



City of Walterboro

PO Box 709

242 Hampton Street
Walterboro, SC 29488

843-782-1000
843-549-9795, fax

To: Prospective Business Partners

From: City of Walterboro

Subject: NEW BUSINESS LICENSE PACKETS

Please be assured that all personnel with the City of Walterboro want your new business to open on schedule and become enormously successful. In order to comply with State of South Carolina statutes, our City has adopted the International Building Code as its reference to commercial construction and public building safety. This code, adopted by all cities and counties in South Carolina, is the same series of building regulation and safety codes used all over the world and are the same in Walterboro as any other location within our state.

First, we are pleased that you have chosen a location for your new business and have visited us to pick up a New Business Checklist here in City Hall. After looking at the Checklist, complete the data requirements on the Business License Application and the data for the Code Clearance Form. This form shows you are compliant in three important areas, (a) the location for the business is properly zoned, (b) the building is in agreement with the International Building Code for your businesses use, and (c) the structure meets the fire code regulations for safety.

At this point, it is advisable for you to request a walkthrough by the Building Department before you sign a lease or purchase the building. The City Building Official can advise you on how to bring your proposed location into compliance for your intended use (specifically for your business) prior to your making a final commitment. This is an excellent way to prevent surprises from appearing later.

Not every business requires a building to be up fitted and businesses requiring new construction are into different construction codes. To see how your proposed business fits into these categories, just call or come by for a visit. We're here to help.

The notes and attachments contained herein are meant to be informational and a guide to assist you but are certainly not meant to be all conclusive. As you know, furnishing a product or service for public consumption is a competitive, demanding and complicated endeavor; we want to help you get started as soon as possible.

Please call any of us with any questions you may have.

- Enclosures:
- a. Business License Application
 - b. Code Clearance Form
 - c. New Business Checklist – Economic Development
 - d. General Fire Inspection Requirements
 - e. Building Permit Checklist
 - f. Work Exempt from Permit
 - g. Signs that require Permits
 - h. Signs not requiring a Permit
 - i. Contact Information Sheet

**Application For
Business or Professional License**

Return Application to:
City of Walterboro
Attn: Business License
248 Hampton Street
Walterboro, SC 29488
(843) 782-1065



In order to insure proper credit to your account, you must return this application. Please verify all information listed, and then complete this application as required

Date of Application _____

This application is for: New Renewal

Business Name _____	Business Type _____
Mailing Address _____	Class Code _____
City/State/Zip _____	SIC Code _____
Business Location _____	Business Telephone Number _____
Federal ID # _____	Home Telephone Number _____
SSN # _____	# Employees (In-city only) _____
State Retail # _____	Owner Name _____
SC Residential Builders # _____	Address _____
Drivers License # _____	City/State/Zip _____

(A) Gross Receipts as reported to the S.C. Tax Commission	\$ _____
(B) Less Gross business on which a license fee was paid to another county or city	_____
(C) Total Taxable Receipts (A-B)	_____
(D) Base Tax (first \$2,000.00)	_____
(E) Tax on excess at \$_____ per \$1,000.00	_____
(F) Penalty (5% per month beginning April 16 th)	_____
(G) Total License Fee Due	\$ _____

I(We) do hereby certify that the amount returned as Total Gross from business or profession as reported herein is true and correct, and that I have made no deduction for "drop shipments", "sales to government agencies", "out of city or county deliveries", or otherwise, and that I am familiar with the city ordinance providing for penalties and revocation of my(our) license for making false or fraudulent Statements in this application.

I(We) certify that all personal property taxes have been paid which are due and payable to the City of Walterboro as of this date and that the business name reported herein is the same as on my South Carolina Income Tax return.

Signature

Title

Date

City of Walterboro

Telephone:
(843) 782-1000

242 Hampton Street
Walterboro, South Carolina, 29488

Fax:
(843) 549-9795

CODE CLEARANCE FORM

This form is required for all businesses located in the City of Walterboro.

We have received your application for a business license. Before a license can be issued, you are required to get the necessary approvals for code compliance applicable to the location and nature of your business.

A check mark indicates which approvals are required. Upon completion of this clearance form, you may bring it with the required license fee to the Finance Office. You may not lawfully conduct business until a license is issued.

Date: _____ Telephone: _____

Name of Business: _____

Name of Owner(s): _____

Business Address: _____

Type of Business: _____

Type of Building: Residence Store Office Building Warehouse

Zoning: Compliance with Zoning Ordinance
 Approved
 Disapproved

Signature Date

Inspection: Compliance with Building Code
 Approved
 Disapproved

Signature Date

Fire: Compliance with Fire Code
 Approved
 Disapproved

Signature Date

Continued Occupancy
 Approved
 Disapproved

Signature Date

In the event of a change of location or ownership of a business, the same procedure shall be followed within ten (10) days of change. If you have a problem, please call the Finance Office at **843-782-1065**.

New Business Checklist

We are happy to help you get started on this new adventure. There are a few things that you need to make sure you do in the proper order so that you don't run into any surprises. Please print this page to use as your guide.

FIRST AND FOREMOST – contact City Planning & Codes Department at 843-782-1000, ext “0” so that we can help guide you through this process. Once you get started, or if you chose to do this on your own, the steps are as follows:

1. Check with City Zoning Department to make sure that the business you are thinking of starting is allowed in the area of the City you are thinking of.
2. If your idea fits the area, you then should schedule a walkthrough by our City Building Official to confirm that your building of choice can accommodate your business. He or she can also help you understand the level of up-fit required if the building requires alteration. This is a service we offer to help you know what you are in for before you get in too deep.
 - a. He or she will inform you of additional requirements as needed, i.e. Architect or Engineer produced and stamped plans as well as landscaping and parking requirements.
3. After your walkthrough you should then apply for the required permits or certificates of appropriateness to begin necessary work.
4. Throughout the process, remember to call for inspections as each phase of work necessitates.
5. Upon completion of work, you can then apply for a business license. This is done in the same office where you attained your permits.
6. In order for your license to be issued, the final step is a Code Clearance inspection. This is a final verification that you are ready to open your doors.

IF YOU WOULD LIKE HELP WHILE IN THE MIDST OF THIS PROCESS, YOU ARE ENCOURAGED TO ENLIST THE HELP OF OUR PLANNING & CODES DEPARTMENT. THEY CAN HELP WITH EVERYTHING FROM BUSINESS PLANNING, ZONING ISSUES, AND EVEN NAVIGATING THE LIST ABOVE.

General Fire Inspection Requirements

The following list is the general requirements that most businesses must meet for Fire Inspections. This list is not all inclusive and some items may not apply to all businesses.



- A minimum of one 2A-10BC fire extinguisher for each 3,000 square feet of floor are not to exceed 75 feet of travel distance.
- All extinguishers must be checked and tagged for proper maintenance.
- Automatic sprinkler systems have been serviced within one year and valves are open and supervised. (Chained or electrically monitored)
- Sprinkler/Standpipe Fire Department Connections (FDC) are provided with caps.
- A minimum of 18 inches of clearance is provided and maintained between the top of any storage and sprinkler heads or any overhead obstructions.
- Emergency lights are tested and working.
- Fire alarm system is working properly.
- Fire Pump/Emergency Generators are tested weekly and logged.
- Exit lights illuminated.
- Designated exits are unlocked and clear of any obstructions.
- Stairwell doors equipped with self-closures and proper hardware.
- Extension cords do not exceed 6 feet in length and all electrical wiring is installed according to the National Electric Code. Panels clear and accessible.
- Cooking equipment, vent hoods, filters, and ducts free of excess grease.
- Automating smothering systems protecting cooking surfaces have been inspected within the last six months.
- Minimum of a K-type fire extinguisher mounted in the kitchen area.
- Compressed gas cylinders securely chained or strapped in the vertical position.
- No Smoking signs are posted and maintained at all fuel pump islands with a minimum of one 2A-20 BC fire extinguisher within 75 feet of travel distance.
- Combustible waste kept to a minimum.
- Approved housekeeping
- Address posted on the street side of the building with a 4-inch minimum height numbers.



CITY OF WALTERBORO BUILDING PERMIT CHECKLIST

In order to assist you with the completion of the attached application for a building permit the following checklist shall be used to insure that all information that the City requires prior to acceptance has been attached. Failure to complete this section could result in the City not accepting the application.

General Requirements:

- _____ 1. **Three (3) sets of plans**, including plot plan, must be submitted with this application.
- _____ 2. In some cases a site plan must be submitted, call 843-782-1000, ext "0" to find out if you need a site plan.
- _____ 3. In some cases a tree survey may be required, call 843-782-1000, ext "0" to find out if you need to submit a tree survey.
- _____ 4. All surplus building materials and debris must be removed by applicant. This material will not be picked up by the City.
- _____ 5. A Certificate of Occupancy must be obtained before occupying a new building.
- _____ 6. It is **mandatory** that you call for all inspections, 843-782-1000, x"0".
- _____ 7. A twenty four (24) hour notice is required for inspection appointments.
- _____ 8. A **City Business License** is required of **ALL** Contractors.
- _____ 9. Provide a copy of the Contractors State License or their State License Number.
- _____ 10. Include total estimated value of job on the application; this includes cost of materials & labor (at the fair market value).
- _____ 11. A copy of your contract may be required.

SAMPLE INSPECTION LIST

Footing	Post hole or footing for porch, deck, fence
Waterproofing & drain tile	Framing for deck
Basement insulation	Ratwall for garage
Rough trades (electrical, mechanical, plumbing)	Basement floor fill (before pouring)
Rough building	Driveway or walks (before pouring)
Roof underlayment (open roof before shingles)	Final grade on lot (part of final inspection)
Exterior insulation (if part of energy envelope)	
Interior insulation	
Final trades (electrical, mechanical, plumbing)	
Final building	

WITHOUT THE ABOVE INSPECTIONS BEING APPROVED, FINAL APPROVAL WILL NOT BE GRANTED.

SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, MECHANICAL, & PLUMBING WORK.

Signature of Applicant

Print Name of Applicant

Applicant Date Read

Received by City Staff

SECTION 105 PERMITS - COMMERCIAL

105.1 Required.

Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the *building official* and obtain the required *permit*.

105.1.1 Annual permit. In lieu of an individual *permit* for each *alteration* to an already *approved* electrical, gas, mechanical or plumbing installation, the *building official* is authorized to issue an annual *permit* upon application therefore to any person, firm or corporation regularly employing one or more qualified tradespersons in the building, structure or on the premises owned or operated by the applicant for the *permit*.

105.1.2 Annual permit records. The person to whom an annual *permit* is issued shall keep a detailed record of *alterations* made under such annual *permit*. The *building official* shall have access to such records at all times or such records shall be filed with the *building official* as designated.

105.2 Work exempt from permit. Exemptions from *permit* requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction.

Permits shall not be required for the following:

Building:

1. One-story detached accessory structures used as tool & storage sheds, playhouses & similar uses, provided the floor area is not greater than 120 square feet.
2. Fences not over 7 feet high. (We require fence permits in all zoning districts.)
3. Oil derricks.
4. Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II, or IIIA liquids.
5. Water tanks supported directly on grade if the capacity is not greater than 5,000 gallons & the ratio of height to diameter or width is not greater than 2:1.
6. Sidewalks & driveways not more than 30 inches above adjacent grade, & not over any basement or story below & not part of an *accessible route*.
7. **Painting, papering, tiling, carpeting, cabinets, counter tops & similar finish work.**
8. Temporary motion picture, television & theater stage sets & scenery.
9. Prefabricated swimming pools accessory to a Group R-3 occupancy that are less than 24 inches deep, are not greater than 5,000 gallons & are installed entirely above ground.
10. Shade cloth structures constructed for nursery or agricultural purposes, not including service systems.
11. Swings & other **playground equipment** accessory to detached one- & two-family *dwellings*.
12. Window awnings in Group R-3 & U occupancies, supported by an exterior wall that do not project more than 54 inches from the exterior wall & do not require additional support.
13. None fixed & movable fixtures, cases, racks, counters & partitions not over 5 feet 9 inches in height.

Electrical:

1. **Repairs & Maintenance:** Minor repair work, including the replacement of lamps or the connection of *approved* portable electrical equipment to *approved* permanently installed receptacles.
2. **Radio & television transmitting stations:** The provisions of this code shall not apply to electrical equipment used for radio & television transmissions, but do apply to equipment & wiring for a power supply & the installations of towers & antennas.
3. **Temporary testing systems:** A *permit* shall not be required for the installation of any temporary system required for the testing or servicing of electrical equipment or apparatus.

Gas:

1. Portable heating appliance.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.

Mechanical:

1. Portable heating appliance.
2. Portable ventilation equipment.
3. Portable cooling unit.
4. Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
5. Replacement of any part that does not alter its approval or make it unsafe.
6. Portable evaporative cooler.
7. Self-contained refrigeration systems containing 10 pounds (5kg) or less of refrigerant & actuated by motors of 1 horsepower (746W) or less.

Plumbing:

1. The stopping of leaks in drains, soil, waste or vent pipe, provided, however, that if any concealed trap, drain pipe, water, soil, waste or vent pipe becomes defective & it becomes necessary to remove & replace the same with new material, such work shall be considered as new work & a *permit* shall be obtained & inspection made as provided in this code.
2. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures & the removal & reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

105.2.1 Emergency repairs. Where equipment replacements & repairs must be performed in an emergency situation, the *permit* application shall be **submitted within the next business day** to the *building official*.

105.2.2 Repairs. Application or notice to the *building official* is not required for ordinary repairs to structures, replacement of lamps or the connection of *approved* portable electrical equipment to *approved* permanently installed receptacles. Such repairs shall not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or load-bearing support, or the removal or change of any required *means of egress*, or rearrangement of parts of a structure affecting the egress requirements; nor shall ordinary repairs include *addition* to, *alteration* of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring or mechanical or other work affecting public health or general safety.

FYI...

These are samples of signs that DO Require a Permit from the City.

Please refer to our **NEW UNIFIED DEVELOPMENT ZONING ORDINANCE Chapter 5: Signs** for more information.

PERMIT REQUIRED:



NEIGHBORHOOD IDENTIFICATION SIGN



STANDARD WALL SIGN



AWNING SIGN



CANOPY SIGN



PROJECTING SIGN



MONUMENT SIGN



MULTI-TENANT MONUMENT SIGN



ARM SIGN



MULTI-TENANT PYLON SIGN



DOWNTOWN BUSINESS SIGN



INTERSTATE SIGN



BANNER



BILLBOARDS



PENNANTS & INFLATABLE SIGNS

PROHIBITED SIGNS:



FACSIMILE SIGN



VEHICLE SIGN



ROTATING SIGN



ROOF SIGN



TRANSPORTABLE SIGN

Call 843-782-1000 for more information or go to www.walterborosc.org

FYI...

These are samples of signs that do not require a permit from the City, but several have size restrictions.

Please refer to our NEW UNIFIED DEVELOPMENT ZONING ORDINANCE Chapter 5: Signs for more information.

NO PERMIT NEEDED:



GOVERNMENT SIGN



ON-PREMISE REAL ESTATE SIGN



CITY-SPONSORED WAYFINDING SIGN



TEMPORARY HOLIDAY DECORATIONS



OFF PREMISES CIVIC SIGN



WARNING SIGN



TEMPORARY WINDOW SIGN



CONSTRUCTION SIGN



ADDRESS NUMBER SIGN



A-FRAME SIGN



ON-PREMISE DIRECTIONAL SIGN



PLACARD SIGN



INCIDENTAL SIGN



FLAGS-USA-STATE



POLITICAL SIGN

Call 843-782-1000 for more information or go to www.walterborosc.org.



**ANGELO PACILIO
BUILDING OFFICIAL & CODE ENFORCEMENT**

**CITY OF WALTERBORO
242 HAMPTON STREET
P.O. BOX 709
WALTERBORO, SC 29488**

**www.walterborosc.org
PHONE: (843) 782-1005
FAX: (843) 549-9795
EMAIL: info@walterborosc.org**

**DAVID B. DODD
DIRECTOR OF PLANNING & CODES**

**CITY OF WALTERBORO
242 HAMPTON STREET
P.O. BOX 709
WALTERBORO, SC 29488**

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**For General Information,
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843-549-9795 – Fax
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