



## CHECKLIST FOR STARTING A NEW BUSINESS

***New Business Occupancy Application must be completed prior to requesting a Business License***

City of Fountain Inn Public Works Department  
200 North Main Street ♦ Fountain Inn, SC 29644  
Phone: (864) 409-3334 ♦ Fax (864) 908-3569 ♦ Email: [public.works@fountaininn.org](mailto:public.works@fountaininn.org)

Need help starting your business? Contact South Carolina Business One-Stop at [www.scbos.com](http://www.scbos.com). They can help you register with Secretary of State (803)734-2156 and State Treasury Office for your retail license. They have a whole list of needed information.

### CITY OF FOUNTAIN INN

1. Have you verified the address where you plan to set up your new business?
  - Greenville County- Please call 864-467-5914 (E911 Office)
  - Laurens County- Please call 864-984-0812 (E911 Office)
2. Have you confirmed that the Zoning and available parking on the site are suitable for your business?
  - Fountain Inn Public Works Department- Please call 864-409-3334
3. If you are locating in the Central Business District (CBD), have you checked to see if special zoning requirements apply for renovations?
  - [www.fountaininn.org](http://www.fountaininn.org) – under public works tab (municipal codes)
4. Have you applied for a new business occupancy permit or a building permit if you are planning to build or make renovations?

Building permits/Occupancy permits can be obtained in the Public Works Office inside City Hall. Commercial building permits can only be issued to properly licensed contractors, so make sure your contractor is properly licensed by the State of South Carolina has a City of Fountain Inn business license. The following steps are typically handled by your contractor:

- A. Submit building renovation plans to the Building Codes Office at City Hall inside the Public Works Department. City Staff will review the plans, based on code requirements, will either approve them or request that you make some changes. Staff will issue a building permit once all building code and zoning requirements have been met. Turnaround time for reviewing plans is typically 5 to 10 business days.
  - B. Acquire plumbing, heating, air conditioning, electrical and or other permits if building renovations plans will require alterations on these systems. These permits can also be obtained in the Building Codes Office at City Hall inside the Public Works Department.
  - C. Certificate of Occupancy cannot be issued until all inspections have been completed.
  - D. The Fire Marshall must also complete Fire Inspections before a Certificate of Occupancy can be issued. Public Works/Building Codes coordinates the inspection with the Fire Marshall.
5. Have you applied for a sign permit?
    - You must have a sign permit before you can erect any signs at your address. A sign permit can be obtained in the Public Works Department at City Hall.

- Sign requirements are on the City website at [www.fountaininn.org](http://www.fountaininn.org) under public works tab under zoning
6. Has your contractor requested all of the required inspections throughout the construction process?
    - Inspections are conducted by the City over the course of construction and a final inspection is required once building renovations are completed. Your contractor is responsible for ensuring that all inspections are requested in the proper sequence. Your contractor must request inspections in advance.
  7. Have you applied for a business license?
    - You must have a business license to operate your business in the City of Fountain Inn. Applications can be obtained online at [www.fountaininn.org](http://www.fountaininn.org) under public works department or in person.
    - Fees for business license vary according to the type of business you are operating. Some businesses such as bars and nightclubs are required to have a background check on all owners, officers and managers of the business. This requirement will add additional time to your business license process and must be completed prior to applying for and obtaining a license for these types of business. Contact a business license staff person for more information.
  8. For Restaurants- Have you contacted DHEC and ReWa?
    - DHEC (864)282-4159 for health inspection
    - ReWa (864) 299-0260 for grease trap inspections (Kim McDonald)

#### **OTHER INFORMATION**

South Carolina Department of Consumer Affairs  
(803)734-4200 or 1-800-922-1594  
Website: [www.sconsumer.gov](http://www.sconsumer.gov)