

### **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 year beginning May 1<sup>st</sup> and expiring April 30<sup>th</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.

Beginning in 2022, you can renew through the state's online business license portal if you have business licenses in multiple jurisdictions. Some businesses may not be able to renew through the state portal because they have other special requirements by the Town. If you cannot renew through the state portal, then you should renew through the Town online service portal. The link to the state renewal portal is

<https://www.localblrenewal.com/>.

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

Renewals received after April 30<sup>th</sup> 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.

If a homeowner is making reservations separate from their rental management company, then he or she must either report all the income to the rental management company or obtain a separate rental license to account for the additional income. If a homeowner decides to apply for a separate license, then the application fee will only be charged once for one of the licenses.

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

Rental licenses are valid for one year beginning May 1<sup>st</sup> and expiring April 30<sup>th</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 April 30<sup>th</sup> are considered delinquent and subject to a late fee of \$1,000. If you are in a capped zone and the caps are reached, then your application will be put on a waitlist until a license becomes available.

### **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 a rental property to pass a safety inspection when one of the following is true:

1. if the property is coming on the rental market and never had a rental license issued by the Town
2. if the property is switching rental management companies or owners and does not have safety inspection on Town record
3. if the property has submitted a renewal application and the Town needs to verify the number of bedrooms and/or parking spaces

If an inspection is required, the homeowner or the authorized agent will be notified by email and asked to set up an inspection.

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

**Do contractors need a business License?** Yes, all contractors are required to obtain a business license. By obtaining the business license it will also register you as a contractor to work on the island.

**Is there a fee to register as a contractor to work on the island?** Yes. First time contractor registration is \$120.00. Renewals will be \$61.00 per year.

**How do I pay the contractor registration?** That fee will be added to the cost of your business license when applying or renewing.

**I am a subcontractor or trade do I need a business license?** Yes, all subcontractors and trades who are not a W-2 employee with the company are required to obtain a business license.

**I am a contractor but do not hold a license from the state, can I obtain a business license?** No. If the state issues licensing for the type of work you are doing as a contractor you must obtain a state license prior to obtaining a business license.

**How do I obtain a contractor's license from the State of South Carolina?**

You can contact South Carolina Department of Labor, Licensing and Regulation at 803- 896-4300.