

How to renew a business license?

1. Log into the online service portal with your username and password

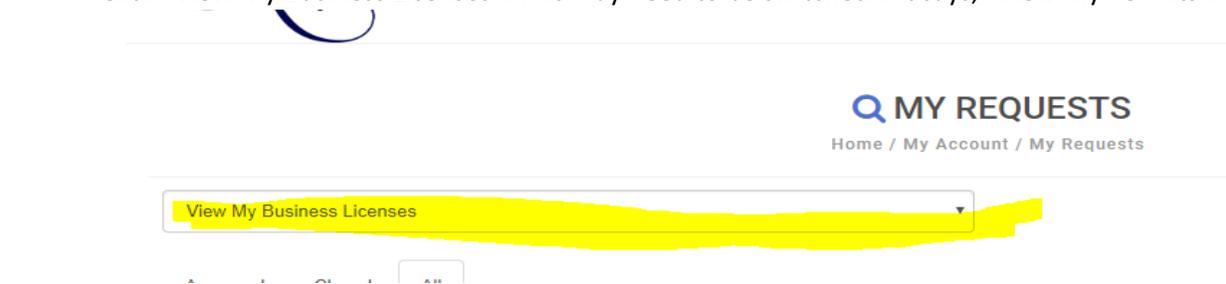
2. Click “My Account” at the top-right of the screen



3. Click “View my requests” on the left-side of the screen



4. Click “View My Business Licenses”. This may need to be switched if it says, “View My Permits”.



5. Click on the previous year license number. (Hint: The number should be listed on the renewal notice you received by email or mail.)

6. Click “Renew your license” button on the left-side of the screen

 Renew your license

7. Check all the fields and make necessary changes before signing and clicking the “submit” button. Make sure to change the “Kiawah gross sales” to whatever your company’s Kiawah revenue was for the previous calendar year. (Note: All general contractors, residential contractors, subcontractors, and specialty contractors need to make sure to upload current copies of their SC State License/Registration Card and the Driver’s License of the person who is listed on the SC Contractors License.)

8. Once submitted, your application will go through review. Be on the lookout for email updates from Town staff.