

# **General Information about Kiawah Business Licenses and Rental Licenses**

## **Who is required to have a business license?**

Every person engaged or intending to engage in any calling, business, occupation or profession referenced in whole or in part, within the limits of the town, is required to pay an annual business license fee based on gross income. A new business shall be required to have a business license prior to operation within the Town.

## **How long is a business license valid?**

Business licenses are valid for one calendar year beginning January 1<sup>st</sup> and expiring December 31<sup>st</sup>, unless the company closes their account.

## **How to apply for a new business license?**

Register for the Town's online service portal and click "apply for a license" on the homepage. The application type will be "business license".

## **How to renew a business license?**

Renew through the Town's online service portal. Reminders are mailed and/or emailed each year to companies informing them about the upcoming renewal season.

## **When are business license renewals due each year?**

Renewals received after February 28th are considered delinquent and subject to a late fee of 5% per month.

### **How to closeout a business license?**

Email the Town's business license department at [businesslicenses@kiawahisland.org](mailto:businesslicenses@kiawahisland.org) that your company wants to close their account and be billed the final close out fee, if necessary. The close out fee is calculated using total revenue made from working in Kiawah that was not included when the company renewed its business license last. If your company has no unreported Kiawah revenue, then state that in the email, and a final close out fee will not be charged.

### **Who is required to have a rental license?**

The owner or his/her authorized agent is required to obtain an annual class 7 rental business license from the Town for each of his/her rental properties. A license is nontransferable between owners or rental management companies. A change in ownership or rental agency of the rental unit shall require the new owner or his/her authorized agent to obtain a new license for the unit.

### **How long is a rental license valid?**

Rental licenses are valid for one calendar year beginning January 1<sup>st</sup> and expiring December 31<sup>st</sup>, unless the license is closed by the owner or the authorized agent.

### **How to apply for a new rental license?**

Register for the Town's online service portal and click "apply for a license" on the homepage. The application type will be "rental license".

### **How to renew rental license?**

Renew through the Town's online service portal. Reminders are mailed and/or emailed each year to individuals or authorized agents informing them about the upcoming renewal season.

### **When are rental license renewals due each year?**

Renewals received after February 28th are considered delinquent and subject to a late fee of 5% per month.

### **How to closeout a rental license?**

Email the Town's business license department at [businesslicenses@kiawahisland.org](mailto:businesslicenses@kiawahisland.org) that the property is coming off the rental market and that your account needs to be closed and billed the final close out fee, if necessary. The close out fee is calculated using the total revenue made from renting the property on Kiawah that was not included when the owner or the authorized agent renewed the rental license last. If there is no unreported rental revenue, then state that in the email, and a final close out fee will not be charged.

### **Who is required to have a rental inspection?**

The Town requires all units that have never had a rental license issued before to be inspected by Town code enforcement before one can be issued to the owner or the authorized agent. If an inspection is required, the homeowner or the authorized agent will be notified and asked to set up an inspection.

Also, the Town does random compliance inspections on units each year.

**Am I required to display my rental license number on online rental advertisements?**

Yes, the Town requires that the owner or his/her authorized agent list the property's rental license number somewhere on all online rental advertisements. Audits are done to check compliance with this ordinance. Noncompliance can result in a monetary fine.