



REQUEST FOR A NEW TOWN OF LEXINGTON BUSINESS LICENSE

****Town of Lexington Business License Year is May 1 – April 30, unless otherwise noted on the license****
For Out of Town Contractors: You are on a per job basis and will have to obtain a business license each time you pull a permit.

For businesses with a physical location inside the Town Limits, an Application for Review of Business Location must be completed and approval obtained before this application can be processed. A waste water treatment form may also be needed. All forms are available free of charge on our website at www.lexsc.com. Completed form may be emailed to lee@lexsc.com or faxed to 803-358-1552. Call Sonya Lee at 803-951-4631 if you have any questions about Business Licensing. Delays in processing may occur if the form is not completely filled out.

BUSINESS INFORMATION

Application Date _____

Name of Business _____ Phone Number _____

dba (if applicable) _____ Fax Number _____

Street Address _____ City _____ State _____ Zip _____

Job Address (in town limits-per job contractors only) _____

Mailing Address _____ City _____ State _____ Zip _____

Business License Contact Name _____ Federal Tax ID # or Social Security # _____

Email address _____ Type of Ownership: Sole Proprietor _____ Partnership _____ Corporation _____

Calendar or Fiscal Year _____ (basis for tax purposes-please list fiscal year if not calendar year)

Type of Business-Please describe in detail products or services provided (for permitted jobs, please describe the work as listed on the permit):

_____ (we will use this information to assign the proper NAICS code for rate purposes)

Is this application for a restaurant, caterer or any establishment that will be selling prepared foods? YES or NO If so, you will also need to complete a Hospitality Tax Registration form. Please make sure to charge the 2% Hospitality Tax and remit to the Town of Lexington.

For commercial/residential property leasing: Is there a leasing office at the intown location? YES or NO Please list all properties on back of this form or on a separate sheet.

If this is for a hair/nail salon or barber shop, will you have booth renters or commission employees? YES or NO All hair/nail salons and barber shops will need to also complete an employee listing form. Booth renters and commission employees will need to obtain their own business license.

Owner or Corporate Office Information (if different from above)

Name _____ Phone Number _____

Address _____ City _____ State _____ Zip _____

For All Businesses:

Estimated Gross Income from date of opening (or change of ownership) through April 30 or job cost for permitted work _____

If your business is not physically located in the town limits, please list only the work you estimate you will do inside the town limits) If you are a placing vending machines inside the town limits, please indicate the number of machines to be placed _____.

How many vehicle decals (one per vehicle operating in the town limits) will you need? _____ (Not required of all businesses, but please list so I will have the information if needed. The following types are some, but not all, of the businesses that will need them: lawn care, janitorial services, pest control, painting, pressure washing, back-flow testing, floral or dry cleaning delivery). Food Trucks will need decals as well, but other restrictions apply. Please call me if you have questions as to whether you need vehicle decals.

It is understood that the undersigned, does hereby request a Town of Lexington Business License be issued, pursuant to the Town of Lexington Business License Ordinance. All business licenses are subject to audit to insure compliance with the business license ordinance. If audited, you may be required to provide your tax return and/or other records to the License Inspector or his/her designee.

****CERTIFICATION**** I certify that the information given in this application is true. I also certify, under penalty of perjury, that I have obtained all certifications, licenses, permits or other required documentation in order to conduct this business, or licensed profession, within the limits of the Town of Lexington and all taxes/fees due and payable to the Town of Lexington are current. _____ Title _____
OWNER/AUTHORIZED REPRESENTATIVE SIGNATURE / DATE