

NEW BUSINESS CHECKLIST (PERMITTING)

Essential Steps for Occupancy within Greenville County

Are you planning to start a business in the Greenville County? If so, the following checklist is a convenient tool that outlines some of the most important steps that are required. It's important to note that this list is not exhaustive, and depending on your situation, other requirements may apply.

- Have you confirmed that the building / structure where the business will be conducted is suitable and meets all zoning and building code requirements?**

Greenville County offers a Building / Zoning Feasibility Program for those companies locating in an existing structure in the unincorporated areas of Greenville County. You will need to apply for a Building / Zoning Feasibility Review. A Building Inspector will contact the applicant within 72-hours to arrange an on-site meeting to review the building and proposed use of the facility. [Click here to download application](#). Fee is \$30.00.

Please note: No work can begin until a Change of Tenant or other permit is obtained, as directed by the Chief Building Inspector. No occupancy or use of the structure is allowed until a Certificate of Use and Occupancy is issued.

- Are you planning on building or making renovations to an existing building?**

If you are planning to build or make renovations to an existing building, you will need to get a building permit. A demolition permit is required when a building is completely or partially demolished.

For those constructing a new building in the unincorporated areas of the County, the County's Planning and Code Compliance Department offers pre-application meetings during the initial project development and prior to the actual submittal of the building application and proposed construction documents. This program has proved very successful in reducing review times.

Similar meetings are encouraged if building within the municipalities.

- Have you applied for a sign permit?**

You must have a sign permit before you can erect any signs at your address.

Have you applied for a Business Permit / Business License?

You do not need a business license to operate your business in the unincorporated portion of Greenville County. The County does, however, have a Business Registration Program, which enables the County to track businesses by location which aids public safety efforts, as well as, codes enforcement and tax collection. The Real Property Services Department handles the registration. The cost is \$15.00.

You must have a business license to operate a business within the city limits of all municipalities in South Carolina. Fees for business licenses vary according to the type. Please contact the appropriate municipality for more information.

Other

Download and review the "**Checklist for Starting a New Business in SC**" at scsbdc.com under the "Start a New Business" tab. Develop a timeline for working through/checking off these State, Federal, and other requirements.