

How to renew a business license through the Town online portal?

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

Here is website URL: <https://www.citizenserve.com/townofkiawahisland>

If you forgot your username, then click “forgot username”. The email address you enter must match what is on your contact page. The system will email you the username. The email sometimes goes to junk mail, so check your junk mail if you do see the email come into your regular inbox.

If you need to reset the password, then you can click the link on the portal to do that. The system will email you a temporary password. The email sometimes goes to junk mail, so check your junk mail if you do see the email come into your regular inbox.

2. Click “Home” at the top of the screen



3. Scroll down to the “Licensing” section and click “renew your license”

Online Services You Need



LICENSING

Starting a business? Apply online, pay license fees, and view the status of your license application all from your home, office or mobile device.

[DO YOU NEED A LICENSE? →](#)

[APPLY FOR A LICENSE →](#)

[TOKI LOCAL HOSPITALITY TAX INFORMATION PAGE →](#)

[PAY LOCAL HOSPITALITY TAX →](#)

[RENEW YOUR LICENSE →](#)

4. The system will automatically bring up your application. Check all the fields and make necessary changes before 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.

All general contractors, residential contractors, subcontractors, and specialty contractors need to make sure to upload current copies of their SC State Contractor License/Registration Cards and the Driver’s License of the person who is listed on the SC Contractors License even if the system shows something already there. New copies must be uploaded each year. The system will not allow you to submit your renewal application until this is done.

When you submit your renewal application, you will also need to include documentation that verifies your reported income. For renewal applications, please submit one of the following documents:

1. Federal or state income tax return-must clearly show Kiawah gross receipts
 2. Profit and Loss statement -must clearly show Kiawah gross receipts
 3. Reports from the company’s finance software that show Kiawah gross receipts
 4. Contracts for Kiawah projects or sales with prices
 5. South Carolina state sales tax returns that show what income and taxes were reported for Kiawah
 6. Signed letter from the company’s CPA stating the company’s Kiawah gross receipts and that they acknowledge it is correct
 7. Notarized letter from business owner stating the company’s Kiawah gross receipts and that they acknowledge it is correct
 8. VRBO and Airbnb income reports that show Kiawah gross rental sales
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5. Once submitted, your application will go through review. Be on the lookout for email updates from Town staff.