| FOR OFFICE USE ONLY | |
|---|---|
| LIC.NO. | PROCESSED BY |
| CODE | DATE ISSUED |
| CLASSIFICATION | |

# CITY OF NEWBERRY

P. O. BOX 538 NEWBERRY, S.C. 29108
PHONE 803-321-1007 FAX 803-321-1009

**APPLICATION FOR BUSINESS AND PROFESSIONAL LICENSE**

**FOR THE LICENSE YEAR:**

PENALTIES ACCRUE AT 5% OF THE UNPAID FEE FOR EACH MONTH OR PORTION THEREOF AFTER APRIL 30

MAKE SEPARATE APPLICATION FOR EACH BUSINESS TO BE LICENSED AT EACH LOCATION
***** BUILDING, PLUMBING, ELECTRICAL, HVAC CONTRACTORS MUST INCLUDE COPY OF S.C. REGISTRATION/CERTIFICATION

BUSINESS NAME

MAILING ADDRESS:

**PAYMENT MUST ACCOMPANY APPLICATION**

1. BASIC LICENSE FEE _____
2. SCHEDULE RATE CHARGE _____
3. LICENSE FEE (1+2) _____
4. PLUS PENALTY _____% _____
5. DECAL FEE x _____ _____
   $5.00 Each Decal
   TOTAL LICENSE FEE (1 - 5) _____
   INVOICE NUMBER _____

ALL APPLICABLE BLANKS ON THIS APPLICATION MUST BE COMPLETED BEFORE A LICENSE WILL BE ISSUED

1. NAME OF BUSINESS _____
2. BUSINESS ADDRESS: STREET _____
   CITY _____ STATE _____ ZIP _____
3. PHONE NO._____ ☐ IN CITY ☐ OUT OF CITY
   EMAIL ADDRESS: _____
4. _____
   TYPE OF BUSINESS

8a. FOR CONSTRUCTION CONTRACTORS ONLY:
IS THIS A JOB LICENSE? YES ☐ NO ☐
JOB CONTRACT AMOUNT $

8b. FOR JOB LICENSE:
JOB LOCATION _____

CONTRACTED BY _____
SCLLR LICENSE #:

5. THIS APPLICATION IS FOR:
   CHANGE OF OWNERSHIP ☐ _____ PREVIOUS OWNER
   CHANGE IN LOCATION ☐ _____ PREVIOUS LOCATION
   NEW BUSINESS ☐ _____ STARTING DATE
   RENEWAL OF LICENSE ☐

9a. FOR RENEWAL:
TOTAL GROSS RECEIPTS FOR PRECEDING CALENDAR YEAR ENDING DECEMBER 31,_____
OR FOR LAST PRECEDING FISCAL YEAR PERIOD
FROM _____ TO _____:
GROSS RECEIPTS $

9b. FOR NEW BUSINESS OR CHANGE OF OWNERSHIP:
ESTIMATED GROSS RECEIPTS $_____

9c. ALLOWABLE ORDINANCE DEDUCTIONS
$_____ FOR _____

6. OWNERSHIP:
   PROPRIETORSHIP ☐
   PARTNERSHIP ☐
   CORPORATION ☐

7. NAME/ADDRESS OF OWNER:

10. SOC. SEC. NO. _____
    FED. IDENT. NO. _____
    S.C. SALES TAX NO.

11. NAME OF YOUR ACCOUNTANT

12. NUMBER OF COIN OPERATED MACHINES (TYPE BY LOCATION ITEMIZED ON ATTACHED SHEET):
VENDING _____ POKER _____ OTHER _____

FOR NEW BUSINESS, CHANGE OF OWNERSHIP, OR CHANGE OF LOCATION:

APPROVED ☐
DISAPPROVED: ☐ _____ PLAN./DEV. DEPARTMENT

APPROVED ☐
DISAPPROVED: ☐ _____ POLICE DEPARTMENT

APPROVED ☐
DISAPPROVED: ☐ _____ FIRE DEPARTMENT

through the above location and 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 U.S. Internal Revenue Service. The exact amount returned as TOTAL GROSS RECEIPTS from this business or profession as reported herein is true and correct. I am familiar with the City Ordinance providing for penalties and revocation of this license for making false or fraudulent statements in this application. The books of this business are available for inspection by authorized agents of the City. I (We) do hereby certify that all personal property taxes have been paid which are due and payable to the City of Newberry as of this date.

SIGNATURE AND TITLE OF PERSON MAKING OATH DATE

**PLEASE SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

The City of Newberry now has computer software in place to calculate each business license fee and assign an invoice number. To make the renewal process work smoothly, please call our telephone number (803-321-1007) with your gross receipts figure prior to mailing or hand-delivering your business license payment. If you have any questions, please contact the Finance Department at 803-321-1007. Businesslicense@cityofnewberry.com

FOR HOME OCCUPATION BUSINESSES ONLY (such as Avon sales, typing services, tutoring services, seamstress services):

By my signature on this application, I do hereby acknowledge that I have read, understood and will comply with the provisions concerning home occupations as found in the City of Newberry Zoning Ordinance. I further acknowledge that application for a City of Newberry Business License has been made pursuant to my expressed intent to comply with all provisions of the City of Newberry Zoning Ordinance.

City of Newberry
South • Carolina

RATE INFORMATION AVAILABLE AT

THE CITY OF NEWBERRY FINANCE DEPARTMENT

1330 COLLEGE STREET

NEWBERRY, SOUTH CAROLINA 29108

DURING NORMAL OFFICE HOURS

TELEPHONE 803-321-1007 * FAX 803-321-1009