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CITY OF ORANGEBURG

PO Box 1183
Orangeburg, SC 29116

Business Name

State SC

APPLICATION FOR LICENSE

TO ENGAGE IN BUSINESS OR PROFESSION

2015 - 2016

OFFICE USE ONLY

LICENSE# _____

I.D.# _____

RESIDENT: _____ DATE ISSUED: _____

APPROVED BY: _____

CHECK ONE:

NEW BUSINESS ☐ OWNERSHIP CHANGE ☐ ADDITIONAL ☐

RENEWAL ☐ LOCATION CHANGE ☐

CLOSE OUT ☐ JOB COMPLETION ☒

CHECK ONE:

INDIVIDUAL ◯ PARTNERSHIP ◯ CORPORATION ◯

BUSINESS LOCATION

NAME OF OWNER/MANAGER

BUSINESS DESCRIPTION

CODE

FEDERAL ID #

STATE ID #

DRIVERS LICENSE #

SOCIAL SECURITY #

BUSINESS PHONE #

FAX #

MOBILE #

EMERGENGY CONTACT

EMERGENCY CONTACT PHONE

EMERGENCY CONTACT MOBILE

EMERGENCY CONTACT ADDRESS

PREVIOUS OWNER

PLEASE MAKE ANY NECESSARY CHANGES TO THE ABOVE INFORMATION

(Out of City Contractors Only, Job Completions)
License Fee Based On Job Cost
On The First $10,000.....$100
Each Additional $1,000 is $2.00 Per Thousand

Gross Revenue/Contract Amount: _____

License Fee Due: _____

SEC 7-2.18
*** $100 fine imposed if found working without business license.**

Building Inspection Signature / Code

THIS IS TO CERTIFY THAT THE AMOUNT REPORTED AS TOTAL GROSS FOR THE BUSINESS TRANSACTED AT OR THROUGH THE ABOVE LOCATION(S) FOR THE CALENDAR YEAR ENDING DECEMBER 31, OR THE LAST COMPLETE FISCAL YEAR IS TRUE AND CORRECT, AND THAT THIS REPORT CORRESPONDS WITH THE AMOUNT THAT WAS REPORTED TO THE S.C. TAX COMMISION AND THE INTERNAL REVENUE SERVICE. I HAVE MADE NO DEDUCTION FOR DROP SHIPMENTS, SALES TO GOVERNMENTAL AGENCIES, DELIVERIES OUT OF TOWN, OR OTHERWISE AND THAT I AM FAMILIAR WITH THE CITY ORDINANCE PROVIDING FOR PENALTIES AND REVOCATION OF THIS LICENSE FOR MAKING FALSE STATEMENTS IN THE APPLICATION. I DO HEREBY CERTIFY THAT ALL PROPERTY TAXES AND OTHER FEES HAVE BEEN PAID WHICH ARE DUE AND PAYABLE TO THE CITY OF ORANGEBURG.

MAKE A SEPARATE APPLICATION FOR EACH BUSINESS LOCATION. PLEASE VERIFY ALL INFORMATION LISTED, OR COMPLETE THIS APPLICATION. LATE PAYMENTS ARE SUBJECT TO PENALTY OF 10% PER MONTH PLUS A $20.00 COLLECTORS FEE.

I UNDERSTAND THAT ISSUANCE OF A CITY BUSINESS LICENSE DOES NOT RELIEVE ME OF MEETING ALL CITY ZONING AND BUILDING CODE REQUIREMENTS. AND THAT I AM SUBJECT TO ALL PROVISIONS OF THE BUSINESS LICENSE ORDINANCE OF THE CITY OF ORANGEBURG. THE IRS HAS A RULING THAT A COPY OF YOUR FEDERAL INCOME TAX RETURN MAY BE REQUIRED TO BE ATTACHED TO YOUR BUSINESS LICENSE APPLICATION IF A REQUEST HAS BEEN MADE FOR AUDIT PURPOSES.

X

INDIVIDUAL'S SIGNATURE (SEAL)

PLEASE RETURN THIS APPLICATION AND LICENSE FEE TO:
CITY OF ORANGEBURG - P.O. BOX 1183 - ORANGEBURG, SC 29116-1183
PHONE: (803) 539-3750 / WEB: http://www.orangeburg.sc.us

CITY BUSINESS LICENSE AND MISCELLANEOUS BUSINESS REGULATIONS
ALL LICENSES EXPIRE ON MARCH 31 EACH YEAR

When Due and Payable License taxes for each year shall be due and payable no later than the fifth day of May each year, except in cases where a person shall begin a new business enterprise, when such license on same shall be due and payable on the day such business is begun. When a business dissolves it shall be liable for the tax on the gross receipts until the date of closing. It is the owner's responsibility to close out this license within thirty days (30) of the businesses closing date. (Ord. No 2012-8)

New Business New businesses, which shall apply for a license on or after April first, shall be computed on the estimated probable gross income stated in the license application for the balance of the calendar year. If new business should be dissolved before the end of the first year, it shall be liable for the tax on the gross business done up to the date of closing. The business license tax for the second year shall be calculated on the basis of gross business done in the first calendar year. (Ord. No 2012-8) All new business license applicants must provide proof of identification.

Unlawful to Engage in Business Without Payment of Tax No person shall be engaged in, or carry on any business, trade or profession, either in whole or in part, within the corporate limits of the City without having paid a license tax as herein provided. (Ord. No 2012-8)

Separate License Required for Each Place of Business A separate license shall be required for each place of business and every class of business for which a license tax is required. Where two (2) or more kinds of business are conducted in the same place, it shall be the duty of the licensee to keep accurate account of the affairs of each kind of business and to satisfactorily separate the affairs of each so that a proper amount of tax imposed and payable on each type of business may be readily ascertained, otherwise the maximum rate applicable to any type of business being operated shall apply to the whole. (Ord. No 2012-8)

Inspection and Audits For the purpose of enforcing the provisions of this ordinance the City Treasurer or other authorized agent of the City is empowered to enter upon the premises of any person subject to this ordinance to make inspection, examine and/or audit the books and records, and it shall be unlawful for any person to fail or refuse to make available the necessary books and records. In the event that the audit or inspection reveals that false information has been filed by the licensee, the cost of the audit shall be added to the correct license fee and late penalties in addition to other penalties provided herein. Each day of failure to pay the proper license fee shall constitute a separate offense. The City Treasurer shall make systematic inspections of the businesses within the City to ensure compliance with the ordinance. Records of inspections and audits shall not be deemed to be public record and shall not be released by the City.

Penalty Charge for Late Payments (a) A penalty of ten percent (10%) per month will be added to all business licenses of any person having been in business during the past fiscal year and failing to obtain a license before May fifth of each year. In addition to the penalty charged, a collector's fee of twenty dollars ($20.00) shall be paid by each business failing to pay on or before the prescribed date or by each business doing business without a license. Nothing herein contained shall be valorem tax on property as provided for by ordinance and the payment of any particular tax herein after mentioned shall not relieve the person or corporation paying the same from liability for any other tax specifically imposed for any other business.

(b) If any tax due hereunder shall remain unpaid after the due date, the City Treasurer shall forthwith issue his execution under seal of the City in the usual form for the collection of taxes, and he shall immediately proceed to collect the tax, together with any penalties and costs due therein, by distress and sale of the defaulter's property in the same manner that is now provided by the law for the collections of other taxes. Penalty rates can change as adopted by City Council.

Penalties for Engaging in Business Without a License Any person or persons, for themselves, or as officers of a firm or corporation, exercising or carrying on any trade, business or profession, or operating any establishment for which a license is required by this chapter, without first having registered as herein provided, shall be liable to a fine or imprisonment for not more than thirty (30) days. Penalty rates can change as adopted by City Council. $100 if found working without license.

Display and Transfer All persons shall display the license issued to them on the original form provided by the City Treasurer in a conspicuous place in the business establishment at the address shown on the license. A change of address must be reported to the City Treasurer before removal of the business to a new location and the license will be valid at the address upon notification of the City Treasurer and compliance with zoning and building codes. Failure to obtain approval of the City Treasurer for a change of address shall invalidate the license and subject the licensee to prosecution for doing business without a license. A business license shall not be transferable and a transfer of ownership shall be considered a termination of the old business and the establishment of a new business requiring a new business license, based on the old business income.

Licenses to be Issued Subject to Rules and Restrictions and Regulations of the City All licenses shall be subject to all legal rules, restrictions and regulations in force at the time they are issued or may hereafter be adopted by the City Council.

Notices The City Treasurer may, but shall not be required to serve or mail written notices that license fees are due, but shall publish a notice of the due date in the newspaper of general circulation within the City three times during the month of April in each year.

Revocation and Suspension The City Council may revoke any license issued to any person whenever in its judgement to the public welfare makes it necessary.

Solicitation All door-to-door salespersons soliciting business in residential areas or from any private residences within the City, shall first register with the City Public Safety Department. For purposes of this section the term "solicitor" means a person who goes from door-to-door visiting multi~family or single family dwellings for the following purposes:

(a) To sell any goods, wares or merchandise or accept subscription or orders therefore;

(b) To accept or request donations for any charitable purpose.

(c) A license and permit will be required for solicitation.