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Five Questions To Ask Your Business License Officials

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Why should I care about business licensing?

- High stakes
- High visibility
- High revenues



1. Are our business license ordinance and practices compliant with Act 176?

- Are you using the model ordinance?
- If not, has your ordinance been reviewed by your attorney and the Association to ensure compliance?
- Act 176 requires
 - May 1 to April 30 license year
 - Mandatory class schedule
 - Appeals process

2. Is our city accepting payments from the renewal center?

- Only 120 of the 241 taxing jurisdiction are using the online system.
- If your city is not one of those 120, why not?
- When will we be signed up?
 - Begin setup October 2022
 - Must be done by January 30, 2023
- Trainings are available in all 10 council of government areas this summer.



3. What documents does our business license ordinance require from a business at renewal time?

- Proof of income
- Application
- If your municipality requires more than one proof of income, amend the ordinance or the practice of requiring more.

4. When do we send renewal notices to businesses?

- Before January 31 of each year.
 - If you are sending them later, you need to adjust.
 - Renewal center opens for businesses February 1.
- Do the renewal letters include all information the business needs to renew in the office or online?
 - NAICS (North American Industry Classification System) Code
 - Business ID/account number
 - Owner name



5. Has our business licensing staff attended trainings?

- BLOA – Business Licensing Officials Association
 - BLOA Training Institute
 - www.masc.sc (keyword: BLOA)
- Are they attending the monthly virtual training?
 - www.masc.sc (keywords: Business Licensing Essentials)
- Do they know who to contact if they have a question?



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