

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 Economic Development (843-782-1012) 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.
 - 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 ECONOMIC DEVELOPMENT OFFICE. THEY CAN HELP WITH EVERYTHING FROM BUSINESS PLANNING, TO FINANCING, AND EVEN NAVIGATING THE LIST ABOVE.