Business License Application

Office Use Only:

Account Number:

Business License Year:

Business/Company Name: _____

DBA (If applicable): _____

Location of Business/Contract Job: _____

Mailing Address: [ ] Check here if mailing address is the same as physical

_____

_____

Telephone Number: _____

Email Address: _____

How would you like us to contact you for renewals? [ ] Email [ ] Mail [ ] Both

Responsible Person (Will be listed on business license): _____

Additional Contact (Provide name, telephone number, and email address):

_____

_____

Tax ID (FEIN/SSN): _____

Ownership Type: [ ] Corporation [ ] DBA [ ] Individual [ ] Sole Proprietor [ ] Partnership [ ] LLC

Business Description: _____

If you selling any prepared food and/or beverages on-site, you must collect a 2% Hospitality Tax on those items and must submit a Hospitality Tax Reporting Form Monthly or Quarterly.

Gross Receipts means total income, received or accrued, for one calendar year, collected or to be collected, from business done within the City of Pickens, except income from business done wholly outside of the City of Pickens on which a license tax is paid to some other city or county. If you do not have any gross receipts, the gross receipts will be listed as our base rate of $2,000.00.

Gross Receipts: _____

I hereby certify that the gross revenue reported above is true and correct, subject to penalties in the City of Pickens Business License Ordinance 2010-02.

Business License Fee: _____

_____ _____

Signature Date

Food Truck/Trailer Application

Property Information

- Are you only setting up for festivals and/or events? [ ] Yes [ ] No
    - If the answer is yes, please list the events you plan to participate in. If you are unsure, leave blank.
        - _____
          _____
          _____
- If you will be setting up at different locations, please provide the following information, **along with the written permission from the property owner(s)**
    - Property Owner(s): _____
    - Physical Address: _____
    - Phone Number: _____
    - Email Address: _____

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Food Truck Vehicle Information

If you operate a Food Truck, please provide the following information:

Vehicle Make: _____

Vehicle Model: _____

Vehicle Year: _____

Tag Number: _____

A copy of the vehicle insurance is required for all Food Trucks.

South Carolina Department of Agriculture

Proof of the issued Retail Food Establishment Permit (Application form 1769) is required.

*Permit Exemptions: The South Carolina Department of Agriculture has some exemptions for the Retail Establishment Permit. More information of these exemptions can be found at agriculture.sc.gov/retail-food-safety

If you are exempt from this permit, please list the reason below:

_____

_____

Food Truck/Trailer Inspection

Before a City of Pickens business license can be issued, an inspection **must** be completed by the City of Pickens Fire Department. Please contact the City of Pickens Fire Department at (864) 878-2610, or Fire Chief Chris Elrod at chriselrod@pickenscity.com for the inspection to be completed.

Food Truck/Trailer Requirements

Please read the following requirements to operate within the City of Pickens.

1. The approved food truck/trailer vendor license, proof of liability insurance as a motor vehicle, and the DHEC inspection report shall be prominently displayed to the public in the food handling areas or the truck/trailer during operation.
2. Written consent to operate on private property must be obtained from the property owners and submitted with the application. The vendor cannot move or use a different location, that is not listed on the application, without permission from the City.
3. Approved hours of operation shall be between 8 AM to 9 PM.
4. No alcoholic beverages shall be sold.
5. Selling of non-food items from a food truck/trailer vendor shall be prohibited with the exception of merchandise displaying the vendors logo and/or branding.

6. Operations shall only occur on the property for which the permit was issued and shall not reduce the required parking area below the minimum requirements for any other use of the lot. The operation shall also not interfere with the normal operation of any other permitted use of the property.
7. No mobile food vendor shall operate within 200 feet from a customer entrance of a lawfully existing restaurant at the time the permit or renewal permit is issued.
8. Operations shall not obstruct the visibility of motorists, interfere with parking lot circulations, block access to a public street, alley or sidewalk, or result in customer queuing that obstructs building entries or public walkways.
9. Operations shall not cause interference with the movement of vehicular or pedestrian traffic to such an extent that adequate police, fire, or emergency services cannot be provided.
10. Structures, canopies, seating, outdoor tables, grills, and/or other similar accessory facilities are prohibited.
11. Only signs permanently affixed to or painted on the vehicles shall be permitted.
12. Vendors shall not produce any offensive or loud noise to attract customers or advertise products.
13. Operators shall provide trash receptacles and be responsible for storage and daily disposal of all trash.
14. The truck/trailer cannot be left unattended or left at a sale site overnight.
15. The vendor must collect or report Hospitality taxes to the City of Pickens.
16. Vendors shall properly store all fat, grease, oil, or wastewater and shall dispose of all such waste only at locations designated and will not dispose in the sanitary sewer or storm water system.
17. Vendors shall not solicit or conduct business with persons in motor vehicles. The food truck/trailer shall not operate as a drive-thru window.
18. Food truck/trailer vendors can only set in residential areas for a private event.
19. Catered events, special events, and mobile food vendors that fall under a special event permit are exempt from the requirements as long as a valid special event permit has been issued.
20. Any food truck/trailer that has been issued a notice of health violations by any department or agency within the state of South Carolina, which remains uncorrected upon subsequent inspection, shall have the permit revoked.

If you have read and acknowledge the requirements listed above, please sign below.

_____ _____

Signature Date

Hospitality Tax

- Any business that sells prepared meals and/or beverages within the City of Pickens, must collect and remit the hospitality tax. The hospitality tax is 2% of the gross sales on all prepared meals and/or beverages.
- Please be aware that you must pay hospitality tax if you are participating in festivals and/or events as well as regular business.
- The hospitality tax is due on the 20th of each month, for the previous months gross sales.
- Check or cash payments can be mailed to PO Box 217 Pickens, SC 29671, paid in person at City Hall 219 Pendleton St Pickens, SC 29671, or paid via card online at app.govoutreach.com/pickenscitysc/public/permits

Acknowledgement of Requirements: By signing below, I confirm and agree that the information on this application is accurate; that I, and anyone representing my company, have reviewed all rules and regulations set forth by the City of Pickens and acknowledgment to abide at all times; and, that by signing below, I am agreeing to collect and remit hospitality taxes to the City of Pickens on a monthly basis. Failure to abide may result in revocation in addition to other remedies.

_____ _____

Signature Date

For any questions or concerns regarding business licensing and/or hospitality tax reporting, please contact Rebecca Cockrell at rcockrell@pickenscity.com or (864) 898-8157.

For any questions regarding Food Truck zoning and/or code compliance, please contact Chuck Kellenberger at ckellenberger@pickenscity.com or (864) 878-6366.