



JOSEPH P. RILEY, JR.
MAYOR

City of Charleston
South Carolina

BARBARA W. VAUGHN
DIRECTOR
PUBLIC INFORMATION

For Release: December 31, 2015

CITY OF CHARLESTON LAUNCHES ON-LINE BUSINESS LICENSE RENEWAL SYSTEM

Charleston, SC. Effective Tuesday, January 5, 2016 the City of Charleston will launch a new online service that will provide Charleston business owners with a convenient way to renew their business licenses. Businesses with existing licenses will now have the ability to renew their licenses online directly through the City's Customer Access Portal at <http://charleston-sc.gov/cap>. The new online business license renewal system is a password-protected, secure system that can be accessed by businesses that receive a business license renewal notice in the mail. Notices will be mailed the first week of January 2016 and to avoid penalties renewal is required by January 31, 2016.

"This new online service has been a top priority for the City of Charleston. Our goal is to make it as easy and convenient as possible for people to conduct business with our City and this is just one of the many things we are working on to facilitate convenience for the Charleston business community," said Mayor Joseph P. Riley, Jr.

A City of Charleston business license is required for any organization or person that conducts business within the City, even if the business is physically located outside of city limits or the company or person has a business license from another city.

Most businesses with an existing license can renew online by creating an account which will be verified by City staff within 2 business days. Once accounts are confirmed users will go to <http://charleston-sc.gov/cap> and enter Gross Receipts from the previous Fiscal Year and Allowable Deductions to complete the renewal. The City accepts the following payment methods: MasterCard, Visa, American Express, and Discover. Once the transaction is complete please print and keep the payment receipt at the business establishment as proof of renewal. The business license certificate will arrive, by mail, within 10-14 days

You may also renew by mail or in person. Visit <http://charleston-sc.gov/renewal> for the renewal form complete and submit:

By Mail

Revenue Collections Business License
P.O. Box 22009
Charleston, SC 29413

In Person

Revenue Collection Office
2 George Street
Charleston, SC 29401

Please note to transition to the new software system the City of Charleston's Revenue Collections – Business License Office will be **closed on Monday, January 4th**. The office will reopen on Tuesday, January 5th at 8:30 AM.

FOR MORE INFO:

Barbara Vaughn, Director
Media Relations/Public Information
Phone: (843) 724-3746 Fax: (843) 724-3734
Email: vaughnb@charleston-sc.gov