



# Checklist for Starting a New Business

Are you planning to start a business in the City of Georgetown? If so, the following checklist is a convenient tool that outlines some of the most important steps that are required. It is important to note that this list is not exhaustive, and depending on your situation, other requirements may apply. Representatives from the City's Building & Planning, Finance and Economic Development Department s are available to assist you, so please call or come in to discuss your plans if you have any questions.

For those already familiar with the process, this checklist is still a good way to make sure you have covered all your bases.

## **NEW BUSINESS REQUIREMENTS CHECKLIST**

- 1. Have you verified the address where you plan to set up your new business?**
  
- 2. Have you confirmed that the zoning and available parking on the site are suitable?**

For City of Georgetown Zoning Ordinances, visit

<http://www.cogsc.com/BuildingPlanning/ZoningOrdinance.cfm>

- 3. Do you need to go before the Architectural Review Board (ARB)?**

If you are locating in the downtown Historic District, you will need to get approval from the City's ARB before you can make renovations to the property. ARB approval is required before getting a building permit so you need to allow time for this process. ARB instructions, meeting dates, deadlines and applications are available on the City's website and in the Building & Planning Department.

- 4. If you are planning to build or make renovations to an existing building, have you gotten a building permit?**

Building permits can be obtained in the Building & Planning office of City Hall or from the City's Website. Make sure you or your contractor request all of the required inspections throughout the construction process. Building & Planning will be able to get you through all of the steps to get a Certificate of Occupancy ("CO").



**5. Have you established utility service for your location?**

The City of Georgetown provides electric, water, sewer and trash services for all business locations in the City. You will need to apply in person at City Hall with proof of the rights to the property (lease, deed, mortgage, etc.) and a picture ID. Commercial accounts will require a deposit and service fee charge to setup.

**6. Have you applied for a Sign Permit?**

Sign permits can be obtained in the Building & Planning office of City Hall or from the City's Website.

**7. Have you applied for a business license?**

You must have a business license to operate in the City of Georgetown. Applications are available at City Hall or from the City's Website. Fees for business licenses vary according to the type of business you are operating. The business license process will include verification from City Officials for compliance with zoning, building & fire codes, and health regulations for establishments serving food.

In addition to verifying zoning uses, building official will inspect the property to ensure that it is suitable for its intended commercial purpose according to the City, State and Federal codes. The Fire Marshall inspection will verify compliance with the relevant fire codes. These inspections need to occur when all fixtures and furniture are in place, therefore they need to be scheduled just prior to opening. If you have any questions, feel free to contact the City.

**8. Have you contacted/registered with the other government agencies?**

- **SC Department of Revenue** ([www.sctax.org](http://www.sctax.org))  
*retail license, payroll withholding, alcohol beverage licensing, etc.*
- **Internal Revenue Service** ([www.irs.gov](http://www.irs.gov))  
*FEIN#, payroll withholding, etc*
- **SC Department of Health & Environmental Control (DHEC)** ([www.scdhec.gov](http://www.scdhec.gov))  
*food service permit,*

*There may be other government agencies you need to comply with depending on your business.*

**City of Georgetown Contacts:**

<b>Economic Development</b>	<b>843-545-4075</b>
<b>Business Licenses</b>	<b>843-545-4041</b>
<b>Building &amp; Planning</b>	<b>843-545-4010</b>