

New Business License Instructions

Here is the URL for the business license portal:

<https://www.citizenserve.com/townofkiawahisland>

Once on the portal, click the login button at top-right of screen- click to register as a new user. You can read through and determine what registration type you should be.

After you register for the portal, the system will sign you into your new user account. To submit a new license application, click “apply for a license” either on the home page or my account page under the business & rental licenses section. Your “application type” will be business license. Go through and complete your license application.

1. For the address field, you are going to enter your company's physical location, not the Kiawah address you will be working at. The system is going to say the address cannot be found. However, click that you want to use that address and skip down the contact person field. You do not need to fill out the blacked out fields.
2. For the Kiawah gross sales field, you must estimate probable gross income for the balance of the calendar year. It cannot be zero. You can report the minimum income of \$2,000 and just pay the base rate for the first year if you do not have a current contract price that you can report upfront. On your application, you will need to upload either your job estimate, job contract, a letter signed by your owner stating your new job cost.

Once you submit your application, it comes to us for review and approval for payment. You will receive an email letting you know when your license has been approved for payment. Once you get that email, you can log back into the portal and pay with a credit card or echeck.

If you are doing any type of construction, talk to the Town’s building department at [843-768-4879](tel:843-768-4879) to see if you need any building permits. You can apply for your permit on the same website you get your business license.

If you need a commercial gate pass, contact the Kiawah Island Community Association at [843-768-8240](tel:843-768-8240).