



The City of Myrtle Beach: Financial Services Department

How to Apply for a Business License

IN-PERSON APPLICANTS: OVERVIEW

Generally, the application process may take seven to 10 business days, but the process depends on the business activity. The prospective applicant WILL NOT leave with a business license on the same day when submitting the application. To speed up the process, please complete the entire business license application package prior to the submission visit to the Business License Division, City Services Building, 921 North Oak Street. Be sure that all signature lines have been signed and dated.

IN-PERSON APPLICANTS: STEP 1

An applicant must submit the Business License Application form and payment for the business license fee at the time of the submission. Be sure to bring the following....

- A copy of government-issued photo identification or passport.
- Signed and dated Affidavit Forms must accompany certain Business License applications. Examples include, but are not limited to:
 - Home Occupation Applicants
 - Tree Protection Ordinance and Proper Disposal of Solid Waste Document for Arborists, Lawn Care or Landscaping Businesses
- All regulatory permits issued by the State of South Carolina, if applicable. Examples include, but are not limited to:
 - [Retail License](#)
 - [Alcohol Beverage License](#)
 - [LLR](#) License for Contractors
 - [DHEC](#) Inspection Report
 - City Trade Cards
- Specific businesses require a Safety Plan.

IN-PERSON APPLICANTS: STEP 2

The application is sent electronically to the Zoning Administrator, the Fire Inspector and/or other city departments for specific approvals, if required. ALL applications must be reviewed and approved by the Zoning Administrator to verify a business can exist in the desired location (per the [City of Myrtle Beach's Zoning Code](#)). Some license applications may require site inspections, safety plans and additional research to determine approval.

IN-PERSON APPLICANTS: STEP 3

After the Zoning Administrator, Fire Inspector and/or other city departments have reviewed and approved the application, the Business License Division will review the complete Business License package. Final review ensures that all required department approvals are complete



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and required documents have been accurately submitted. After the final review, a business license is issued, printed and mailed to the business owner.

NOTE: In the event a business license application is disapproved due to failure to meet all requirements, the applicant is notified in writing with a reason provided. If the applicant is unable to achieve compliance and approval, a refund may be issued.

MAIL-IN APPLICANTS

The mail-in application process may take up to two weeks to complete, depending upon the type of business. The City of Myrtle Beach is not responsible for mail carrier delays. Mailed applicants must follow Step 1, as outlined above, to ensure all forms are complete, signed and dated. Mail all completed documents to:

City of Myrtle Beach
Business License Division
P.O. Box 2468
Myrtle Beach, SC 29578

Questions? Direct any inquiries to the Business License Division at 843-918-1200 or buslic@cityofmyrtlebeach.com. We are available and happy to assist you through the business licensure process!