CITY OF WEST COLUMBIA
Business License Division - City Hall
PO Box 4044
West Columbia, SC 29171-4044

RETURN SERVICE REQUESTED

☐ NEW BUSINESS
☐ RENEWAL OF LICENSE
☐ CHANGE OF OWNERSHIP
☐ CHANGE IN LOCATION
PREVIOUS LOCATION: _____

☐ CITY EVENT
☐ OTHER SPECIAL EVENT
EVENT NAME: _____

(IF THIS IS A RENEWAL AND BUSINESS INFORMATION IS THE SAME, SKIP TO GROSS INCOME SECTION)

APPLICATION FOR BUSINESS OR PROFESSIONAL LICENSE THE LICENSE YEAR _____

MAKE A SEPARATE APPLICATION FOR EACH BUSINESS TO BE LICENSED AT EACH LOCATION. PLEASE SUBMIT PAYMENT WITH APPLICATION.

BUSINESS INFORMATION *(REQUIRED FOR NEW BUSINESSES AND CHANGES)*

BUSINESS NAME: _____ BUSINESS OWNER: _____

TYPE OF BUSINESS: _____ ORGANIZATION TYPE: ☐ SOLE PROPRIETOR ☐ LLC/LLP ☐ CORP. ☐ CHARITABLE ORG.

SOCIAL SECURITY NUMBER AND/OR FEDERAL EMPLOYER'S IDENTIFICATION NUMBER: _____ NAICS CODE: _____

EMAIL ADDRESS: _____ CLASS OF BUSINESS: _____

BUSINESS LOCATION: _____ BUSINESS PHONE NUMBER: _____

GROSS INCOME *(REQUIRED)*

IN-CITY (RESIDENT) FULL YEAR BUSINESS LICENSE (BUSINESS LOCATED WITHIN CITY LIMITS OF WEST COLUMBIA)	OR	OUT-OF-CITY (NON-RESIDENT) FULL YEAR BUSINESS LICENSE OR CONTRACTORS (BUSINESS LOCATED OUTSIDE THE CITY LIMITS OF WEST COLUMBIA)	
GROSS INCOME FROM PRECEDING CALENDAR YEAR: (OR ESTIMATE FOR NEW BUSINESS) $_____		TOTAL GROSS FROM PRECEDING CALENDAR YEAR: (ESTIMATE FOR NEW BUSINESS WITHIN CITY LIMITS) $_____	
ALLOWABLE DEDUCTIONS: (SEE BACK OF FORM) $_____		TOTAL CONTRACT AMOUNT (ROUND UP TO NEXT THOUSAND.) $_____	JOB SITE ADDRESS: _____ _____
TOTAL GROSS INCOME: (SEE BACK FOR TAX COMPUTATION) $_____			

APPLICANT INFORMATION *(REQUIRED)*

NAME OF APPLICANT AND TITLE: _____

AFTER HOURS EMERGENCY CONTACT NAME AND PHONE NUMBER: _____

MAILING ADDRESS: _____

ALL TAXES MUST BE PAID BEFORE LICENSE IS ISSUED. LICENSE IS VALID MAY 1ST - APRIL 30TH OF EACH YEAR.

I (WE) CERTIFY THE ABOVE INFORMATION IS TRUE AND CORRECT;
THAT THE GROSS INCOME IS ACCURATELY REPORTED WITHOUT ANY UNAUTHORIZED DEDUCTIONS;
ALL ASSESSMENTS AND PERSONAL PROPERTY TAXES ON BUSINESS PROPERTY DUE AND PAYABLE TO THE CITY HAVE BEEN PAID.

I UNDERSTAND THAT THIS LICENSE MAY BE DENIED, SUSPENDED, OR REVOKED, IN ADDITION TO OTHER PENALTIES, FOR MAKING FALSE OR FRAUDULENT STATEMENTS IN THIS APPLICATION. IT IS UNLAWFUL FOR ANY PERSON TO MAKE A FALSE APPLICATION FOR A BUSINESS LICENSE, OR TO GIVE OR FILE, OR DIRECT THE GIVING OR FILING OF ANY FALSE INFORMATION. FURTHER, I UNDERSTAND THAT THIS LICENSE MAY BE DENIED, SUSPENDED, OR REVOKED PURSUANT TO THE PROVISIONS OF THE WEST COLUMBIA CODE OF ORDINANCES TITLE 7, CHAPTER 1.

SIGNATURE OF APPLICANT: _____

PRINT NAME: _____ DATE: _____

QUESTIONS? CONTACT BUSINESS LICENSE OFFICIAL
803-791-1880 or BusinessLicense@westcolumbiasc.gov

RETURN TO:

CITY OF WEST COLUMBIA
Business License Division - City Hall
PO Box 4044
West Columbia, SC 29171-4044

FOR OFFICE USE ONLY

LICENSE NO.: _____	LICENSE TAX: _____
APPROVED BY: _____	PENALTY: _____
DATE ISSUED: _____	TOTAL: _____
ZONING APPROVED: ☐ YES ☐ NO	

AVAILABLE DEDUCTIONS FROM GROSS INCOME

LIST LOCATION OF WORK OUTSIDE WEST COLUMBIA ON WHICH TAX WAS PAID TO THE OTHER MUNICIPALITIES OR COUNTIES. GIVE GROSS FOR EACH LOCATION.

NAME OF MUNICIPALITY OR ENTITY	AMOUNT

If additional room is needed, please attach a listing with your application.

THE CITY OF WEST COLUMBIA BUSINESS LICENSE RENEWALS ARE DUE BY APRIL 30TH.

CITY'S RENEWAL PORTAL

MAIL IN: Remit payment and renewals to PO BOX 4044 • West Columbia, SC 29171-4044.
ONLINE: Utilize one of two portals for submitting renewals and paying online.

(Not available for all businesses.)

City's Renewal Portal: https://www.municipalonlinepayments.com/westcolumbiasc
State's Renewal Portal: https://www.localblrenewal.com

IN-PERSON: West Columbia City Hall • 200 N. 12th Street • West Columbia, SC 29169
PROGRAM INFORMATION: https://westcolumbiasc.gov/business-licensing

STATE'S RENEWAL PORTAL

DELINQUENT BY MAY 1ST. PENALTY FOR DELINQUENCY IN PAYING LICENSE TAX IS 5% PER MONTH OR FRACTION THEREOF UNTIL PAID.

RATES

IN-CITY (RESIDENT) RATES

Class	Income: 0-$2,000	All over $2,000 Rate per thousand or fraction thereof
1	$25.00	$0.85
2	30.00	1.05
3	35.00	1.25
4	40.00	1.45
5	45.00	1.65
6	50.00	1.85
7	55.00	2.05
8-9	See Individual business at Appendix A & B www.westcolumbiasc.gov	

OUT-OF-CITY (NON-RESIDENT) RATES

Class	Income: 0-$2,000	All over $2,000 Rate per thousand or fraction thereof
1	$50.00	$1.70
2	60.00	2.10
3	70.00	2.50
4	80.00	2.90
5	90.00	3.30
6	100.00	3.70
7	110.00	4.10
8-9	See Individual business at Appendix A & B www.westcolumbiasc.gov	

Declining rate applies in all Classes for gross income in excess of $1,000,000.

Amount (In Millions) Gross Income	Percent of Class Rate for each additional $1,000
$2,000 - $1,000,000	100%
$1,000,001 - $3,000,000	90
$3,000,001 - $5,000,000	80
$5,000,001 - $7,000,000	70
$7,000,001 - OVER	60

See below link for a license tax calculator. This tool shall be subject to final verification by the Business License Official.

THE CITY MAINTAINS A REGISTER OF ALL CHARITABLE ORGANIZATIONS OPERATING IN THE CITY AND HAS DETERMINED TO CHARGE A REGISTRATION AND ADMINISTRATION FEE OF $25.00 TO EACH CHARITABLE ORGANIZATION FOR THE COSTS OF REGULATING SUCH ENTITIES.

BUSINESS LICENSE CALCULATOR:
https://www.localblrenewal.com/City_of_West_Columbia/RenewalInformation

COMPUTATION OF TAX

TOTAL GROSS INCOME OR CONTRACT AMOUNT FROM FRONT PAGE. GROSS INCOME MUST BE ROUNDED UP THE NEXT THOUSAND. $_____	"GROSS INCOME" MEANS THE GROSS RECEIPTS OR GROSS REVENUE OF A BUSINESS, RECEIVED OR ACCRUED, FOR ONE CALENDAR YEAR, COLLECTED OR TO BE COLLECTED FROM BUSINESS DONE WITHIN THE CITY. OUT-OF-CITY CONTRACTORS SHOULD USE THE CONTRACT PRICE FOR THE JOB THEY ARE PULLING THE LICENSE FOR. GROSS INCOME OVER $1,000,000.00; SEE ABOVE DECLINING RATES AND LINK TO THE ONLINE BUSINESS LICENSE CALCULATOR.
BASE TAX FOR FIRST $2,000 = $_____	FIRST $2,000 DEDUCTED FROM TOTAL GROSS INCOME. APPLY BASE RATE FOR APPROPRIATE RATE CLASS.
X = $_____	REMAINING GROSS INCOME DIVIDED BY 1,000 THEN MULTIPLIED BY THE APPROPRIATE RATE PER THOUSAND IN CORRESPONDING RATE CLASS.
BUSINESS LICENSE TAX = $_____	THIS NUMBER IS CALCULATED BY ADDING THE BASE TAX AND THE PER THOUSAND AMOUNT.
PENALTY %X = $_____	PENALTY IS CALCULATED BY DETERMINING THE APPROPRIATE % (5% PER MONTH AFTER APRIL 30TH) AND MULTIPLYING IT BY THE BUSINESS LICENSE TAX.
TOTAL AMOUNT DUE = $_____	ADD TOGETHER ALL TAX AND PENALTIES LISTED TO GET THE TOTAL. **TOTAL AMOUNT DUE IS THE LICENSE TAX DUE FOR YOUR BUSINESS. SUBJECT TO VERIFICATION BY THE BUSINESS LICENSE OFFICIAL.**