



## Check List for Opening a New Business in the City of Hardeeville

<p>Choose the location of the business, and contact the Planning &amp; Development department to confirm the location is inside the city limits. If the property is not located in the city limits, contact Jasper County at 717-3657 or 358 Third Avenue, Ridgeland.</p>	
<p>Speak with a Planner about the zoning of the property</p> <ul style="list-style-type: none"> <li>• Submit a zoning application &amp; fee, Form B-1</li> <li>• For a Home Occupation, complete Form H</li> </ul>	
<p>Speak with the Permitting Tech about a building permit and/or a fire code inspection</p> <ul style="list-style-type: none"> <li>• Any structural changes to the building, complete form R or S</li> <li>• Most businesses will be required to pass a safety inspection</li> </ul>	
<p>Provide a copy of any applicable state license for barbers, contractors, real estate, etc. to the Business License Coordinator</p> <ul style="list-style-type: none"> <li>• Contact Labor, Licensing &amp; Regulation (LLR) at 803-896-4300</li> </ul>	
<p>Provide a copy of the retail sales tax license if you will be collecting sales tax to the Business License Coordinator</p> <ul style="list-style-type: none"> <li>• Contact the Department of Revenue (DOR) at 843-852-3600</li> </ul>	
<p>Provide a copy of the approved Department of Health &amp; Environmental Control (DHEC) report, if applicable, for food establishments, barbers, caterers, etc. to the Business License Coordinator</p> <ul style="list-style-type: none"> <li>• Contact DHEC at 843-846-1030</li> </ul>	
<p>Provide a copy of the Social Security Administration (SSA) approval for day care centers and assisted living to the Business License Coordinator</p> <ul style="list-style-type: none"> <li>• Contact SSA at 843-726-7747</li> </ul>	
<p>Provide an approved letter from the Jasper County Sheriff's department for scrap metal and pawnbrokers to the Business License Coordinator</p> <ul style="list-style-type: none"> <li>• Contact JCS at 843-726-7777</li> </ul>	
<p>Provide a pistol license for selling pistols to the Business License Coordinator</p> <ul style="list-style-type: none"> <li>• Contact SLED at 803-737-9000</li> <li>• Contact ATF at 803-765-5722</li> </ul>	
<p>If applicable, speak with the Finance Department for Hospitality and/or Accommodation taxes to receive the proper forms and instructions for paying these taxes</p>	
<p>***LAST STEP***</p> <p>Once you have submitted proper documentation from above and received approval from the Planning department, then you would speak with Business License Coordinator for the license</p> <ul style="list-style-type: none"> <li>• Along with proper documentation, you will need to provide a copy of a photo ID</li> </ul>	

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