



## **NON-RESIDENTIAL BUSINESS LICENSE REQUIREMENTS AND PENALTIES:**

Any business that is located within the City of Hardeeville (resident) OR out-of-city business (non-resident) who performs work within the city limits is required by the Business License Ordinance Section 11-2-15 through 11-2-45 to purchase a business license each year. The annual licenses are valid from January 1<sup>st</sup> thru December 31<sup>st</sup> of each year. Renewals are due by April 15<sup>th</sup> of each year to avoid penalties and collection procedures. Temporary one-time licenses are issued when appropriate and are valid only for the event or job for which they are issued. Violation of the License Ordinances carries a maximum fine of \$500 per day or 30 days in jail or both.

## **BUSINESS LICENSE APPLICATIONS MUST PRESENT THE FOLLOWING:**

- A. Completed Business License Application.
- B. Copy of (Current) S.C. State License if applicable (SC LLR 803-896-4696)
- C. If this is a One-time or Project License; you will need to provide documentation of all the income you will receive for the job. And a targeted completion date.(on application)

## **FOR MORE INFORMATION CONTACT:**

### **CITY OF HARDEEVILLE DEPARTMENTS:**

[www.cityofhardeeville.com](http://www.cityofhardeeville.com)

Business License Department 1-843-784-2231  
Business License Department Fax # 1-843-784-6384  
Building / Codes Inspection Department 1-843-784-2231  
Fire Department 1-843-784-3229

### **JASPER COUNTY DEPARTMENTS:**

Health Department (DHEC) 1-843-726-7792  
County Business License Office-Renty Kitty 1-843-726-7701  
Auditor Office (Business Tax) 1-843-726-7732

### **STATE OFFICES:**

ABC Licensing 1-803-734-0470 Columbia, South Carolina  
South Carolina State Labor, Licensing & Regulations (LLR) 1-803-896-4696 Columbia,  
South Carolina  
South Carolina Tax Commission (Charleston) 1-843-852-3600

City of Hardeeville  
205 East Main Street  
P.O. Box 609  
Hardeeville, SC 29927  
Office: 843-784-2231  
Fax: 843-784-6384



**You will need verification of Gross Income; Such as...  
Copy of Contract Price or copy of W2s from last year for established Businesses, or like businesses.**

### ***Non-Residential Business License Application***

Application Date: \_\_\_\_\_ **NEW**

Date Business Started: \_\_\_\_\_ **RENEWAL**

Name of Company: \_\_\_\_\_

Physical location of Company: \_\_\_\_\_  
Address City State Zip

Mailing Address: \_\_\_\_\_  
Address City State Zip

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Emergency/Cell Phone: \_\_\_\_\_

**Type of Business:**  
\_\_\_\_\_ **Single Proprietorship** \_\_\_\_\_ **Partnership** \_\_\_\_\_ **Incorporated** \_\_\_\_\_ **Corporation** \_\_\_\_\_ **LLC**

Federal Tax ID# \_\_\_\_\_ State Sales Tax # \_\_\_\_\_ SSN # \_\_\_\_\_

#### **CLASSIFICATION OF BUSINESS: (Check all that applies)**

\_\_\_\_\_ Retail Sales \_\_\_\_\_ Service (professional/personal) \_\_\_\_\_ Restaurant/Bar \_\_\_\_\_ Service/Repair  
(Construction trades)  
\_\_\_\_\_ Construction \_\_\_\_\_ Sexually Oriented \_\_\_\_\_ Hotel/Motel Other: \_\_\_\_\_

#### **CONSTRUCTION TRADES (List applicable SC State Licenses/Registration numbers)**

\_\_\_\_\_ SC Residential Home Builders Lic: # \_\_\_\_\_ SC General Contractor Lic.#

\_\_\_\_\_ S.C. Mechanical Lic. # \_\_\_\_\_ Work classification on license

\_\_\_\_\_ SC Residential Specialty Registration # \_\_\_\_\_ Work classification on registration

**\*\*Location of job AND Explain Product (s) to be sold and/or services to be provided (in detail):** \_\_\_\_\_

**\*\*\*Copy of DHEC Health Certificate required for all food preparation businesses\*\*\***

**\*You will need to provide a copy of the contract price for a One-Time License,\*  
\*\*If this is for a Renewal Business License (yearly) you will need to provide a copy of your last years' W2 to verify income.\*\***

#### **ESTIMATED GROSS RECEIPTS FOR A NEW BUSINESS: (Date of Application - December 31)**

\$ \_\_\_\_\_

**If the License being applied for is a One-Time Project license; (bought for a specified job)**

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Target completion date: \_\_\_\_\_

*\*Documents Attached to Application: (Check all that applies)*

- 1. Copy of Contract Price of job (if applicable) \_\_\_\_\_
- 2. Copy of W2's (if applicable) \_\_\_\_\_
- 3. Copy of State License (if applicable) \_\_\_\_\_

*I certify that all information given on this application is true and correct.*

*\* Sec. 11-23 It shall be unlawful for any person subject to the provisions of this article to make a false application for a business license, or to give or file, or direct the giving or filing, of any false information with respect to the license or fee required by this article.*

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<b>Signature</b>	<b>Print Name</b>	<b>Title</b>
<b>Date</b>		

Please review each page of this packet, complete all that applies to you and your business. After completion and all necessary documents are attached, return to Business License Department. After the information has been entered into the computer, an invoice will be printed and given, faxed, or mailed to you. The Business License will be issued when payment has been received.

**Thank You**

<b>Official Use Only:</b>			
___ New Business	___ Annual License	___ Owner/Address Change	___ Weekly License
Account Number _____	Classification _____	Rate Class _____	SIC _____
Initial Year License Fee _____	Subsequent Years: Base Fee _____		Per \$1,000 rate _____

All Contractors working in the City of Hardeeville must be licensed through the State of South Carolina. (See page 3 for numbers)



**Please return these 2 pages with your application, even if there are no subs to list.  
Do not forget to Sign page 2**

City Of Hardeeville  
Contractor and Sub Contractors  
State and City License Numbers

*(Building Contractor)*

**Contractor's Company Name:** \_\_\_\_\_

**Contractor's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **State Lic.** \_\_\_\_\_ **City Lic.** \_\_\_\_\_

**Contract/ Bid Amount** \_\_\_\_\_

*(Mechanical)*

**Contractor/Sub Company Name:** \_\_\_\_\_

**Contractor/Sub Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **State Lic.** \_\_\_\_\_ **City Lic.** \_\_\_\_\_

**Contract/ Bid Amount** \_\_\_\_\_

*(Plumbing)*

**Contractor/Sub Company Name:** \_\_\_\_\_

**Contractor/Sub Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **State Lic.** \_\_\_\_\_ **City Lic.** \_\_\_\_\_

**Contract/ Bid Amount** \_\_\_\_\_

*(Electrical)*

**Contractor/Sub Company Name:** \_\_\_\_\_

**Contractor/Sub Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **State Lic.** \_\_\_\_\_ **City Lic.** \_\_\_\_\_

**Contract/ Bid Amount** \_\_\_\_\_

*(Sprinkler)*

Contractor/Sub Company Name: \_\_\_\_\_

Contractor/Sub Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ State Lic. \_\_\_\_\_ City Lic. \_\_\_\_\_

Contract/ Bid Amount \_\_\_\_\_

*(Alarm)*

Contractor/Sub Company Name: \_\_\_\_\_

Contractor/Sub Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ State Lic. \_\_\_\_\_ City Lic. \_\_\_\_\_

Contract/ Bid Amount \_\_\_\_\_

*(Other)*

Contractor/Sub Company Name: \_\_\_\_\_

Contractor/Sub Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ State Lic. \_\_\_\_\_ City Lic. \_\_\_\_\_

Contract/ Bid Amount \_\_\_\_\_

*(Other)*

Contractor/Sub Company Name: \_\_\_\_\_

Contractor/Sub Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ State Lic. \_\_\_\_\_ City Lic. \_\_\_\_\_

Contract/ Bid Amount \_\_\_\_\_

**NOTE: Please remember to supply a current copy of the state license for each contractor and subs. List must be complete to purchase the permit. All subs must purchase a Business License to do work in Hardeeville, SC.**

*If you should have to change Sub Contractors, you **MUST** notify the Business License Office and Building Permit Office plus supply a copy of the appropriate Licenses required for said sub.*

**I have read the statement above, I have followed the guidelines of listing all my subs, I am responsible to notify the Building Official of any changes to the Contractor/Sub list and to provide the necessary documents. I understand that all subs have to purchase a Business License for their allotted work. Failure to follow said guidelines can result in penalties.**

Signature

(Print Name)

Date: