



Town of Seabrook Island

2001 Seabrook Island Road
Seabrook Island, SC 29455
townofseabrookisland.org

Business License Application 2024-25

Contact Us: (843) 768-9121
licensing@townofseabrookisland.org

- APPLICATION TYPE New Business License Business License Renewal
(Select One) Change or Update to an Existing Business License – Current Business License # 2024-_____
- Please check here if you would like to receive this application electronically in the future.

1. BUSINESS INFORMATION

Corporate Name			
D.B.A. (If applicable)			
Organization Type	<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> LLC <input type="checkbox"/> LLP <input type="checkbox"/> LP <input type="checkbox"/> Corporation <input type="checkbox"/> Other:		
Brief Description of Business Activities			
Federal ID / SSN		SC Retail License #	
Mailing Address			
Physical Address			
Contact Name & Title			
Contact Phone (Primary)		Contact Phone (Alternate)	
Contact Email Address			

1A. SUPPLEMENTAL INFORMATION FOR CONTRACTORS & SUBCONTRACTORS

All Other Business Types <i>Skip Ahead To Section 2 ▼</i>	License Holder			
	Contractor License #		State	Exp.
	Master/Specialty License #		State	Exp.

2. BUSINESS OWNER INFORMATION (IF DIFFERENT THAN SECTION 1)

Owner Name(s) & Title(s)			
Owner Mailing Address			
Owner Phone (Primary)		Owner Phone (Alternate)	
Owner Email Address			

3. TAXABLE INCOME (SELECT ONE)

RESIDENT BUSINESS. Check here if this business is physically located INSIDE the town limits. (Complete Lines 3.A – 3.C)

All Resident Businesses ▶	3.A	What was the total gross income during the preceding calendar year? (New businesses may use estimated income for the current year)	\$
	3.B	Do you have deductions for income reported to other jurisdictions? (Leave blank if not applicable)	\$
	3.C	Taxable income. (Line 3.A minus Line 3.B) Taxable income ▶	\$

NON-RESIDENT BUSINESS. Check here if this business is physically located OUTSIDE the town limits but conducts business activities within the town. (Complete Line 3.D.1, 3.D.2 or 3.E, as applicable)

Non-Resident Contractors & Subs Only ¹ ▶	3.D.1	Option #1: "Pay-As-You-Go." What is the value of any pending contracts within the town? (If none, enter \$2,000 for base fee) Taxable income ▶	\$
	3.D.2	Option 2: "Pay Upfront." What is the estimated (or "up to") value for any work to be performed within the town in 2024-25? Taxable	\$
All Other Non-Resident Businesses ▶	3.E	Taxable income. What was the total gross income for work performed within the town during the preceding calendar year? (New businesses may use estimated income for the current year) Taxable income ▶	\$

¹ Contractors & Subs must update their business license if they exceed the value listed in Line 3.D.1 or 3.D.2 during the current license year.

4. BUSINESS LICENSE CLASS & RATE INFORMATION

To determine Rate Class, Base Rate and Variable Rate, please refer to the rate worksheet or contact us for assistance.

4.A Business Rate Class	4.B Base Rate (First \$2,000)	\$
	4.C Variable Rate (Each additional \$1,000)	\$

5. BUSINESS LICENSE CALCULATION			
5.A	Taxable Income (Enter the amount from Line 3.C, 3.D.1, 3.D.2 or 3.E, as applicable)		\$
5.B	Round your Taxable Income in Line 5.A up to the next \$1,000 (eg. \$50,100 → \$51,000)		\$
5.C	Subtract Base Income (Subtract \$2,000 from Line 5.B. If the result is less than \$0, enter "\$0")		\$
5.D	Variable Income (Divide the amount in Line 5.C by \$1,000)		\$
Business License Calculation ▶	5.E	Base Rate (Enter the amount from Line 4.B)	\$
	5.F	Variable Rate (Multiply Line 4.C x Line 5.D)	\$
	5.G	TOTAL DUE (Add Line 5.E + Line 5.F) Business License tax due ▶	\$
Late Penalty ▶	5.H	Is this license being obtained after April 30? (Skip if a new business)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	5.I	If yes, Late Penalty Amount: (5% per month after April 30)	%
		May 2024 (5%) Jun 2024 (10%) Jul 2024 (15%) Aug 2024 (20%)	
		Sep. 2024 (25%) Oct 2024 (30%) Nov 2024 (35%) Dec 2024 (40%)	
5.J	TOTAL DUE (Multiply Line 5.G x Line 5.I) Late penalty due ▶	\$	
Vehicle Decals ▶	5.K	Would you like to purchase additional vehicle decals? ²	<input type="checkbox"/> Yes <input type="checkbox"/> No
	5.L	If yes, how many additional decals would you like to purchase?	
	5.M	TOTAL DUE (Multiply Line 5.L x \$2.00) Vehicle Decal fee due ▶	\$
TOTAL DUE ▶	5.N	Total Amount Due (Add Lines 5.G + 5.J + 5.M) Pay this amount ▶	\$

² **Vehicle Decals:** Commercial vehicles are required to display a town decal while operating within the town limits. One decal is included with each business license. Decals are for identification purposes only and do not provide access behind the SIPOA security gate.

6. OTHER INFORMATION	
Has there been a change in ownership since this business was last licensed by the town?	
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list the previous owner(s) and contact info:	
Does (or will) this business lease space TO or FROM another business or individual within the town?	
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list the landlord(s)/tenant(s) and contact info:	
Is this business subject to the restrictive covenants of any property owners' association and/or regime within the town?	
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list the name of the association and/or regime:	
Does (or will) this business rent or lease accommodations for a period of less than 30 days? ("Short-Term Rental Unit")	
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete and attach a Short-Term Rental Permit Application	
Does (or will) this business hire or use any subcontractors or independent contractors (1099)?	
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach a List of All Subcontractors and Independent Contractors	
Does (or will) this business use second generation anticoagulant (SGA) rodenticides for pest control purposes?	
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, we invite you to complete and attach the town's Save Our Bobcats Pledge	

7. APPLICANT CERTIFICATION			
(A) I certify that all information contained herein is true and accurate to the best of my knowledge.			
(B) I certify that my gross income is accurately reported (or estimated) without any unauthorized deduction(s).			
(C) I certify that all assessments, delinquencies, taxes, fees and/or fines due to the town are paid in full.			
(D) I understand that providing false or fraudulent information may result in the imposition of penalties including, but not limited to, suspension or revocation of a town business license and prosecution to the fullest extent of the law.			
(E) I am aware of and understand the requirements of both the Town Code for the Town of Seabrook Island (the "Town Code") and the Development Standards Ordinance for the Town of Seabrook Island (the "DSO") and acknowledge that the issuance of a town business license is contingent upon strict and consistent compliance with all town ordinances.			
(F) I understand that failure to comply with the requirements of the Town Code and the DSO may result in suspension or revocation of a town business license, in addition to any other remedies allowed by law.			
(G) I understand and authorize the town and its agents to utilize all information contained herein to verify compliance with all other federal, state and local laws.			
Applicant Signature		Date	
Applicant Printed Name		Title	