



REQUEST FOR A NEW TOWN OF LEXINGTON BUSINESS LICENSE

****All Town of Lexington Business Licenses expire December 31 of each year unless otherwise noted****

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.

If the business has 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 faxed to 803-358-1552. Call Sonya Lee at 803-951-4631 if you have any questions. Delays in processing may occur if the form is not completely filled out.

BUSINESS INFORMATION

Application Date _____

Name of Business _____ Phone Number _____

Street Address or Job Address (in town limits) _____

Mailing Address _____ City _____ State _____ Zip _____

Business License Contact Name _____ Fax Number _____

Email address _____ Federal Tax ID # or Social Security # _____

Type of Ownership: Sole Proprietor _____ Partnership _____ Corporation _____ Other _____

Type of Business-Please describe in detail products or services provided: _____

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

Owner or Corporate Office Information (if different from above)

Name _____ Phone Number _____

Address _____ City _____ State _____ Zip _____

If this is for a restaurant, will you have on premise alcohol consumption? YES or NO

For All Businesses:

Estimated Gross Income from date of opening (or change of ownership) through December 31: _____

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 drycleaning delivery). Please call me if you have questions as to whether you need vehicle decals.

If you need to put water into your name, you will have to come in person to Town Hall to do this. You will need to bring a picture id and a copy of your lease or ownership documentation. Please call customer service at 803-951-4630 if you have any questions about water/ sewer service.

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 or AUTHORIZED REPRESENTATIVE