



Office Use Only:		License #	
Entered By:		PIN #	
C/O Number:		Control #	
		Business License Classification Rate #	

Business License Application Contractor

Note: All Debit/Credit Card Payment's will be charged a 2.65% Service Fee.

Online calculator: revenue.greenvillesc.gov

- **New Businesses** must obtain a business license prior to beginning operation.
- **Business Licenses Expire April 30th Each Year.**
- **RENEWAL BUSINESS LICENSES** Must Be Paid in Full by **the Last day of April** to avoid penalties.
- **All appropriate state licensing is required prior to obtaining a City business license.**

1. Application Type: <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Ownership Change <input type="checkbox"/> Location Change <input type="checkbox"/> Out of Business (Closing date)	
2. Inside City of Greenville give Physical Address: (If not located in the city put N/A)	3. In City Business Open date:
4. NAICS Code & Business Description (Required): https://www.naics.com/search/	
5. Business Name: (Doing Business As)	6. FEIN or S.S Number (Required)
7. Corporate Name:	8. Ownership Type: <input type="checkbox"/> Corp <input type="checkbox"/> Indiv. <input type="checkbox"/> LLC <input type="checkbox"/> LLP <input type="checkbox"/> Partn
9. Business Mailing address, Suite, City, State, Zip:	10. Bus. Phone:
11. Email of Responsible Contact:	12. Number of Employees:
13. Name of owners and/or officers and titles:	
14. Minority Status: (Optional) <input type="checkbox"/> Aleut <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Eskimo <input type="checkbox"/> African American M/F <input type="checkbox"/> Native American <input type="checkbox"/> Caucasian Female <input type="checkbox"/> East Indian	
15. State LLR License #:	16. Expiration date:

2023 - Resident Contractor Select appropriate status:

17. Calculation of Tax - Resident Contractor Select appropriate status:		Gross	License Tax
A.	<input type="checkbox"/> New Resident <input type="checkbox"/> Renewal Resident New – Give an estimate of gross receipts for the balance of the year Inside & Outside	Inside City Gross: \$	\$
	Renewal - Give total gross receipts from last calendar year(2022) Inside & Outside	Outside City Gross: \$	
B.	Resident Businesses Only Allowable Ordinance Deductions (Licenses Paid to other Municipalities) Satisfactory proof of the deduction must be attached to application to be allowed	\$ -	
C.	Resident Businesses Only Total (adjusted) Gross Receipts (A Outside Gross minus B.)	Adjusted Outside City Gross: \$	\$
		Sub-Total License Tax	\$
D.	Penalties due for late filing, if applicable	Penalties %	\$ +
E.	Resident Business ONLY 2% Discount for early filing by 3/31. Fee cannot go below base fee of license due.	2% Early Discount	\$ -
F.	License Tax Due (Ways to calculate – Online calculator: revenue.greenvillesc.gov or use the provided manual worksheet located on reverse side with instructions). Make checks payable to City of Greenville	Total Tax Due	\$

Credit Card (Optional) <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> Amex	
Credit Card # (Optional):	Exp. Date: CV Code
By signing this form, I acknowledge that I will be charged a 2.65% Service Fee in addition to my total license tax	
Each general or prime contractor shall file with the license official a list of sub-contractors furnishing labor and/or materials with their contract. This is to include business name, scope of work, contact name, email address, phone number, address, and contract amount for each project.	
The applicant shall certify under oath that the information given in the application is true, that the gross income is accurately reported (or estimated for a new business) without any unauthorized deductions, and that all assessments, personal property taxes on business property, and other monies due and payable to the Municipality have been paid. The license official or other authorized agent of the City of Greenville is empowered to inspect, examine, and audit books and records. It shall be unlawful for any such person to fail or refuse to make available the necessary books and records.	
Applicant/Preparer Name (Print first and last name)	Phone Number:
Applicant/Preparer Signature:	Date:
Applicant/Preparer Email (REQUIRED):	

***Application cannot be emailed.

You can mail, fax or drop off

***Fax: 864-467-5715

***Phone 864-467-4505 For Assistance

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

Make checks payable to City of Greenville

Rev 1 2023

Business License – Revenue Div. 206 S Main St

P.O. Box 2207 Greenville, SC 29602

Please go to calculator to assist you in calculating your tax fee. revenue.greenville.gov

Example: How to calculate only. Rate Class 8.10 & 8.15 Resident Contractor Inside City Gross of \$27,500,000 and Outside City Gross of \$12,540,000

RESIDENT CONTRACTOR Inside City Gross EXAMPLE: HOW TO CALCULATE LICENSE TAX FEES					
Gross within Tier	Gross tier of business	Divided by \$1,000	Dollar rate per \$1,000	Declining steps %	Total Fee per Tier
\$2,000	\$2,000	Base Fee			\$60.00
\$9,998,000	\$9,998,000	\$1,000	1.40	100%	\$13,997.20
\$15,000,000	\$15,000,000	\$1,000	1.40	75%	\$15,750.00
\$75,000,000	\$2,500,000	\$1,000	1.40	50%	\$1,750.00
\$100,000,000	\$0.00	\$1,000	1.40	25%	
INSIDE Total Tax Fee:					\$31,557.20

RESIDENT CONTRACTOR Outside City Gross					
Gross within Tier	Gross tier of business	Divided by \$1,000	Dollar rate per \$1,000	Declining steps %	Total Fee per Tier
\$1 - \$10,000,000	\$10,000,000	\$1,000	.30	100%	\$3,000.00
\$15,000,000	\$2,540,000	\$1,000	.30	75%	\$571.50
\$75,000,000	\$0.00	\$1,000	.30	50%	
\$100,000,000	\$0.00	\$1,000	.30	25%	
OUTSIDE Total Tax Fee:					\$3,571.50
TOTAL Including inside & outside fee:					\$35,128.70

Example: How to calculate only. Rate Class 8.16 Non-Resident Contractor with \$27,500,000 Gross.

NON-RESIDENT CONTRACTOR EXAMPLE: HOW TO CALCULATE LICENSE TAX FEES					
Gross within Tier	Gross tier of business	Divided by \$1,000	Dollar rate per \$1,000	Declining steps %	Total Fee per Tier
\$2,000	\$2,000	Base Fee			\$120.00
\$9,998,000	\$9,998,000	\$1,000	2.80	100%	\$27,994.40
\$15,000,000	\$15,000,000	\$1,000	2.80	75%	\$31,500.00
\$75,000,000	\$2,500,000	\$1,000	2.80	50%	\$3,500.00
\$100,000,000	\$0.00	\$1,000	2.80	25%	\$0.00
Total Tax Fee:					\$63,114.40

RATES PER CLASSIFICATION					DECLINING RATE TIERS			
Rate Class	Resident Base Fee	Resident Rate Per Thousand	Non-Resident Base Fee	Non-Resident Rate Per \$1,000	Declining Step Range		Amount Between Gross	
Class 8.10	\$60.00	\$1.40	-	-	Resident (Inside City Rate)	\$0	\$2,000	\$2,000 Tiers
Class 8.15	-	\$0.30	-	-	Resident (Outside City Rate)	\$2,001	\$10,000,000	\$9,998,000
Class 8.16	-	-	\$120.00	\$2.80	Non-Resident	\$10,000,001	\$25,000,000	\$15,000,000
						\$25,000,001	\$100,000,000	\$75,000,000
						\$100,000,001	\$200,000,000	\$100,000,000

PENALTY TIERS			
NEW BUSINESS OR NON RESIDENT CONTRACTOR PENALTIES		RESIDENT CONTRACTOR RENEWAL BUSINESS PENALTIES	
10%	First month without Business License	10%	If filed or postmarked on May 1st
20%	Second Month without Business License	20%	If filed or postmarked on June 1st
30%	Third Month without Business License	30%	If filed or postmarked on July 1st
40%	Fourth Month without Business License	40%	If filed or postmarked on August 1st
50%	Fifth Month without Business License	50%	If filed or postmarked on September 1st
Maximum Annual Penalty Caps at 50%		Maximum Annual Penalty Caps at 50%	
All penalties are a percentage of, and added to, the license tax Businesses that fail to purchase the license after formal notification shall be subject to a Uniform Summons.			

Reminders

- Please complete business license application in full.
- Allowable Ordinance Deductions: Deductions from your gross revenues are allowed if you are a resident business that a business license has been paid to another municipality. The deduction is limited to the gross revenues that were reported on that license. Satisfactory proof of this deduction must be attached to this application before the deduction will be allowed. A business may deduct sales, use, or excise taxes if these amounts are included in the total gross revenues amount reported.
- If you are no longer in business, please indicate in writing and return this application.