



## TOWN OF KIAWAH ISLAND FINANCE DEPARTMENT

4475 Betsy Kerrison Parkway  
Kiawah Island South Carolina 29455  
Phone (843) 768-9166  
[businesslicenses@kiawahisland.gov](mailto: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](http://www.dor.sc.gov)**
- Copy of **IRS EIN Confirmation Letter**-if applicable-If *your ownership type is LLC, partnership, or corporation, you will be required to upload a copy of your IRSEIN Confirmation Letter that will verify the EIN that you put on your company's contact page. If you cannot provide this letter, then we will accept a signed letter from your company's CPA confirming the EIN or your company's tax return showing the EIN (You can redact Income information if you do not wish to show it). **A w9 form is unacceptable.***
- Copy of **SCDA Retail Food Permit** - if applicable-anyone selling or preparing food for the public in South Carolina, like restaurants, grocery stores, food trucks, delis, bakeries, and caterers
- Copy of **PBW (On Premises Beer/Wine license)** - if applicable-for businesses who sell beer and wine
- Copy of **PLB (On Premises liquor/Beer License)**- if applicable-for businesses who sell liquor and beer
- If you are a licensed SC LLR contractor or subcontractor, then you will need to upload current copies of your company's **SC commercial, residential, or specialty contractor license** and the **driver's license of the person listed as the qualifier for your SC LLR contractor license.**
- 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
- 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 or Airbnb rental revenue reports