



Transient Merchant Instructions

1. Businesses/Individuals who are applying for a Transient Merchant License must fill out the following applications:
 - Business License Application,
 - Background Check Application.

Note: There are additional requirements in ordinance/code below.
2. A Transient Merchant Permit fee (which is in addition to the Business License Fee):
\$160.00 (Note: Period is not to exceed 7 days)
3. Businesses/Individuals are subject to all ordinances/codes of the City of Greenville, including, but not limited to, the sections of the ordinance below. **Please read the following sections of the ordinance/code carefully to see what is required to obtain a Transient Merchant Permit & Business License.**

Subdivision IV. Transient Merchants

Sec. 8- . Definitions. For purposes of this division, the term “*transient merchant*” means any person who sells or purchases goods, wares, merchandise or anything of value, and who for himself or as an agent for another, rents, erects, purchases, uses or occupies any room, building or other structure or place, including, but not limited to, parking lots, shopping centers, sidewalks or any other public area, for the purpose of purchasing, selling or offering for sale anything of value at such location without the intention of establishing a permanent business thereat, and without having acquired a regular city business license.

Sec. 8- . License required; term; fee; exceptions.

- (a) Each transient merchant shall obtain a city transient merchant's business permit prior to offering goods, wares, merchandise or anything of value for sale. The fee for the permit shall be fixed from time to time by the city council and is set forth in the fee schedule in appendix A to this Code.
- (b) Each transient merchant shall also pay the prescribed business license tax calculated at a non- resident business rate that is associated with the applicable NAICS code assigned to the business in accordance with Article I of this chapter unless otherwise excepted under subsection (d) hereof. Exception from the requirements of this subsection (b) does not exempt the transient merchant from the requirement to submit a transient merchant permit application or payment of associated fees.
- (c) Every permit issued under the provisions of this division shall be limited to seven consecutive days. No more than one such permit shall be issued to a transient merchant in any given month.
- (d) The provisions of subsection (b) shall not apply to:
 - (1) Any transient merchant who is sponsored by a present local established business when the owner of the local established business is willing to be responsible for the acts of the transient merchant in the same manner as he would for his own business and includes the gross receipts of such transient merchant in his business license information.
 - (2) Charitable organizations as defined in 8- provided said organization furnishes documentation of its status as a charitable organization.

Sec. 8- . Application for permit.

Applicants for a permit under this division shall file a written sworn application with the revenue administrator showing:

- (1) The name of the person having the management or supervision of the applicant's business during the time that it is proposed that it will be carried on in the city, the local address of such person while engaged in such business, the permanent address of such person, and the capacity in which such person will act (that is, whether as proprietor, agent or otherwise), and the name and address of the person for whose account the business will be carried on, if any.
- (2) The place in the city where the applicant proposes to carry on business, and the length of time during which it is proposed that the business shall be conducted. The hours of operations shall not include the hours from one-half hour before sunset until 9:00 a.m.
- (3) A statement of the nature, character and quality of the goods, wares or merchandise to be sold or offered for sale by the applicant in the city.
- (4) Whether or not the persons having the management or supervision of the applicant's business have been convicted of a crime, misdemeanor or the violation of any municipal ordinance, the nature

of such offense and the punishment assessed therefor.

- (5) Written permission from the manager, supervisor, owner or other appropriate officer or agent of any place of business or private property on which the transient merchant anticipates doing business. The written permission from such officer or agent shall spell out the times and location of such permitted activity.

Sec. 8- . Violations.

- (6) Any violation of the sworn application which the transient merchant fills out shall be a misdemeanor and shall be punished in accordance with section 8- and may also result in a revocation of the business license. Violations shall include, but are not be limited to, operating in places other than those stated on the application, operation on private property without written permission from the appropriate party, operation beyond the time limits stated in such written permission, if any permission shall be had, and operation on any public right-of-way.

Background Check Instructions

1. A police background check will be required for the following new businesses: **Amusement Centers, Bingo Operators, Detective and Security Guard Agencies, Escort Services, Sexually Oriented Businesses, Kindergarten/Nursery/Day Cares, Pawn Shops, Precious Metal Dealers, Restaurant Owners, Caterers, Transient Merchants/Peddlers/Mobile Vendors**, and others as the Revenue Administrator deems necessary.

Article III. Business Regulation and Enforcement

Sec. 8-42__ . Police background checks required for certain businesses. A police background check will be required for the following new businesses as designated below prior to issuance of a business license. Background checks can take up to 14 days and may include the person in control of the business (as defined in Section 8-), owners, partners, managers, operators, and employees as designated below. In addition to the standard background check, fingerprints, photographs, and other information may be required as specified below:

Section 8-2. Definitions.

“Person in Control of the Business” means the applicant, the licensee, and any owner of five percent or more of the business, the manager of the business or its financial operations, or the person directly in charge of the premises from which the business is conducted. The term also includes a major financier of the business when the financing arrangement has the appearance of masking actual ownership.

- (1) *Amusement centers.* Background check on owners, partners and managers.
- (2) *Bingo operators.* Background check on owners, partners and managers.
- (3) *Detective and security guard agencies.* Background check on owners, partners, managers and all other employees.
- (4) *Escort services.* Background check, photographs and fingerprints on owners, partners, managers and all other employees.
- (5) *Kindergarten, nursery and day cares.* Background check on owners, partners, managers and all other employees.
- (6) *Pawn shops.* Background check on owners, partners, managers and all other employees.
- (7) *Precious metal dealers.* Background check on owners, partners, managers and all other employees.
- (8) *Restaurant, Businesses that serve alcohol for on premises consumption, nightclubs, taverns, bars, and related clubs.* Background check on owners, partners and managers.
- (9) *Transient merchants/peddlers/mobile vendors.* Background check on owners, partners, managers and all other employees.
- (10) *Others.* Others as set out elsewhere in this Code, or as deemed necessary by the revenue administrator or their designee. Caterers are included within Section 8-2 subsection 10 (BJD & JAB 1/3/2022)



BACKGROUND INVESTIGATION FORM

Date of application: _____

BUSINESS INFORMATION

Business Name: _____ Type of Business: _____

Business Address: _____ City: _____ State: _____ Zip: _____

Business Phone: _____ Cell: _____ Fax: _____ Email: _____

BUSINESS OWNER(s): (A separate investigation form is required for each owner. See reverse)

Name: _____ Address: _____ Zip: _____

Birthdate: _____ SSN#: _____ DL #: _____ State: _____

Home Phone: _____ Cell: _____ Email: _____

Have you ever had a license or permit revoked, denied or suspended? Yes or No If yes, list the jurisdiction, date, and reason: _____

Have you ever been convicted of any criminal charges (misdemeanor or felony) in the last 10 years? Yes or No If yes, explain: _____

Are there any charges (misdemeanor or felony) against you that are still pending? Yes or No If yes, list jurisdiction, date, and reason: _____

Has applicant (Owner) previously owned or operated a business? Yes or No If yes, names of business and location: _____

Provide a brief statement of applicant's background and employment history for the past five years: _____

BUSINESS INFORMATION:

Manager:

Name: _____ Address: _____ Zip: _____

Birthdate: _____ SSN#: _____ DL #: _____ State: _____

Home Phone: _____ Cell: _____ Email: _____

Building Leased From:

Name: _____ Address: _____ Zip: _____

Home Phone: _____ Cell: _____ Email: _____

Planned Business Hours: Days open for business: _____ Hours of operation: _____

Does this business have an ABL License? Yes If yes, License Number: _____ No If no, does this business plan to apply for an ABL License? _____

Does this business have any coin-operated amusement machines? Yes No If yes, do you own or lease? _____

Leased from: _____ Type of machines: _____ Number of machines: _____

******* I HEREBY ATTEST THAT THE ABOVE INFORMATION IS TRUE AND CORRECT. I UNDERSTAND THAT FALSIFYING THIS APPLICATION IS GROUNDS FOR DENIAL OR REVOCATION OF MY LICENSE(S).**

Signature (owner/applicant): _____ **Required on each page.**

Print Name (owner/applicant): _____ **Required on each page.**

BUSINESS INFORMATION

Business Name: _____ Type of Business: _____

BUSINESS OWNER #2:

Name: _____ Address: _____ Zip: _____

Birthdate: _____ SSN#: _____ DL #: _____ State: _____

Home Phone: _____ Cell: _____ Email: _____

Have you ever had a license or permit revoked, denied or suspended? Yes or No If yes, list the jurisdiction, date, and reason: _____

Have you ever been convicted of any criminal charges (misdemeanor or felony) in the last 10 years? Yes or No If yes, explain: _____

Are there any charges (misdemeanor or felony) against you that are still pending? Yes or No If yes, list jurisdiction, date, and reason: _____

Has applicant (Owner) previously owned or operated a business? Yes or No If yes, names of business and location: _____

Provide a brief statement of applicant's background and employment history for the past five years: _____

******* I HEREBY ATTEST THAT THE ABOVE INFORMATION IS TRUE AND CORRECT. I UNDERSTAND THAT FALSIFYING THIS APPLICATION IS GROUNDS FOR DENIAL OR REVOCATION OF MY LICENSE(S).**

Signature (owner/applicant): _____ Required on each page.

Print Name (owner/applicant): _____ Required on each page.



Office Use Only:		License #	
Entered By:		PIN #	
C/O Number:		Control #	
		Business License Classification Rate #	

Business License Application

Note: All Debit/Credit Card Payment's will be charged a 2.65% Service Fee.

Online calculator: revenue.greenvillesc.gov

- New Businesses must obtain a business license prior to beginning operation.
- Business Licenses Expire April 30th Each Year.
- RENEWAL BUSINESS LICENSES Must Be Paid in Full by the Last Day of April to Avoid Penalties.

1. Application Type:		<input type="checkbox"/> New	<input type="checkbox"/> Renewal	<input type="checkbox"/> Ownership Change	<input type="checkbox"/> Location Change	<input type="checkbox"/> Out of Business (Closing date)			
2. Inside City of Greenville give Physical Address: (If not located in the city put N/A)				3. In City Business Open date:					
4. NAICS Code & Business Description (Required): https://www.naics.com/search/									
5. Business Name: (Doing Business As)			6. FEIN or S.S Number: (Required)						
7. Corporate Name:		8. Ownership Type: <input type="checkbox"/> Corp <input type="checkbox"/> Indiv. <input type="checkbox"/> LLC <input type="checkbox"/> LLP <input type="checkbox"/> Partn							
9. Business Mailing address, Suite, City, State, Zip:				10. Bus. Phone:					
11. Email of Responsible Contact:				12. Number of Employees:					
13. Name of owners and/or officers and titles:									
14. Minority Status: (Optional)		<input type="checkbox"/> Aleut	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Asian	<input type="checkbox"/> Eskimo	<input type="checkbox"/> African American	<input type="checkbox"/> Native American	<input type="checkbox"/> Caucasian Female	<input type="checkbox"/> East Indian
15. ALCOHOL INFORMATION Does this business have an Alcohol Beverage Licensing (ABL) License? <input type="checkbox"/> NO <input type="checkbox"/> YES									
NO – Does this business plan to apply for an ABL during the coming year? <input type="checkbox"/> NO <input type="checkbox"/> YES				Hours of Operation:					
YES – Give ABL License number:		Expiration Date:		Consumption: <input type="checkbox"/> Off – Premise <input type="checkbox"/> On – Premise					
16. Do you own or lease any coin-operated amusement machines? <input type="checkbox"/> Own <input type="checkbox"/> Lease – If Lease from whom?									
Number of Machines		Number of stickers		X \$12.50ea = \$		Type of Machines - Attach listing			
17. Calculation of Tax - Select appropriate status:									
				Gross		License Tax			
A.	<input type="checkbox"/> New Business: Give total estimated gross receipts for the balance of the year.			Gross Estimate:	\$	\$			
B.	<input type="checkbox"/> Renewal Business - Established (Existing) Business: Give total gross receipts from last calendar year.			Gross Revenue:	\$				
C.	Resident Businesses Only Allowable Ordinance Deductions Satisfactory proof of the deduction must be attached to application to be allowed			\$ -					
D.	Total (adjusted) Gross Receipts B minus C .			\$		\$			
				Sub-Total License Tax		\$			
E.	Penalties due for late filing if applicable			Penalties	%	\$ +			
F.	Resident Business ONLY 2% Discount for early filing by 3/31. Fee cannot go below base tax fee of license due.			2% Early Discount		\$ -			
G.	License Tax Due (Ways to calculate – Online calculator: revenue.greenvillesc.gov or use the provided worksheet located on reverse side with instructions).			Total Tax Due		\$			
Credit Card (Optional)		<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Discover	<input type="checkbox"/> Amex	CREDIT CARD SERVICE FEE 2.65%	\$ +		
By signing this form, I acknowledge that I will be charged a 2.65% Service Fee in addition to my total license tax				Total Tax Due		\$			
Credit Card # (Optional)			Exp. Date:	CV Code					
The applicant shall certify under oath that the information given in the application is true, that the gross income is accurately reported (or estimated for a new business) without any unauthorized deductions, and that all assessments, personal property taxes on business property, and other monies due and payable to the Municipality have been paid. The license official or other authorized agent of the City of Greenville is empowered to inspect, examine, and audit books and records. It shall be unlawful for any such person to fail or refuse to make available the necessary books and records.									
Applicant/Preparer Name (Print first and last name)			Phone Number:						
Applicant/Preparer Signature:			Date:						
Applicant/Preparer Email (REQUIRED):									

**Application cannot be emailed
 **Fax: 864-467-5715
 **Phone: 864-467-4505 For Assistance

Always check our website for the latest version of this application

Please go to calculator to assist you in calculating your tax fee. revenue.greenvillesc.gov

Example of how to calculate only. Resident Rate Class 3 with **\$101,500,000** Gross.

EXAMPLE: HOW TO CALCULATE LICENSE TAX FEES – CLASS 3 Resident					
Gross within Tier	Gross tier of business	Divided by \$1,000	Dollar rate per \$1,000	Declining steps %	Total Fee per Tier
\$2,000	\$2,000	Base Fee			\$50.00
\$9,998,000	\$9,998,000	\$1,000	1.70	100%	\$16,996.60
\$15,000,000	\$15,000,000	\$1,000	1.70	75%	\$19,125.00
\$75,000,000	\$75,000,000	\$1,000	1.70	50%	\$63,750.00
\$100,000,000	\$1,500,000	\$1,000	1.70	25%	\$637.50
Total Gross	\$101,500,000				
Total Tax Fee:					\$100,559.10

Example of how to calculate only. Rate Class 9.91 Commercial Property with **\$50,000,000** Gross. **Note:** On Commercial Property the first \$5,000 gross you must file for a business license application but there is no tax fee. On \$10,000 you pay the base tax fee. Then Calculate the remaining gross through the tiers.

EXAMPLE: HOW TO CALCULATE LICENSE TAX FEES – CLASS 9.91 Commercial Property					
Gross within Tier	Gross tier of business	Divided by \$1,000	Dollar rate per \$1,000	Declining steps %	Total Fee per Tier
\$10,000	\$10,000	Base Fee			\$75.00
\$9,990,000	\$9,990,000	\$1,000	1.80	100%	\$17,982.00
\$15,000,000	\$15,000,000	\$1,000	1.80	75%	\$20,250.00
\$75,000,000	\$25,000,000	\$1,000	1.80	50%	\$22,500.00
\$100,000,000		\$1,000	1.80	25%	
Total Gross	\$50,000,000				
Total Tax Fee:					\$60,807.00

RATES PER CLASSIFICATION							
Rate Class	Resident Base Fee	Resident Rate Per Thousand	Non-Resident Base Fee	Non-Resident Rate Per Thousand	Declining Step Range		Amount Between Gross Tiers
Class 1	\$40.00	\$1.60	\$80.00	\$3.20	\$0	\$2,000	\$2,000
Class 2	\$45.00	\$1.65	\$90.00	\$3.30	\$2,001	\$10,000,000	\$9,998,000
Class 3	\$50.00	\$1.70	\$100.00	\$3.40	\$10,000,001	\$25,000,000	\$15,000,000
Class 4	\$55.00	\$1.75	\$110.00	\$3.50	\$25,000,001	\$100,000,000	\$75,000,000
Class 5	\$60.00	\$1.80	\$120.00	\$3.60	\$100,000,001	\$200,000,000	\$100,000,000
Class 6	\$65.00	\$1.85	\$130.00	\$3.70			
Class 7	\$70.00	\$1.90	\$140.00	\$3.80			
Class 9.30	\$200.00	\$0.95	\$400.00	\$1.90	Auto Dealers – 441110 & 441120		
Class 9.71	\$100.00	\$2.50	\$200.00	\$5.00	Drinking Place – NAICS Code 722410		
Class 9.72	\$75.00	\$1.80	\$150.00	\$3.60	Full-Service Restaurant Closing before Midnight (Serves Alcohol) 722511		
Class 9.73	\$85.00	\$2.35	\$170.00	\$4.70	Full-Service Restaurant Closing after Midnight (Serves Alcohol) 722511		
Class 9.80	\$150.00	\$0.75	\$300.00	\$1.50	Manufacturer – NAICS Code 310000, 320000, 330000		
Class 9.91	\$75.00	\$1.80	-	-	Commercial Property - 531120		

PENALTY TIERS			
NEW BUSINESS PENALTIES		RENEWAL BUSINESS PENALTIES	
10%	First month without Business License	10%	If filed or postmarked on May 1st
20%	Second Month without Business License	20%	If filed or postmarked on June 1st
30%	Third Month without Business License	30%	If filed or postmarked on July 1st
40%	Fourth Month without Business License	40%	If filed or postmarked on August 1st
50%	Fifth Month without Business License	50%	If filed or postmarked on September 1st
Maximum Annual Penalty Caps at 50%		Maximum Annual Penalty Caps at 50%	
All penalties are a percentage of, and added to, the license tax Businesses that fail to purchase the license after formal notification shall be subject to a Uniform Summons.			

Reminders

- Please complete business license application in full.
- **Allowable Ordinance Deductions:** Deductions from your gross revenues are allowed if you are a resident business that a business license has been paid to another municipality. The deduction is limited to the gross revenues that were reported on that license. **Satisfactory proof of this deduction must be attached to this application before the deduction will be allowed.** A business may deduct sales, use, or excise taxes if these amounts are included in the total gross revenues amount reported.
- **If you are no longer in business, please indicate in writing and return this application.**