

# Starting a New Business Checklist

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## City of Greenville

Are you planning to start a business in the City of Greenville? If so, we would like to make your process flow as smoothly as possible. We created a checklist of City requirements that will assist prospective business owners in successfully setting up a business in the City of Greenville.

For those new to the process, the checklist will be a great way for you to familiarize yourself with the City's requirements. For those experienced with the process, the checklist will simply serve as a reminder.

The "Starting a New Business Checklist" is a convenient tool that highlights some of the most fundamental steps that are required. It is important to note that this list is not exhaustive, and depending on your situation, other requirements may apply. In these cases, we ask that you pay a visit to City Hall on the 4th floor and discuss your plans with a Building Codes, Business License, or Zoning Division staff member.

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### City of Greenville

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## Checklist

1.  Verify the address where you wish to set up your new business.
2.  Confirm that the zoning and parking provided on the site are suitable for your business.
3.  If you are locating in the Central Business District (CBD), special zoning requirements may be required for renovations.
4.  Acquire a building permit if you're planning to build or make renovations. Building permits can be obtained at the Permits and License Office on the fourth floor of City Hall. A properly licensed contractor should be issued any permits for commercial work. Make sure your contractor is properly licensed by the State of South Carolina and has a City of Greenville Business License.

The process of obtaining a permit is normally performed by your contractor and is as follows:

- a.  Bring your building renovation plans to City Hall. Staff will review the plans and based on code requirements, will either approve it or request that you make some changes.
- b.  Staff will issue a building permit once all building code and zoning requirements have been met.  
For building code requirements and permit applications, visit  
[http://www.greatergreenville.com/development/bldg\\_permits.asp](http://www.greatergreenville.com/development/bldg_permits.asp)  
  
For the City of Greenville Zoning Ordinance, visit  
[http://www.greatergreenville.com/development/zoning/zoning\\_info.asp](http://www.greatergreenville.com/development/zoning/zoning_info.asp)
- c.  Acquire plumbing, heating, air conditioning and gas permits if building or renovation plans will require alterations of these systems. These permits can be obtained at the Permits and License Office on the fourth floor of City Hall.
- d.  You'll need a sign permit before you can erect any signs at your address. A Sign Permit can be obtained at the Permits and License Office on the fourth floor of City Hall.
- e.  Inspections are conducted over the course of construction. Your contractor is responsible to ensure all inspections are requested in the proper sequence based on your particular construction. Once building renovations are completed, a final inspection is required. Your contractor should request inspections in advance.

- f.  Once your building passes all inspections you will need a Certificate of Occupancy. You may apply for the Certificate of Occupancy at any time during the process but the certificate can not be issued until all inspections for any other permits have been completed. Applications can be obtained at the Permits and License Office on the fourth floor of City Hall. A separate inspection is required for issuance of the Certificate of Occupancy. Normally this application and request for inspection is handled by you as the tenant or business owner. A 24 hour application processing time is required prior to scheduling this inspection.
- g.  Now you will need to get a business license to operate your business. You cannot run a business without a business license. Applications can be obtained at the Permits and License Office on the fourth floor of City Hall. Fees for business licenses vary according to the type of business you are operating. Contact a business license staff member for additional information. Some businesses such as restaurants and nightclubs are required to have a background check on all owners and officers of the business. This requirement will add additional time to your business license process and must be completed prior to applying for a license for these types of businesses. Contact a business license staff person for more information, including the business license tax abatement program.

To download a business license application, visit:  
[http://www.greatergreenville.com/city\\_services/bus\\_license.asp](http://www.greatergreenville.com/city_services/bus_license.asp)

*For most businesses, completing these tasks will have you set up and ready to open your doors for business.*

**Tip:**

It is always a good idea to check with the City's Permits and License experts to ensure you have all the required permits and requirements in place before opening your business.

Telephone Numbers:

Permits and License Technicians (General Information):  
864-467-4550

Zoning Information:  
864-467-4476

Certificate of Occupancy Inspection Request:  
864-467-4591