Beginning Work in The City
- Business Licenses Expire December 31st Each Year.

1. Application Type: New Renewal Ownership Change Location Change Out of Business (closing date) _____

2. Job Site Location & Gross Contract Amount: _____ 3. Project Start Date: _____

4. City Business Category: _____ 5. FEIN or S.S. Number (Required): _____

6. DBA Name: _____ 7. Ownership Type: Corp Indiv. Partnership LLC LLP

8. Corporate Name: _____ 9. Phone: _____

10. Billing Address, Suite # City, State Zip: _____ 11. Number of Employees: _____

12. Email of Responsible Person for Business License: _____

13. Business Activity or NAICS Code (Required): _____ 14. State LLR License #: _____ Exp. Date: _____

15. Minority Status: Aleut East Indian Asian Eskimo African American Hispanic Caucasian Female Native American

16. Credit Card (optional): Visa MasterCard Discover Am Ex Card # _____ CV _____ Exp. Date: _____

17. Computation of Fees:

Non-Resident Contractors: Additional license fees are due as contract/job amount increases

A. New Business:

1. Total gross contract/job amount. (Inside City Only)
2. Calculate and enter fee based on Line A.1.

B. Renewal Business:

1. Total gross contract/job amounts. (Inside City Only)
2. Calculate and enter fee based on B.1.

C. Penalties due for late filing:

D. Total Fees:

Gross Contract			License Fee	
A.1.			A.2.	
B.1.			B.2.	
Penalties		%	C.	
Form Entry Date:			D.	

Fees subject to verification

To calculate license fees, go to revenue.greenville.gov.

18. **NOTICE Required:** Contractors shall furnish the City the name, address, and contract amount of each subcontractor and material suppliers having any part whatsoever to do with all jobs within the City. Please attach listing with your application specifying job site with all subcontractors and material suppliers.

BY SIGNING THIS LEGAL AND BINDING DOCUMENT YOU AGREE TO ALL TERMS AND REQUIRMENTS INCLUDED.

19. Name of owners and/or officers and titles _____

This is to certify that the above is a true statement of the business done or transacted at or through the above location. The report corresponds with the books and records of the business and with the report of same filed, or to be filed, for the corresponding period with the S.C. Department of Revenue or Insurance commissioner and with the Collector of Internal Revenue of the United States and that the exact amount returned as TOTAL GROSS REVENUES from this business or profession as reported herein are true and correct and that I am familiar with the City ordinance providing for penalties and revocation of this license for making false or fraudulent statements in this applications. The books of this business are available for inspection by authorized agents of the City. The issuance of a business license is condition upon strict compliance with the ordinance of the City of Greenville and failure to so comply may result in revocation in addition to other remedies.

Name of Preparer (Print) _____ Phone Number: _____

Applicant Name (Print) _____ Applicant Signature: _____ Date: _____

***Application cannot be emailed.

Always check our website for the latest version of this application.

Business License – Revenue Div. 206 S Main St 4th Floor
P.O. Box 2207 Greenville, SC 29602

INSTRUCTIONS FOR FILING A NON-RESIDENT CONTRACTOR BUSINESS LICENSE APPLICATION

PERSON REQUIRED TO FILE AN APPLICATION:

- Every person engaged in, or intending to engage in, any business, in whole or in part, in the City of Greenville (except the professions of public-school teachers and ministers of the gospel), shall file with the City Business License Office an application, under oath, for a license to engage in such business.
- For further information and additional applications, please call the City Business License Office at (864) 467-4505

RENEWAL INFORMATION:

- Please verify and correct, as necessary, all pre-printed information shown. Complete all other blank items, in full, to avoid delays in processing.
- **If you are no longer in business, please indicate in writing and return this application.**

DUE DATES, PENALTIES:

- **All Non-Resident Contractor new or renewal** applications, with payment in full, must be filed prior to beginning operation in the City each year.
- **Non-Resident Contractor Adjustments** are required each time a new contract/job is obtained. It is the responsibility of the Contractor to pay on each job as the year progresses. **Failure to report all contracts prior to December 31st each year will result in a 50 % penalty on any unreported amounts.**

COMPLETION OF THE APPLICATION:

- Please **complete in full**. Do not leave any items blank.
- Print clearly or type all information.
- This application will **not** be processed unless all requested information is provided.

A **Non-Resident Contractor** must report all the gross contracts/jobs derived from within the City limits for current year.

New Non-Resident Contractor's Penalties

10 % if not filed prior to beginning work in the City.
10% additional for each month thereafter, until paid.
Maximum annual penalty 50%

Renewal Non-Resident Contractor's Penalties

10% if not filed prior to beginning first job in the City.
10% additional for each month thereafter, until paid.
Maximum annual penalty 50%

This penalty is a percentage of, and is added to, the license tax. The penalty is dependent on when the application is filed.

Any new or renewing business that fails to purchase the license after formal notification shall be subject to a Uniform Summons.

Note:

- All appropriate required state licensing is required prior to obtaining a City Business License.
- The City Business License Ordinance requires that a contractor submit a list with all subcontractors and suppliers on the job site, which is to include the name, address, and contract amount of each subcontractor and building material supplier. All subcontractors are subject to a City business license.