



# FREQUENTLY ASKED QUESTIONS

## Town of McBee Business License

Whether you are a new or longtime McBee business, the Town is pleased that you have chosen McBee as the place to operate your business. The Town of McBee's Administrator is available to assist you in your business license application. This "Frequently Asked Questions" flyer is intended to help answer questions you may have about the licensing process.

### **About the business license application process**

**Q: When is a Town of McBee business license required?**

A: As a person or company conducting business within McBee town limits, you must obtain a license **prior** to commencing the business, whether you are operating from a fixed location in the Town or from an outside location to provide services within the Town limits.

**Q: How do I apply for a Town of McBee business license?**

A: Application forms are available at the McBee Town Hall or may be downloaded from the Town's website. Because payment and your signature are required with the application, you must mail or submit the application at the Town Hall for processing to begin. License are normally issued daily upon the receipt of a complete application.

**Q: Can I apply for a McBee business license online?**

A: No. At this time, forms and payment must be submitted or mailed to the McBee Town Hall, PO Box 248, McBee, SC 29101.

**Q: When does my McBee business license expire?**

A: Your license becomes effective upon issuance and is valid until June 30<sup>th</sup>. For example, if you purchase your license in May, it will expire on June 30<sup>th</sup>. If you purchase your license September, it will expire on June 30<sup>th</sup>. Renewal notices are mailed during the month of May, with a deadline of June 30<sup>th</sup>.

**Q: If my business is conducted from my home, do I need a business license?**

A: Yes. Home occupations require a Town of McBee business license.

**Q: If I'm a subcontractor working for a general contractor, do I need a business license?**

A: Yes. Both you and your general contractor need to obtain a business license from the Town.

**Q: Is a business license required for a temporary business?**

A: Yes. A business license is required if you are conducting business within the Town of McBee.

**Q: What if I don't obtain a McBee Business License?**

A: A Town business license is required prior to starting (opening) your business. Failure to obtain a new license or a renewal for your operating business will subject you to being charged with a misdemeanor, which carries a maximum fine of \$500.

## **About calculating your business license fee**

**Q: How do I calculate my business license fee?**

A: Your business license fee is based on your annual gross revenue. New businesses are required to project what their gross revenue will be over the next twelve (12) months. Existing businesses will use their gross revenue from the previous year.

Gross revenue consists of 100% receipts received by the business in one year, with no deductions.

Once the gross revenue is determined, match the revenue amount with the fee chart and pay the applicable fee. The minimum business license fee is \$30.

## **About paying your business license fee**

**Q: When do I need to pay for the business license fee?**

A: Payment for your business license fee is due at the time of your first time application. Renewal fees are due by June 30<sup>th</sup> of each year.

**Q: What payment methods are available to pay for my business license fee?**

A: Full payment for your business license fee can be paid by cash or check only. Installment payments are not available.