



TOWN OF KIAWAH ISLAND FINANCE DEPARTMENT

4475 Betsy Kerrison Parkway
Kiawah Island South Carolina 29455
Phone (843) 768-9166
businesslicenses@kiawahisland.gov

BUSINESS LICENSE CHECKLIST – REQUIRED DOCUMENTATION

UPON APPROVAL, THE BUSINESS LICENSE WILL BE ISSUED

This is a complete list of all required documentation.

**** NOTE: Not all of these requirements will apply to every situation.**

- Copy of SC Retail License – if applicable- SC Dept. of Revenue – www.dor.sc.gov
- Copy of IRS EIN Notification form – if applicable
- Copy of SCDA Retail Food Permit - if applicable
- Copy of PBW (On Premises Beer/Wine License) - if applicable
- Copy of PLB (On Premises Liquor/Beer License) – if applicable
- Copy of SC LLR Contractor License (Commercial, Residential, or Specialty)-if applicable
- Copy of Driver's license of Qualifier on SC LLR Contractor License (Commercial, Residential, or Specialty)-if applicable
- **Acceptable Income Verifications Documents for Renewal License Applications:**
 1. Profit and Loss statement (If your P/L statement shows all your company's income, then you need to provide a breakdown of what you are reporting to other jurisdictions)
 2. Federal or state income tax return (If the return shows all your company's income, then you need to provide a breakdown of what you are reporting to other jurisdictions)
 3. 1099s that show total Kiawah gross receipts (If your 1099 includes any income earned from working outside of Kiawah, then you need to provide a breakdown of what you are reporting to other jurisdictions)
 4. Reports from the company's finance software that show Kiawah gross receipts
 5. Contracts for Kiawah projects or sales with prices
 6. South Carolina state sales tax returns that show what income and taxes were reported for Kiawah
 7. Signed letter from the company's CPA stating the company's Kiawah gross receipts and that they acknowledge it is correct
 8. Notarized letter from the business owner or a corporate officer stating the company's Kiawah gross receipts and that they acknowledge it is correct
 9. VRBO and Airbnb income reports that show Kiawah gross rental sales
- **Acceptable Income Verifications Documents for New License Applications:**
 1. Contract or Job Proposal with price
 2. Signed letter from the business owner or a corporate officer stating what they will be doing on Kiawah and the job cost