

Starting a New Business Checklist



Are you planning to start a business in the City of Anderson? 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 Anderson.

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 Municipal Business Center at 601 South Main Street and discuss your plans with a Building Codes, Business License, or a Planning Division staff member.

City of Anderson

Phone: 864-231-2200

Fax: 864-231-7627

401 S. Main St.

Anderson, SC 29624

www.cityofandersonsc.com

Checklist

1. Verify the address where you wish to set up your new business. E-911 addressing office (864)260-4392

2. Confirm that the zoning and parking provided on the site are suitable for your business. Planning Department (864)231-2222

3. If you are locating in the City of Anderson, 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 Building Code Office on the second floor of the Municipal Business Center. (864)231-2217 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 Anderson 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 the Municipal Business Center. 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.

c. Acquire plumbing, heating, air conditioning, gas, electrical, fire alarm, and sprinkler system permits if building or renovation plans will require alterations of these systems. These permits can be obtained at the Building Code Office on the second floor of the Municipal Business Center.

d. You'll need a sign permit before you can erect any signs at your address. A Sign Permit can be obtained at the Municipal Business Center. (Planning Department)

e. Inspections are conducted over the course of construction. Your contractor is responsible to ensure all required 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. Inspection line (864)231-2219

f. Once your building passes all inspections you will need a Certificate of Occupancy. Applications can be obtained at the Building Code Office on the second floor of the Municipal Business Center. A separate inspection is required for issuance of the Certificate of Occupancy. 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 Business License Office on the first floor of the Municipal Business Center. Fees for business licenses vary according to the type of business you are operating. Contact a business license staff member for additional information. (864)231-2213

All applications can be found at the following link:

<http://www.cityofandersonsc.com/forms/index.html>

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 Municipal Business Center experts to ensure you have all the required permits and requirements in place before opening your business.

Telephone Numbers and links:

Business License:

864-231-2213

http://www.cityofandersonsc.com/taking_care_of_business/business_license/index.html

Building Code:

864-231-2217 (office)

864-231-2219 (inspection line)

http://www.cityofandersonsc.com/departments/building_and_codes/index.html

Planning Department:

864-231-2222

<http://www.cityofandersonsc.com/departments/planning/planning/index.html>