



TOWN OF KIAWAH ISLAND FINANCE DEPARTMENT

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BUSINESS LICENSE RENEWAL CHECKLIST – REQUIRED 2026-2027 DOCUMENTATION

This is a complete list of all required documentation that will need to be uploaded to your application.

**** 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-*If your ownership type is LLC, partnership, or corporation, you will be required to upload a copy of your IRS EIN 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 not acceptable.*
- 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
- **Acceptable Income Verifications Documents for Renewal License Applications (required for all businesses):**
 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