



Licensing Requirements Guide

Every person engaged or intending to engage in any calling, business, occupation, or profession within the city limits of the City of Greer is required to pay an annual license fee and obtain a business license. Business License fees are based on the gross income, rate class, and the location of your business.

A **Rate Class Index** by business activity and a [Rate Schedule](#) have been provided to assist you in calculating your business license fee. To estimate your business license fees:

1. Find your business activity on the **Rate Class Index**.
2. Select the corresponding rate class of your business activity.
3. Select the proper rate from the [Rate Schedule](#) that corresponds to your rate class.
4. Calculate the business license fee using total gross income (resident business) and gross income/contract amounts from work performed inside the city limits (nonresident business).

For specific questions regarding your business license classification or assistance in calculating your fee, please contact Vicki Adams with the **Business License Department** at 864-848-2186 or email to vadams@cityofgreer.org.

Business License Fees are paid annually on or before April 30. Late penalties are applied for each month or portion thereof after the due date until the license has been paid.

Submitting Your Business License Information

Obtaining a Business License

Business Licenses are issued during regular business hours (weekdays 8am until 5pm) at Greer City Hall located at 301 E. Poinsett Street. Complete the [Business License Information Sheet](#) and return to vadams@cityofgreer.org or bring to the business office located in Greer City Hall.

The following information may be required if applicable.

1. Certificate of Occupancy-All resident businesses
2. DHEC permit-when required
3. ABC license-when required
4. SC Retail Sales Tax License-when required
5. Contractors-SC State License, proof of insurance or bonds when required

Local Hospitality and Accommodations Tax

A 2% hospitality tax is imposed on the gross proceeds derived from the sale of prepared meals and beverages sold in establishments, or in the business of furnishing food and beverage services, whether dine in or take out within the city. The local hospitality tax is also imposed on

all food beverages prepared or modified by convenience stores, fast food service outlets, or grocery stores within the city.

A 2% accommodations tax is imposed on the gross proceeds derived from the rental or charges for any rooms, campground spaces, lodging, or sleeping accommodations furnished to transients by any hotel, inn, tourist court, tourist camp, motel, campground, residence, or any place in which rooms, lodgings, or sleeping accommodations are furnished to transients for consideration within the city.

The taxes collected along with the Local Accommodations and Hospitality Tax Reporting form are to be submitted to the Business License Department by the 20th of each month following the due date of the tax payment and shall cover sales of the previous month, quarter, and/or year depending on the seller's monthly average tax.

If you would like an **estimate** on how much your Business License will be, calculate that estimate using our Business Fee Calculator or call 864-848-2150.