



The City of Myrtle Beach: Financial Services Department *How to Apply for a Business License & FAQs*

BUSINESS LICENSES: FREQUENTLY ASKED QUESTIONS

“Who needs a business license?” Every person, firm, corporation or other legal entity engaged in business or maintaining an office, or acting as an agent within the city limits of Myrtle Beach, must obtain an annual license.

“When is the business license fee due?” The Business License calendar begins June 1 and ends on May 31. Business license renewal forms are mailed to business license holders on, or before, April 1. Renewals are due June 1, but are not considered delinquent until July 1. Beginning July 1, penalties are assessed at the rate of 5% per month (with a maximum penalty of 30%) until all license fees and penalties are paid. New businesses or new owners of existing businesses must purchase the business license prior to operating within the city limits of Myrtle Beach. Penalties are assessed at the rate of 5% per month for opening and operating a business prior to obtaining a business license.

“How is the license fee calculated?” Fees are calculated using the gross receipts of your business. Gross receipts are the total revenues generated by the business. Taxes collected for a governmental entity, or income which cannot be included for computation of the tax pursuant to State and Federal law, are not deemed income and qualify as exempt. Gross receipts from business conducted outside the city limits for which a license tax is paid to another municipality or county are also exempt. The license fee for a new business is calculated on an estimation of gross receipts from the first day of operation until May 31. The reporting period for renewals is based on the preceding calendar or fiscal year.

“Are rental properties required to have a business license?” Yes! On June 10, 2014, City Council adopted a new business license ordinance (effective June 1, 2015) which requires a business license for all types of rental properties. This includes short-term, long-term, residential and commercial rentals.

“Will one license cover my business?” A separate license is required for each place of business, and for each classification of business conducted at one place. If gross income cannot be separated for each classification at one location, the business license fee will be computed on the combined income for the classification requiring the highest rate.

“What happens if I operate without a license?” Violations are subject to a fine of up to \$1,092.00 and/or imprisonment. Each day of the violation is considered a separate offense.

“Can the city refuse to license a business?” A license will not be issued if one of the following applies....

- The application is incomplete.
- A prior year's license fees and penalties have not been paid in full.
- The business location is not zoned for your type of business.



The City of Myrtle Beach: Financial Services Department

How to Apply for a Business License & FAQs

- A violation of City Ordinance exists.
- The applicant is delinquent in the payment to the municipality of any tax or fee.

“Do I have to display the license?” Yes. The business license must be conspicuously displayed for the public to view. Transient or non-resident businesses must carry the license or keep it in their vehicle.

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.
- 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
- Note that certain businesses require a Safety Plan and/or some contractors require a LLR License. Examples include, but are not limited to:
 - Home Occupation Applicants
 - Tree Protection Ordinance and Proper Disposal of Solid Waste for Arborists
 - Lawn Care or Landscaping Businesses

IN-PERSON APPLICANTS: STEP 2

The application is sent electronically to the Zoning Administrator, the Fire Inspector and/or the Police Department 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: Financial Services Department

How to Apply for a Business License & FAQs

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 the Police Department 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 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!