

Conway...South Carolina's Historic Rivertown

*WELCOME! We are so glad that you've decided to
open a business in the City of Conway!*

STARTING A BUSINESS IN CONWAY, SOUTH CAROLINA



This booklet outlines the process for: NEW CONSTRUCTION

**Follow these instructions if you are constructing a new building or altering the
footprint of an existing building.**

The steps, which are detailed on the following pages, are as follows:

1. PLANNING DEPARTMENT – CONCEPTUAL REVIEW
2. PLAN SUBMITTAL
3. TECHNICAL REVIEW OF PLANS
4. COMMUNITY APPEARANCE BOARD
5. BUILDING PERMITS
6. CERTIFICATE OF OCCUPANCY
7. BUSINESS LICENSE

STEP 1 - PLANNING DEPARTMENT – CONCEPTUAL REVIEW

1. Make an appointment with the Planning Director to discuss your business and intended location. (see Attachment A for address and phone number)
2. At this meeting, the Planning Director will verify that the intended use of your building meets the City's Zoning Ordinance.
3. The Planning Director will go over the steps necessary to continue your application and answer any questions you may have.

STEP 2 – PLAN SUBMITTAL

1. Submit two (2) complete paper sets of plans and one digital set of plans to the Planning Department to initiate the Technical Review Process, Application (Attachment B), Request for Review of Intent to Develop (Attachment C), which requires an Intent to Develop Review Public Utility Fee of \$450.00 and a Commercial Plan Review fee of \$100.00
2. A complete set of plans must include the following:
 - **SITE PLAN** drawn to scale prepared by a design professional illustrating the location of all improvements and all proposed structures, including dumpster pads and specifications.
 - **CURRENT SURVEY** of the property prepared by a licensed surveyor.
 - **TREE SURVEY** of all trees protected by the Conway Preservation Ordinance. This includes all Live Oaks 8" + dbh (diameter at breast height – 3"), American Holly 8"+ dbh, Flowering Dogwood 4" dbh, Redbud 4"+dbh and all other trees 8" dbh. This survey must be prepared by a licensed surveyor.
 - **LANDSCAPE PLAN** prepared by a design professional illustrating the location of all areas to be landscaped; location of proposed new plant material; areas to remain undisturbed; material type and size at installation; installation specifications and other requirements of Article 9 of the Unified Development Ordinance.
 - **IRRIGATION PLAN** illustrating the placement of the proposed system on site.
 - **DRAINAGE PLAN** prepared by a licensed engineer illustrating existing elevations, proposed finished elevations, proposed direction of surface flow; sub-surface piping and structures; elevations of out-falls; retention and detention areas; all relevant calculations and specifications.
 - **NPDES GENERAL PERMIT** or exemption from the South Carolina Department of Health and Environmental Control, Office of Ocean and Coastal Resource Management (DHEC-OCRM).
 - **SECTION 404 PERMIT** or determination of no impact from the Army Core of Engineers for wetland alteration.
 - **UTILITY PLAN** illustrating the location of all existing and proposed on-site utilities; location of water and sewer tie-in; location of existing and proposed fire hydrants; all relevant calculations and specifications.

- **LIGHTING PLAN** showing all street lights or other lighting features meeting the requirements of Section 6.6 of the Unified Development Ordinance.
- **GRAND STRAND WATER & SEWER AUTHORITY APPROVAL** or Bucksport Water and Sewer stating that service is available if the proposed project is outside the City of Conway water and sewer service districts.
- **PARKING PLAN** showing all required and provided parking for the development including ADA accessible parking and meeting Article 8 of the Unified Development Ordinance.
- **BUILDING ELEVATIONS** illustrating what the finished buildings will look like once constructed. If applicable, the design of the buildings must meet any Overlay standards contained in the Unified Development Ordinance. Article 6.3.1 must be complied with at a minimum.

STEP 3 – TECHNICAL REVIEW

1. The Technical Review Committee is comprised of representatives from the Planning, Building, Fire, Public Works and Public Utilities Departments.
2. All plans are collected by the Zoning Officer and distributed to the various members of the Technical Review Committee for review and written comments.
3. The Committee meets once monthly or as needed to review and discuss issues with submitted plans.
4. The Zoning Officer will collect all Committee feedback and email a list of comments and required revisions to the applicant.
5. **This process will continue until the plan receives approval from the entire Technical Review Committee.**

STEP 4 – COMMUNITY APPEARANCE BOARD

1. Any development or alteration to the exterior of a site or building in the Central Business District, the Waccamaw River Districts or within the Main Street Corridor Overlay must receive approval from the Community Appearance Board.
2. The Community Appearance Board (CAB) is appointed by City Council and is comprised of residents and business owners in the City of Conway with various backgrounds including architecture, business, sign design, artistry, real estate, etc.
3. The CAB meets the 2nd and 4th Wednesday of every month at 4:00 p.m. in the City Hall Courtroom. A **COMPLETE** application must be submitted to the Planning Department no later than the Thursday prior to the meeting. (Attachment D)
4. A complete application to the CAB must include the following:
 - **ELEVATIONS** of the front, sides and rear of all proposed buildings drawn to scale
 - **ELEVATIONS** of any renovations and/or additions to an existing structure drawn to scale
 - **SITE PLAN** of the project drawn to scale

- **LANDSCAPE PLAN**, including irrigation
 - **SIGNAGE**, drawn to scale including color samples, materials, lighting plan and fonts
 - **COLOR SAMPLES** of paint, brick, siding, shingles, etc. for exterior finish of the building
 - **LIGHTING PLAN** of the site including specific proposed fixtures.
5. **A representative must be present at the meeting to have your request heard.** The Board may approve the plans as submitted or may make suggested revisions. The applicant must continue to appear before the Board until they receive final approval from the Board.
 6. The Zoning Officer is available to answer any questions about the CAB process and to assist all applicants through this process.

STEP 5 – BUILDING PERMITS

1. Complete the building permit application (Attachment E) and submit two (2) sets of engineered construction plans to the Conway Building Official for review and approval. (See Appendix A for address and phone number). All construction may be subject to the use of an architect and/or structural engineer.
2. Pay building permit fee (Attachment F) and utility tap fee. Utility tap fees vary based on the type and size of the business. Please contact Public Utilities Director James Friday to obtain a utility tap fee quote (see Appendix A for phone number). Bring receipt of payment of both fees to Building Permit Clerk. **PLEASE NOTE:** The general contractor and any subcontractors working on construction must obtain a business license prior to beginning work within the corporate limits of Conway. They may obtain this license directly from the Business License office.
3. Permit is issued and construction can begin.
4. Commercial buildings will require building, plumbing, mechanical and electrical permits that must be obtained by each subcontractor.
5. Inspections will be required as each building step is completed, i.e., footings, foundations, slab plumbing, floor framing, nailing, framing, rough electrical, mechanical and electrical, and insulation, etc. Requests for inspections must be called in 24 hours in advance.
6. In order to receive temporary power on the building, the following must be submitted to the Building Department: list of subcontractors, roofing verification, termite pre-treatment letter and truss engineering certification.

STEP 6 – CERTIFICATE OF OCCUPANCY

1. On site inspections will be completed by the following Departments:
 - Building Department to ensure building completion satisfies building codes.
 - Planning Department will ensure exterior of building, parking layout and landscaping has been installed according to approved plans.
 - Public Works Department will ensure drainage, dumpster pads, pavement, and sidewalks have been installed according to approved plans.

- Public Utilities to ensure utilities have been properly installed.
- Fire Department will ensure building completion satisfies all applicable fire codes. The Fire Department will also ensure that a key box has been installed. If the tenant of a newly constructed structure changes the locks to the building, they are required to provide updated keys to be placed in the key box for the Fire Department.

STEP 7 – BUSINESS LICENSE

1. Apply for a Business License at the City Hall Annex located on Second Avenue.
2. The following must be submitted to apply for a business license:
 - Business License Application (Attachment G)
 - Business License Fee (Attachment H)
 - Certificate of Occupancy
3. Business license is issued.

The following attachments should include all the necessary paperwork and application forms as well as fee structure for opening your business. Also attached is a list of staff and contact numbers for those involved in the business license process. Please feel free to contact any member of the staff of the City of Conway.

We look forward to working with you!

APPENDICES

IMPORTANT PHONE NUMBERS

ATTACHMENT A

PLAN SUBMITTAL APPLICATION

ATTACHMENT B

INTENT TO DEVELOP APPLICATION

ATTACHMENT C

CAB APPLICATION

ATTACHMENT D

BUILDING PERMIT APPLICATION

ATTACHMENT E

BUILDING PERMIT COMMERCIAL FEES

ATTACHMENT F

BUILDING PERMIT FEE CHART

ATTACHMENT F

BUSINESS LICENSE APPLICATION

ATTACHMENT G

BUSINESS LICENSE FEES & RATE CLASS

ATTACHMENT H

APPENDIX A

CITY OF CONWAY
IMPORTANT PHONE NUMBERS and ADDRESSES

Planning Department 206 Laurel Street	(843) 488-9888
Building Department 206 Laurel Street	(843) 488-9888
Department Public Works	(843) 248-1730
Department Public Utilities	(843) 248-1770
Fire Marshal	(843) 248-1726
Business License Department 1000 Second Avenue	(843) 248-1781

CITY OF CONWAY
PLANNING DEPARTMENT
206 LAUREL STREET
CONWAY, SC 29526

Date: _____

Applicant's Name: _____

Telephone: _____

Property Address: _____

Subdivision: _____

Zoning: _____

TMS: _____

Action Requested:

- _____ Resurvey of an existing lot
- _____ Minor Subdivision (up to 5 lots) – no new road _____ Number of lots (\$20.00 + \$5.00 per lot)
- _____ Minor Subdivision (up to 5 lots) – new road created) _____ Number of lots (\$20.00 + \$5.00 per lot)
- _____ Preliminary Major Subdivision (over 5 lots) _____ Number of lots (\$200 + \$12.00 per lot)
- _____ Preliminary Subdivision Resubmission
- _____ Final Subdivision Plat for Recording
- _____ Rezoning (\$250.00)
- _____ Sketch Plan Review – Major Development
- _____ Appeal of City Planner (\$100.00)
- _____ Variance (\$100.00)
- _____ Commercial Review (\$100.00)
- _____ Commercial Review Revision (\$50.00 per revision)
- _____ Utility – Intent to Develop Review (\$250.00)
- _____ As-Built Approval
- _____ Street Dedication
- _____ Easement Dedication
- _____ Planned District (\$2,500.00)
- _____ Planned District Amendment (\$500.00)
- _____ Multifamily (\$200 + \$2.00 per unit)
- _____ Other: _____
- _____
- _____

Staff Use only
Date Received: _____
For review by: _____

By: _____
Fee Paid: _____

**CITY OF CONWAY
REQUEST FOR REVIEW OF INTENT TO DEVELOP**

Purpose: Information from developer concerning proposed project

PROPOSED PROJECT NAME: _____

NAME OF DEVELOPER OR DEVELOPMENT FIRM: _____

PROPERTY OWNER(S): _____

S.C. LICENSED ENGINEER OR ENGINEERING FIRM: _____

SYSTEM EXTENSIONS PLANNED:

WATER

SEWER

WATER/SEWER

LOCATION OF PROPERTY TO BE DEVELOPED:

Tax map and lot number; Subdivision name and lot number (if existing); Name and/or Highway Number of adjacent streets and highways (attach general location map).

PRESENT ZONING DESIGNATION OF PROPERTY TO BE DEVELOPED _____

IS A ZONING CHANGE REQUIRED? YES NO (circle)

NATURE OF PROPOSED DEVELOPMENT:

Restaurant, Subdivision, Industry SIC, Condominium Project; (Describe in detail)

ATTACHMENT C

PROPOSED NUMBER OF EQUIVALENT UNITS TO BE SERVED _____

ALL INDUSTRIAL USERS MUST DESCRIBE IN DETAIL THE QUALITY AND QUANTITY OF WASTE TO BE DISCHARGED SUCH AS EXCESSIVE BOD LIMITS OR TOXIC WASTES

ATTACH A SIMPLE SKETCH PLAN OF PROPOSED PROJECT

CONSTRUCTION SCHEDULE:

ANTICIPATED START DATE: _____

ANTICIPATED COMPLETION DATE: _____

IF PROJECT IS TO BE PHASED, PLEASE LIST BELOW THE NUMBER OF UNITS TO BE CONSTRUCTED FOR EACH PHASE AND DATES PLANNED FOR THE START AND COMPLETION OF EACH PHASE.

*** ALL FUTURE CORRESPONDANCE REGARDING THIS PROJECT SHOULD REFERENCE THE ABOVE INDICATED PROJECT NAME. IF A NAME CHANGE IS PLANNED, PLEASE NOTIFY THE CITY.**



City of Conway

Community Appearance Board

APPLICATION / CERTIFICATE OF APPROPRIATENESS

Staff Use Only

Received: _____
 Staff: _____
 Inspected: _____

City of Conway Planning Department
 206 Laurel Street, 29526

Phone: (843) 488-9888
 Conway, South Carolina

FAX: (843) 488-9890
www.cityofconway.com

Property Address:		TMS#:	
Review Request:	Project Type:	HDRD:	Meeting Date:
<input type="checkbox"/> Conceptual <input type="checkbox"/> Preliminary <input type="checkbox"/> Final	<input type="checkbox"/> Alterations / Additions <input type="checkbox"/> New Construction <input type="checkbox"/> Signs <input type="checkbox"/> Landscape <input type="checkbox"/> Color Change	<input type="checkbox"/> Miscellaneous (Fencing, roofs, etc) <input type="checkbox"/> Demolition / Moving of Structure <input type="checkbox"/> Repairs / Repainting with no Change <input type="checkbox"/> Appeal the Decision of Planning Staff	
Property Owner:		Daytime phone:	
Applicant:		Daytime phone:	
Applicant's mailing address:		Applicant's e-mail address:	
City:		State:	Zip Code:
Applicant's relationship: <input type="checkbox"/> Owner <input type="checkbox"/> Design Professional <input type="checkbox"/> Contractor <input type="checkbox"/> Real Estate Broker <input type="checkbox"/> Other			
Value of Project (As noted on Building Permit): \$			
<u>In your own words, describe what you are requesting:</u>			

<p>Submittal Requirements: (See attached CAB Requirements) ***Digital copies of all supporting materials must be submitted along with two hard copies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Zoning approval obtained and/or initial TRC review completed <input type="checkbox"/> Completed CAB application <input type="checkbox"/> Two (2) copies of all relevant information (As deemed necessary by CAB and/or Planning Director) <input type="checkbox"/> Site plans illustrating of existing structures and proposed new structures and/or additions <input type="checkbox"/> Landscape plans illustrating the location of existing landscaping and proposed new landscaping; 	<ul style="list-style-type: none"> <input type="checkbox"/> Building designs and facade drawings of the front, sides, and rear of all proposed new structures and/or facades proposed to be renovated; <input type="checkbox"/> Plans for existing signage and proposed new signage; <input type="checkbox"/> Color samples of paint, brick, shingles, siding; <input type="checkbox"/> Topographic surveys; <input type="checkbox"/> Tree surveys; <input type="checkbox"/> Lighting plans; <input type="checkbox"/> Specifications for miscellaneous architectural elements (lighting fixtures, hardware and finishes, etc.)
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I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property or the authorized representative of the owner. I authorize the subject property to be inspected, and that all required material will be submitted to the City of Conway Planning Department no later than ten(10) days prior to the meeting date. The Community Appearance Board meets the second and fourth Wednesday of each month at 4:00 P.M. in City Hall, 229 Main Street. **I understand that it is my responsibility to obtain all necessary approvals from other city departments, and that all zoning requirements must be satisfied prior to the project's being placed on a Community Appearance Board agenda. A REPRESENTATIVE MUST BE PRESENT AT THE MEETING TO HAVE YOUR REQUEST HEARD.**

Applicant's signature: _____ **date:** _____

Print name legibly: _____



City of Conway

Community Appearance Board

APPLICATION / CERTIFICATE OF APPROPRIATENESS

REQUIREMENTS AND PROCEDURES

Sign Permit Procedures

Application to erect, alter, or relocate a sign shall be made to the City Planner upon a form provided by the City Planner and **shall include the following information. Applicants shall submit two (2) copies of all relevant information as follows:**

1. Name, address, telephone number, and signature of the owner of premises (and occupant if different) granting permission for the construction, maintenance, or display of the proposed signage.
2. Name, address, telephone number, and signature of sign contractor.
3. The approximate value of the project/sign to be installed, including the installation cost.
4. Two copies of a sketch or blue print of the proposed signage drawn to scale, showing elevations of the sign as proposed on the building facade, awning, or canopy. In the case of a freestanding sign, a sketch plan of the property drawn to scale illustrating the proposed location of the sign.
5. Specifications and scaled drawings showing the materials, design, dimensions, structural supports, and electrical components of the proposed sign.
6. Any other information, specifications, photographs, or the like deemed necessary by the Planning Department staff in order to assure compliance with requirements set forth herein.

New Construction/Additions/Alterations

Prior to the issuance of a zoning permit, **applicants shall submit two (2) copies of all relevant information** deemed necessary by the Community Appearance Board and/or the Planning Director in order for the Board to approve or deny the application. **Relevant information may include but shall not be limited to:**

1. site plans illustrating the location of existing structures and proposed new structures and/or additions;
2. landscape plans illustrating the location of existing landscaping and proposed new landscaping;
3. building designs and facade drawings of the front, sides, and rear of all proposed new structures and/or facades proposed to be renovated;
4. plans for existing signage and proposed new signage;
5. color samples of paint, brick, shingles, siding, etc.;
6. topographic surveys;
7. tree surveys;
8. lighting plans.
9. Specifications for miscellaneous architectural elements (lighting fixtures, hardware and finishes, etc.)

Definitions

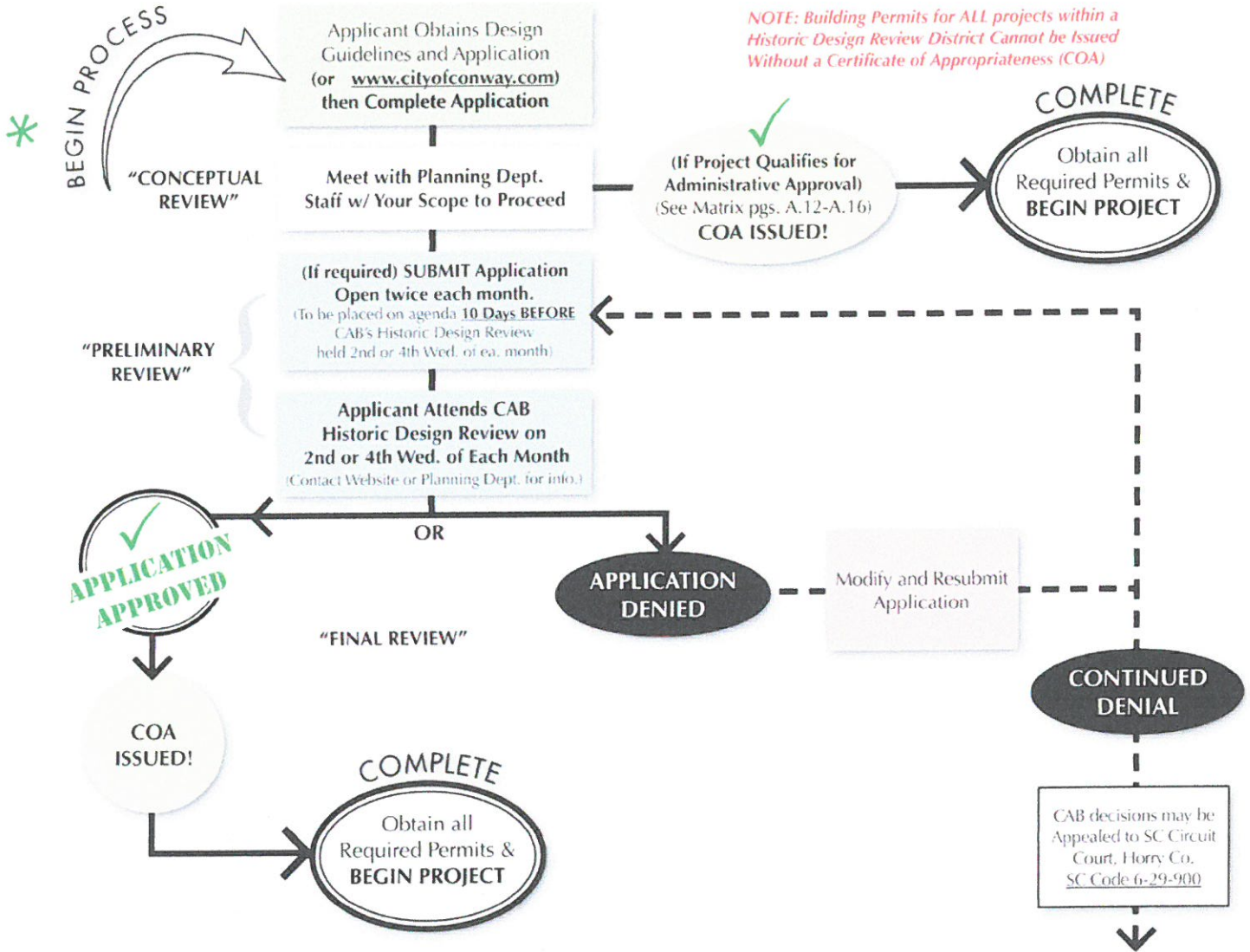
- A. **Conceptual Review:** Applicants are encouraged to meet with Planning Department staff prior to the preparation of working drawings and specifications. The purpose of the meeting shall be to familiarize applicants with the City of Conway Community Appearance Board and the design review standards. Applicants may meet with the Community Appearance Board for a tentative reaction to the general design concept of a proposed project.
- B. **Preliminary Review:** The Community Appearance Board shall review each application to determine if it adheres to the design review criteria. If the design and materials are consistent with the design guidelines, the Board may grant final approval. If revisions are required, the applicant shall make the necessary revisions and submit them for a final review.
- C. **Final Review:** Once the Community Appearance Board has determined that an application satisfies all design guidelines, the Board may approve the issuance of a COA (Certificate of Appropriateness).



City of Conway Community Appearance Board

APPLICATION / CERTIFICATE OF APPROPRIATENESS

DESIGN REVIEW PROCESS AND FLOW CHART





Building Permit Application

Application and all required supporting materials must be completed prior to requesting a permit.

City of Conway Building Department
206 Laurel Street, 29526

Phone: (843) 488-9888
Conway, South Carolina

FAX: (843) 488-9890
www.cityofconway.com

Address of Work Site: _____	TMS# _____	Zoning: _____
Owner of Property: _____	Mailing Address: _____	
Phone #: _____	Fax #: _____	
Contractor: _____	Mailing Address: _____	
Phone #: _____	Fax#: _____	Email: _____
City Business License #: _____	State License #: _____	Expiration Date: _____
Architect/Designer: _____	Mailing Address: _____	
Phone #: _____	Fax#: _____	
Engineer: _____	Mailing Address: _____	
Phone #: _____	Fax#: _____	

Type of Work : New Addition Alternation Repair Move Remove Other
 Commercial Residential Other

Explain Work Specifically:

_____ Signature of Contractor or Authorized Agent _____ Print Name _____ Signature of Owner (if Builder) _____ Print Name	<p>Is RESIDENCE 50 years or older? _____ A print out, available from the Horry County Register's Office, is required as proof age.</p> <p>VALUATION OF WORK: \$ _____ Valuation on Building Permits will be calculated by Building Department. Separate permits may be required. Subcontractor information must be provided.</p> <p>NOTE: ALL SEWER & WATER FEES MUST BE PAID PRIOR TO THE ISSUANCE OF PERMITS ON NEW CONSTRUCTION.</p>
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Approvals	Building	Zoning	Type of Const.	Occupancy Group	Total Sq. Ft
	Building Permit	\$ _____	# Stories	# Dwelling Unit	# Bedrooms
	Electrical Permit	_____	# Bathrooms	Elec. Amp	HVAC
	Plumbing Permit	_____	Flood Elevation	Fire Sprinklers	# of Seats
	Mechanical Permit	_____	Date Issued: _____ Issued By: _____ Permit # _____ Permit Amt \$ _____		
	Gas Permit	_____			
	Sign Permit	_____			
	Plan Review Fee	_____			
	Fire Sprinklers	_____			
	Other	_____			
	Total Amount Due	_____			

CITY OF CONWAY

Fees - Commercial

Building	\$.30 x total square footage for permit cost plus trade permits
Electrical	\$50. for first \$5000. Then fee chart.
Plumbing	\$50. for first \$5000. Then fee chart.
Mechanical	\$50. for first \$5000. Then fee chart.
Gas	\$50. for first \$5000. Then fee chart.
Plan Checking	One half permit fee
Preliminary Review	\$100. plus standard plan review fee.
Change of Occupancy	\$100.
Change of Tenant	\$25.
Re-inspections	\$35. after two failed inspections, first if not ready, must be paid before next inspection.
Moving of Buildings	\$150.
Demolition of Buildings	\$150.
Sewer	\$30. for existing buildings.

Penalties: Work for which a permit is required by this code is started or in progress prior to obtaining said permit, the fees herein specified shall be **DOUBLED**, but the payment of such double fees shall not relieve any persons from fully complying with the requirements of this code in the execution of the work.

CITY OF CONWAY
FEES – RESIDENTIAL

Building	\$65.00 per square foot valuation
Electrical	\$50.00 up to 200 amps, then .25 per amp
Plumbing	\$45.00, plus \$2 per fixture
Mechanical	\$35.00, up to 2 ton and then \$7.50 per ton
Gas	\$25.00, plus \$2.50 per each appliance
Plan Checking	One half permit fee
Re-inspection	\$35.00, after two failed inspections, first if not ready, must be paid before next inspection
Moving of a Building	\$150.00
Demolition of Building	\$150.00
Remodel and Additions	same as new construction
Private Garages	\$33 per square foot valuation
Storage Buildings	\$0.30 x total square foot
Porches and Decks	\$0.25 x total square foot
Pools	Valuation from fee chart plus electrical fee
Sewer	\$30.00 for existing building

Penalties: The fee for work started prior to obtaining a permit (when required) shall be DOUBLED, but payment of double fee shall not relieve any persons from fully complying with the requirements of the code in the execution of the work.

ATTACHMENT F

CITY OF CONWAY
BUILDING PERMIT FEE CHART

<u>TOTAL VALUATION</u>	<u>FEE</u>
Up to \$2,000.00	\$30.00
\$2,001.00 up to and including \$50,000.00	\$30.00 for the first \$2,000.00 plus \$6.00 for each additional thousand or fraction thereof
\$50,001.00 up to and including \$100,000.00	\$324.00 for the first \$50,000.00 plus \$5.00 for each additional thousand or fraction thereof.
\$100,000.00 and up to including \$500,000.00	\$574.00 for the first \$100,000.00 plus \$4.00 for each additional thousand or fraction thereof
\$500,001.00 and up	\$2,174.00 for the first \$500,000.00 plus \$3.00 for each additional thousand or fraction thereof

New businesses must obtain a business license prior to beginning operations.

Business licenses expire on June 30 each year. Renewals must be paid in full on or before June 30 to avoid penalties.



FOR OFFICE USE

ACCT # _____
RATE CLASS _____
SIC _____
NAICS _____

BUSINESS LICENSE APPLICATION

1. Business name _____

2. Owner, partner or corporation name _____

3. Physical location of business _____
(Street) (City) (State) (Zip Code)

4. Mailing address (if different) _____
(Street/Post Office Box) (City) (State) (Zip Code)

5. Location of records _____

6. Federal ID number _____

7. Sales tax number _____

8. Business Phone _____

9. Home Phone _____

10. Cell Phone _____

11. Fax Number _____

12. Email address _____

13. Type of Ownership.

14. Type of Business (check all applicable)

_____ Sole Proprietor _____ Corporation
_____ Partnership _____ Other

_____ Retail _____ Coin Machine _____ Service
_____ Wholesale _____ Admissions _____ Insurance
_____ Contractor _____ Hospitality _____ Other
_____ Accommodations

15. Main Business (IE: Retail: Furniture Sales) _____

16. Business Owner, Partners or Officers. (Continue on back if necessary).

Name: _____ Address _____ % Ownership _____

Name: _____ Address _____ % Ownership _____

17. Did you buy this existing business ___ Yes ___ No

Name of previous owner _____ Present address _____

18. Estimated gross receipts through next June 30 (Contract amount if contractor) _____

19. Fee calculation: Minimum of \$ _____ for first \$ _____ plus \$ _____ for each additional \$1000.00.

20. Total fee due: \$ _____ Form of payment _____ Cash _____ Check _____ Visa _____ MasterCard

21. Is your business within the city limits of Conway? ___ Yes ___ No

- I understand that City ordinance provides for penalties and license revocation for making false or fraudulent statements in this application.
- I understand that all applications for Business Licenses are subject to applicable City codes and ordinances.
- I certify that all information on this application including any attachments is true and correct to the best of my knowledge.

Signature

Title

Date

Completed applications may be mailed to: City of Conway – P.O. Box 1075 – Conway, SC 29528-1075 – faxed to 843-248-1718 or delivered in person to our office at 1000 Second Avenue, Conway, SC. If you have questions, please call us at 843-488-7631.