



PLEASE SEND PAYMENT WITH APPLICATION

TOWN OF MONCK'S CORNER
P.O. BOX 700

MONCK'S CORNER, SC 29461

APPLICATION FOR BUSINESS OR PROFESSIONAL LICENSE

FOR THE YEAR: _____

FOR OFFICE USE ONLY		
LICENSE #:		
LICENSE FEE:		PENALTY:
TOTAL:		
CHECK #:	CASH:	CREDIT CARD:
DATE ISSUED:		
STAFF INITIALS:		
CLASSIFICATION CODE:		RATE:
APPROVAL:		
PLANNING/ZONING: _____		DATE: _____
FIRE MARSHAL: _____		DATE: _____
BLDG OFFICIAL: _____		DATE: _____

Local Hospitality Tax Establishment: Yes No (2% local hospitality tax applied on prepared meals, food, and beverages)

Home Occupation: Yes No

PLEASE ANSWER ALL QUESTIONS. IF YOU NEED ASSISTANCE CALCULATING YOUR LICENSE, PLEASE CALL 843-719-7900 OR FAX 843-719-7902

1. NAME OF BUSINESS:	_____	2. TYPE	_____
3 BUSINESS OWNER:	_____	4. FEDERAL ID/SSN:	_____
5. MAILING ADDRESS:	_____	6. BUSINESS PHONE	_____
7. BUSINESS LOCATION:	_____	8. TMS #	_____
9. HOME ADDRESS:	_____	10. HOME PHONE:	_____
11. DRIVERS LIC# AND STATE:	_____	MOBILE PHONE:	_____
13. EMERGENCY CONTACT:	_____	12. E-MAIL ADDRESS:	_____
15. PREVIOUS OWNER (IF APPLICABLE)	_____	14. PHONE	_____
		16. PREVIOUS USE	_____

HAVE YOU EVER HAD A BUSINESS OR CONTRACTOR'S LICENSE REVOKED OR SUSPENDED BY ANY LICENSING AGENCY? YES NO IF YES, PLEASE EXPLAIN:

HAVE YOU EVER HAD A BUSINESS LICENSE IN ANOTHER CITY, COUNTY OR STATE? YES NO IF YES, WHERE? _____

ANY TRADE REQUIRED TO HOLD A STATE LLR LICENSE AND/OR A RETAIL LICENSE MUST PROVIDE A CURRENT COPY OF THE LICENSE	
STATE LICENSE # _____	RETAIL LICENSE # _____
OUT OF TOWN CONTRACTORS ONLY: JOB LOCATION(S) _____	

****PEDDLERS ONLY: JOB LOCATION: _____ DL/STATE# _____**

(MUST SUBMIT A COPY OF DL AND REGISTER WITH POLICE DEPARTMENT BEFORE LICENSE WILL BE ISSUED.)

****BUSINESS LICENSE MUST BE CARRIED ON YOUR PERSON OR READILY AVAILABLE FOR INSPECTION BY AN OFFICER OF THE TOWN. FAILURE TO PRODUCE THE LICENSE IS A MISDEMEANOR. PUNISHABLE FOR UP TO \$500.00 FINE AND/OR 30 DAYS IN JAIL.**

*GROSS RECEIPTS \$ _____ (*OUT OF TOWN CONTRACTORS-PROVIDE IN-TOWN CONTRACT AMOUNT)

FROM BUSINESS OR PROFESSIONION TOTAL LICENSE FEE: \$ _____

RATE/BASE \$ _____ \$0-2,000 PLUS _____ PER \$1,000 GROSS RECEIPTS _____ GROSS RECEIPTS IN EXCESS OF \$1,000,000.

For gross receipts in excess of \$1,000,000.00 please see attached chart for declining rates. (If chart is not attached please call for rate).

I (we) do hereby certify that the information given in this application is true. That the gross income is accurately reported or estimated for a new business without any unauthorized deduction, and that all assessments and personal property taxes due and payable to the Town have been paid. I understand that issuance of a Town business license does not relieve me of the responsibility of meeting all Town of Moncks Corner Zoning and Building Code requirements, and that I am subject to all provisions of the business license ordinance of the Town of Moncks Corner. I also understand and authorize the Town of Moncks Corner and its Agents to utilize all information on this application for the purposes of obtaining a business license and insuring that all other Federal, State and Local Laws are followed.

(Print) _____

(Signed) _____
(Signature of Applicant)

(Date Signed) _____

APPLICATION WILL NOT BE PROCESSED WITHOUT SIGNATURE

RENEWALS ARE

DELINQUENT MAY 1ST

PENALTY APPLIED AFTER APRIL 30TH

5% PENALTY PER MONTH COMPOUNDED

Zoning Compliance Review

Town Of Moncks Corner

Planning Department

Applicant _____ Business Name _____

Property Address _____ Mailing Address _____

Phone Number _____ Type of Use _____

Zoning Classification _____ Tax Map # _____

Permitted Use	<input type="checkbox"/>	Conditional Use	<input type="checkbox"/>	Parking Required	_____
New Construction	<input type="checkbox"/>	Existing Structure	<input type="checkbox"/>	Net Floor Area (Sq. Ft.)	_____
Ordinance Section	<input type="checkbox"/>			Spaces Required	_____
Home Occupation	<input type="checkbox"/>				

Additional Comments/Explanations:

Pending By: _____ Date: _____

Approved By: _____ Date: _____

PLEASE NOTE: A PERMIT IS REQUIRED BEFORE THE ERECTION OF ANY SIGN!

This form must be completed to open a business at any location in Moncks Corner, regardless of a current business license. The provision of utilities by Moncks Corner Public Works does not imply compliance with the Official Zoning Ordinance of the Town of Moncks Corner.

I HAVE READ AND UNDERSTAND THE INFORMATION PROVIDED ON THIS FORM.

Applicant Signature

Date: _____

CONTAINER SERIAL NO. _____

NEW SERVICE

HAVE YOU APPLIED FOR WATER SERVICE? _____ YES _____ NO

NEW ACCOUNT _____ EXISTING ACCOUNT _____

**TOWN OF MONCKS CORNER
ROLL-A-WASTE CONTAINER
(843) 719-7900**

DATE: _____

AMT. DUE \$ _____

NAME WATER BILL IS IN: _____

APPLICANT'S SOCIAL SECURITY NUMBER: _____

STREET ADDRESS: _____

PREVIOUS ADDRESS: _____

MAILING ADDRESS: _____

PHONE NO: _____

PLEASE CHECK ONE: RESIDENTIAL { } COMMERCIAL { } RECYCLING { }

SANITATION FEE: \$ 35.00 (NON RE-FUNDABLE)

REDELIVERY FEE: \$ 25.00

RECYCLING FEE: \$10.00 (NON RE-FUNDABLE)

BILLING: An assessment of \$11.93 per container for residential services, \$2.50 per container for recycling and \$16.93 per container for small businesses shall be paid on a monthly basis and is included on your water bill through the Moncks Corner Water Works Department. Payment shall begin the first of the month following registration.

IMPORTANT NOTES:

- IN CASE OF FAILURE TO PAY BILL THE CONTAINER(S) WILL BE REMOVED. AFTER THE BILL HAS BEEN PAID IN FULL A CHARGE OF \$25.00 WILL APPLY AND YOUR CONTAINER(S) WILL BE REDELIVERED.
- ANY INDIVIDUAL FOUND WILLFULLY DAMAGING A ROLL CART OWNED BY THE TOWN OF MONCKS CORNER WILL BE ASSESSED A REPLACEMENT FEE, AS WELL AS A \$25.00 REDELIVERY FEE.
- CUSTOMERS SHALL BE REQUIRED TO MAINTAIN CONTAINERS IN GOOD, SANITARY CONDITIONS.
- THIS CONTAINER IS THE PROPERTY OF THE TOWN. IF YOU MOVE FROM THIS ADDRESS THE CONTAINER SHOULD REMAIN AT THIS ADDRESS. IF YOU MOVE TO ANOTHER ADDRESS WITHIN THE TOWN WE WILL TRANSFER THE CAN FOR YOU.

NOTICE: The Town of Moncks Corner has the right pursuant to the South Carolina Setoff Debt Collections Act to collect any sum due and owed by the defendant's state income tax refund. If the Town of Moncks Corner chooses to pursue debts owed by the defendant through the Setoff Debt Collection Act, the defendant must pay all fees and costs incurred through the setoff process, including fees charged by the Department of Revenue, the South Carolina Association of Counties, the Municipal Association of South Carolina, and/or the Town of Moncks Corner. If the Town of Moncks Corner chooses to pursue debts in a manner other than setoff, the defendant must pay the costs and fees associated with the selected manner as well. Thank You!!

APPLICANT'S SIGNATURE

ROLL CART DELIVERY TICKET

Name: _____

Address: _____

Subdivision: _____

Transfer? No Yes

Previous Address: _____

Green Roll Cart Number: _____

Brown Roll Cart Number: _____

Recycle Roll Cart Number: _____

Date Delivered: _____

Initials: _____



Solid Waste Schedule Requirements

GENERAL INFORMATION

The Town of Moncks Corner provides sanitation services to each residence once (1x) a week. It is our goal to provide you with the best possible sanitation service. We ask that you follow these guidelines to assist us in achieving that goal.

An initial non-refundable \$35.00 fee will be charged to all waste services recipients. This \$35.00 fee provides each resident one green roll cart for household solid waste and one brown roll cart for yard debris disposal only. Household solid waste is NOT to be placed in the brown yard debris can.

All refuse and debris must be:

- **Properly containerized**
(No unauthorized containers will be emptied)
- **DO NOT put plastic bags or household solid waste** inside the brown yard debris carts.
- **Place Roll Cart(s) curbside for collection by 6 a.m. each Thursday**
(Trucks will not return for containers placed out late for pick-up)
- **DO NOT** over load the roll cart.

SERVICE DAY

All waste removal including yard debris and recycling will occur on **Thursday**. Please have your roll carts near the road at least 3-5 feet away from any obstruction with the lid opening facing the road by **6:00 a.m.**

SORTING SOLID WASTE

Regular household solid waste should be placed in your green roll cart. This is the solid waste generated from food preparation and other regular daily activities.

Small appliances such as toasters and microwave ovens are collected with regular household solid waste along with clothing and bicycles.

Cardboard boxes must be flattened and placed inside your roll cart or they can be recycled. Please do not use boxes as trash receptacles.

ITEMS NOT COLLECTED

- Televisions/Computer Monitors (see E-scrap on following page)
- Concrete/Asphalt sidewalks, driveways
- Ashes or Cinders (hot or cold)
- Dirt/compost
- Bricks and/or concrete blocks or similar items
- Ceramic tile
- Shingles
- Large Automobile parts (fenders, doors, hoods, trunks, lids, bumpers, etc.)
- Contractor Generated Building & Yard debris
- Animal Feces

If you are unsure about the category of an item please call 843-719-7900 for clarification.

YARD DEBRIS

Small debris such as grass clippings, straw, leaves, etc. must be placed in the Town issued yard waste roll cart.

Large yard debris, such as branches and limbs, may be stacked curbside for pickup. Maximum dimensions for pick up are 4 ft. long and 4 in. in diameter and no more than 50 lbs. in weight. Dirt must be removed from the roots.

Commercial businesses **DO NOT** have yard debris pick up service.

Contractors performing work at residential or commercial sites are responsible for removing litter and/or waste material by the end of each work week. The Town will **NOT** pick up their waste/debris.

RECYCLING

Single stream recycling service is also available for an additional \$10.00 initial non-refundable fee. Single stream recycling allows for all recyclable products to be placed into the same container without sorting.

The following items can be recycled:

- Newspapers
- Magazines
- Mixed office paper
- Brown paper bags
- Empty aluminum cans/pans/foils
- Empty glass food/beverage containers
- Empty bi-metal cans
- Empty oil bottles with closed lids
- Plastics #1-#7
- Corrugated cardboard. All cardboard needs to be flattened.

If you choose not to subscribe to the use of a recycling roll cart the above items can still be deposited at Berkeley County recycling drop off sites; Berkeley County Office Building, 1003 Highway 52 and Berkeley Intermediate School, 777 Stoney Landing Road.

BULKY ITEMS

Very large items such as storage sheds, garage doors or trailers should be dismantled into manageable pieces. Metal appliances such as refrigerators, washers/dryers, stoves, etc., will be collected AFTER all yard debris has been picked up. Please call 843-719-7900 to arrange bulk item removal.

CARPET & CONSTRUCTION DEBRIS

- If you are a HOMEOWNER replacing carpet, without the assistance of a contractor, carpet will be picked up ONLY if it is dry, and rolled neatly in 4 ft. sections. Carpet installation companies are required to haul off carpet.
- We will NOT pick up construction and demolition debris, such as doors, windows, or lumber. However, the Convenience Center at the Berkeley County Landfill, located on Oakley Road, is open most evenings until 7 p.m. There are specific dumpsters on site for the disposal of such debris. Please call their office at 843-761-8817 for schedule and any questions you may have concerning C&D items.

E-SCRAP

Please place electronic scrap such as televisions, computers, computer monitors or printers in the trailer labeled E-SCRAP located at 103 White Street.

COMMERCIAL DUMPSTER PICK UP

Pick up is once (1x) per week—Additional lifts may be contracted with service provider of choice.

Dumpsters may be obtained by calling 800-521-1797

HOLIDAYS

The following holidays will cause a one (1) day delay in waste removal services as Republic Services will be closed:

- New Year's Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving
- Christmas

USED OIL COLLECTION SITES

- Advance Auto Parts
109 S Highway 52, Moncks Corner, SC 29461
- Santee Cooper— corner of One Riverwood Drive and U.S. 52 Bypass.

Town of Moncks Corner
118 Carolina Avenue
Moncks Corner, SC 29461
843-719-7900

www.townofmonckscorner.sc.gov



Department of Planning and Development

Zoning Compliance & Sign Permits

Submission Requirements

1. Applications for a sign permit must be accompanied by two copies of a sketch of property showing the location where the sign is to be placed. This sketch must be prepared over a recent survey of the property.
2. Other drawings to be submitted with the application include: structural drawings of the sign with dimensions; dimensions of the wall if the sign is to be wall mounted; total height of the sign if it is to be free standing; and foundation plans if free standing.
3. Sketches or photographs of the proposed sign must also be included with the application.
4. A certificate of ownership must also accompany the applications. This certificate must be signed by the owner of the property on which the sign is proposed, or by any other person having a recognized interest in the property, or by the owner's authorized agent. If the applicant is not the owner of the property, or is a contract purchaser of the property, a certified statement signed by the owner consenting to the submission of the application shall be submitted. If the applicant is not the sole owner of the property, a certified statement signed by all other owners or an entity representing the owners consenting to or joining the application shall be submitted.

**TOWN OF MONCK'S CORNER
SIGN PERMIT**

PERMIT # 2008-_____

1. Application must be completed by applicant or authorized representative.
2. Freestanding signs must include foundation plans, if required by the Building Official.
3. Applicant must include two copies of a sketch of the parcel on which the sign is located, including information as shown in attachment.
4. Application must be accompanied by structural drawings of sign (one for building sign, two for free standing sign), if required by the Building Official.

NAME OF BUSINESS: _____

LOCATION OF SIGN: _____ TAX MAP #: _____

SIGN COMPANY: _____ PHONE #: _____

OWNER/DEVELOPER: _____ PHONE #: _____

ROAD FRONTAGE: _____ LINEAR FEET MAXIMUM # FREE STANDING SIGNS PERMITTED: _____

FRONT BUILDING SURFACE: _____ SQ. FT. SIDE BUILDING SURFACE: _____ SQ. FT.

	SIZE SHOWN ON PLAN	MAXIMUM SIZE PERMITTED	COST
FREE STANDING SIGN:	_____ SQ. FT.	_____ SQ. FT.	_____
WALL SIGNS:	_____ SQ. FT.	_____ SQ. FT.	_____
	_____ SQ. FT.	_____ SQ. FT.	_____
	_____ SQ. FT.	_____ SQ. FT.	_____

Comments: _____

MATERIAL: METAL WOOD NEON PLASTIC OTHER (SPECIFY): _____

ELECTRICAL: YES NO

ADMINISTRATION FEE: \$20.00
 PERMIT FEE: \$15.00 up to \$2,000, \$3.00 per \$1,000 thereafter

Owner and/or Agent agrees to conform to the Town of Moncks Corner Zoning Ordinance and applicable provisions of the International Code Council, and that owner/or agent will comply with all restrictions, codes, noted on the permit.

PRINT NAME OF OWNER/AGENT: _____ DATE: _____

SIGNATURE OF OWNER/AGENT: _____

APPROVED ZONING ADMINISTRATOR: _____ DATE: _____

APPROVED CITY BUILDING OFFICIAL: _____ DATE: _____

TOTAL FEE AMOUNT DUE: \$ _____ RECEIPT # _____