

Go to [Simpsonville.com](http://Simpsonville.com) and click on Business Licenses in the upper right-hand corner:



Then you should see Quick Links and click on the link **New Business Licenses**:

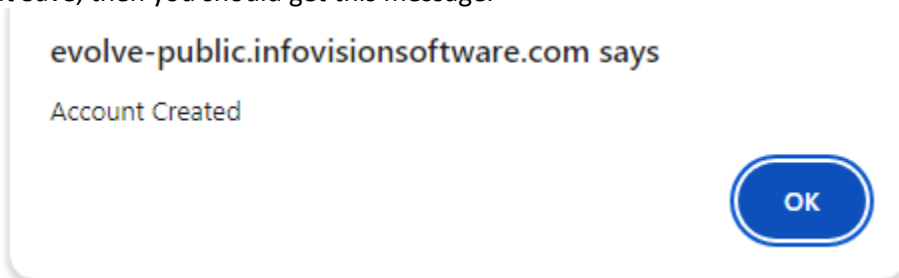


For new accounts, create a "New Account," upper right-hand corner.

After Clicking New Account, you will see a page called Account Signup. Fill in all the fields that are highlighted **yellow**.

- FNAME**
- LNAME**
- ADDRESS Ln 1**
- Address Ln 2 if needed.
- CITY**
- STATE**
- ZIP**
- PHONE**
- EMAIL**
- PASSWORD**

Hit Save, then you should get this message.



Click on ok, Congratulations you have just created an Account in the Simpsonville Portal for Permits and Business Licenses.

**New Application and login**

After creating your account, you will see on the right-hand side of the page New Application, click on that.

**Create Type:** Select the category and type of license from the drop-down list. **Most new businesses will need an annual license and should select the Annual License category.** Other businesses that need a temporary, one-time license or are exempt from requiring a license will fall under the non-annual category. This includes contractors, food vendors, and special events.

License-Exempt examples: tax-exempt organizations, churches, liquor stores, some banks.

After you selected Category go to type and use the drop-down menu.

New Commercial Business- With in City Limits of Simpsonville.

New Home Occupation- Operating a Business out of your home.

New Outside City Business- Business is not located in the city limits of Simpsonville but you do business inside the city limits.

After you select your Category and type click next.

You should see this and the box below: **BEFORE YOU APPLY**

Please review the checklist below to ensure that you are prepared to apply.

**You must check each box to continue (even those that do not apply).**

<input type="checkbox"/> Projected gross revenue through Dec.31 required.
<input type="checkbox"/> List of proposed alterations to building/site.
<input type="checkbox"/> Establishments who will be serving prepared food and beverages must collect and remit 2% hospitality tax to the City. <a href="#">Link to Document</a>
<input type="checkbox"/> Hotels/Motels must collect and remit 3% accommodation tax to the City. <a href="#">Link to Document</a>

After checking all the boxes even if they do not pertain to you. Then hit next.

Then you should see this page

**ENTER ADDRESS**

Enter physical address of the business. For service providers enter location of work being completed.

**Do not enter street direction (N, S, E, W), suffix (Rd., St., Ave, etc.), or PO Box**

House No

Street

OR if not found enter address

Address

Cancel	Previous	Next
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When you put your House # in and Street and you get this box that pops up



Hit ok deleted the info in the upper boxes and type in your address in the bottom box.

OR if not found enter address

**Address**

Hit next.

The next page you see is Enter License Application: Yellow fields are required.

**Legal Business name**

**Business Type:** Sole Proprietorship, Corporation, LLC, or LLP/LP

**What modifications are being made to the building?** If you are modifying the building in anyway put y? and tell us what you are modifying, if not put None.

**What modifications are being made to the site:** if you are modifying the building in anyway put yes and tell us what you are modifying, if not put None.

**Projected Opening date:** The date you are going to open.

**Are you going to serve alcohol?** Will your business serve alcohol (or allow others to bring alcohol) for on-premises consumption? Drop down box yes or no.

**Local contact email:** This is the email where you will get correspondence from the city of Simpsonville.

**Gross Revenue/Receipts:** This is what you think you will make from your opening date till December 31 of the current year that you applied for your Business License.

After filling in all highlighted boxes hit next.

Select Contact Type: use the drop-down box under Contact Type for to Select

**Agent**

**Business Owner/Principal**

**Corporate Representative**

**Other**

**Applicant.**

After selecting your Contact type hit next and upload Documents page should pop up. Upload any documents you have and want to include with your application. If you are making modifications to bldg. or site, you will upload a site plan. If you are opening up a Restaurant or Eatery you will need to upload your DEHC permit.

Click Next and then you will see Certification: Read this before you check mark that you agree to the conditions then type your name hit finish. After clicking on finish, you will get this

Thank you for submitting your application. Your application will be processed in the order it was received. Once the application is processed and approved, an invoice for payment will be emailed to you. If we have any questions in regards to your application, we will contact you. Please allow 3 to 5 business days for processing. Thank you for doing business in the City of Simpsonville!

OK

Hit ok and you have just submitted your application for your Business License. After this it will go through a process and if anyone needs more information, they will email to the email address associated with your account.