



City of Charleston, South Carolina

BUSINESS LICENSE RENEWAL NOTICE

Business License Number:

Class:

Your City of Charleston Business License will expire on April 30th. You can quickly renew your business license online at our secure Customer Self Service (charleston-sc.gov/css). For renewals applied for through mail or in person, please complete the application below.

All items must be completed to avoid delay in processing application. Please submit payment with signed application.

PLEASE REFER TO ORDINANCE FOR INSTRUCTIONS	
A. Total Gross Receipts for calendar year ending December 31st or for last preceding fiscal year period. From _____ to _____	
B. ALLOWABLE ORDINANCE DEDUCTIONS (Itemize on a separate sheet and attach)	_____
C. SALES INCOME FOR LICENSE PURPOSE (SEE SECTION 17-17)	_____

License Fee: _____

Penalty %: _____

Total Due: _____

Amount Paid: _____

I (WE) DO HEREBY CERTIFY THAT THE INFORMATION GIVEN IN THIS APPLICATION IS TRUE, THAT THE GROSS INCOME IS ACCURATELY REPORTED OR ESTIMATED FOR NEW BUSINESS WITHOUT ANY UNAUTHORIZED DEDUCTION AND THAT ALL ASSESSMENTS AND PERSONAL PROPERTY TAXES DUE AND PAYABLE TO THE CITY HAVE BEEN PAID. I AGREE THAT ALL ORDINANCES RELATED TO BUILDING, ELECTRICAL, PLUMBING, FIRE AND ZONING CODES MUST BE COMPLIED WITH BEFORE THIS LICENSE CAN BE ISSUED AND FOR THE DURATION OF THE LICENSE.

SIGNATURE OF APPLICANT: _____ PRINT NAME: _____

DATE: _____ EMAIL: _____ PHONE NUMBER: _____

Complete and return the application to:
Revenue Collections Business License
P.O. Box 22009
Charleston, SC 29413-2009

Or Renew In Person:
Revenue Collections Division
2 George Street, Suite 1700
Charleston, SC 29401

For additional information please visit <http://charleston-sc.gov/renewal>, or if you have questions contact us at (843) 724-3711. If you changed your business location, then do not renew your current license. Licenses are specific to a location and are not transferable. You need to apply for a new license for your new address. If your business has closed, please contact our office.