

State of South Carolina Resources

Small Business Development Center (SBDC)

For marketing analysis, business plan preparation, financial feasibility studies and other resources, call (864) 592-6318 or visit www.clemson.edu/centers-institutes/sbdc.

SC Business One Stop (SCBOS)

To file state permits, licenses, registrations, and taxes all from one place, visit www.scbos.com.

Business Names & Trademarks

To check availability of your business name and trademark it with the Secretary of State's Office, call (803) 734-0629 or visit www.scsos.com.

Incorporation

To incorporate your business, contact the Secretary of State at (803) 734-2158 or www.scsos.com.

Retail License

To obtain a retail license from the SC Department of Revenue, call (864) 241-1200 (Greenville), (803) 898-5000 (Columbia), or visit www.sctax.org.

Charitable and Nonprofit Organizations

To apply for a charitable purpose exemption from sales and use taxes, file Form ST-387 with the SC Department of Revenue. Call (803) 896-1350 or visit www.sctax.org. To file with the Secretary of State, call (803) 734-0629 or visit www.scsos.com.

Contractors

Obtain a State Contractor or Home Builder license from the Contractor Licensing Board before applying for a City building permit. Call (803) 896-4696 (Residential), (803) 896-4686 (Commercial) or visit www.llronline.com.

Food

To handle food, obtain approval from the DHEC prior to operation. Call (864) 596-3327 or visit www.scdhec.gov.

Alcohol

Obtain a permit from the Department of Revenue's ABL section to sell alcohol. To serve individual drinks, also collect and remit liquor by the drink tax. Call (803) 898-5864 or visit www.sctax.org.

Accommodations

To rent for fewer than 90 days to the same person, collect and remit accommodation taxes to the SC Department of Revenue. Visit www.sctax.org.

Tobacco

To sell tobacco products, obtain a license from the Department of Revenue. Call (803) 896-1970 or visit www.sctax.org.

Federal Resources

Hiring Employees

Before hiring employees, obtain a FEIN for withholding taxes and FICA. Call (800) 829-4477 or visit www.irs.gov.
IRS Toll-Free Forms: 1-800-829-FORM (3676)
SS Administration: 1-800-772-1213

Charitable and Nonprofit Organizations

To apply for a 501(c) exemption, call the IRS at 1-877-829-5500 or visit www.irs.gov.

US Small Business Administration (SBA)

For assistance with financing, information, training, government contracting, and advocacy, call (800) 827-5722 or visit www.sba.gov.



PO Box 1749 / 145 W. Broad Street
Spartanburg, SC 29304

Spartanburg - Always doing.



Business Resources

City Hall
145 W. Broad St.

Economic Development
Minority Business Development
Finance
Procurement
Police & Fire

City Development Services
201 Caulder Ave.

Planning and Zoning
Building Inspections

cityofspartanburg.org

City of Spartanburg Resources

Economic Development

To ask about opening a business, available properties, local/state/federal incentive and loan programs, or training and resources, call the City's Economic Development Department at (864) 596-2972.

Minority Business Development (MBD)

To ask about minority business recruitment and support, supplier diversity, workforce development, or involvement in our DBE and Section 3 programs, call the City's MBD Coordinator at (864) 596-3449.

Signs, Sidewalk Use, Tent, and Zoning Approvals

For banner or sign permits, annual encroachment permits (for signs, merchandise racks & tables, and restaurant tables & chairs on sidewalks), or a zoning map for permanent and temporary businesses, call the City's Planning Department at (864) 596-2068.

Construction Permits

Before beginning construction, obtain permits from the City's Building Inspections Department. Call (864) 596-2041.

Certificate of Occupancy (CO)

Permanent and temporary businesses operating in the City must receive a CO from the City's Building Inspections Department before applying for a Business License or opening for business. Home-based businesses must also submit a Home Occupation Agreement. Call (864) 596-2041.

Business Licenses

Any business located in or coming into the City to engage in business is required to obtain a license for the calendar year. Nonprofits that provide proof of Federal and State exemption are not required to obtain a City Business License for charitable activities directly covered by the tax exempt status. Call the City's Finance Department at (864) 596-2055.

Hospitality Tax

Businesses that prepare, serve, repackage, or sell food or alcohol within the City limits collect and remit a 2% hospitality tax to the City's Finance Department. Call (864) 596-2055.

Precious Metals

To purchase precious metals or precious or semiprecious stones or gems for profit, obtain an annual precious metal permit from the City's Police Department. Call (864) 596-2860.

Taxi Driver or Chauffeur's License

Renewal paperwork is obtained from the Police Department's Records Office, and the license is purchased at the Finance Department. Complete a SLED background check before applying for a new license. Call (803) 896-1443 or visit www.sled.sc.gov.

Alarm Registration

Businesses located within City limits register alarm systems with the Spartanburg False Alarm Reduction Program at (866) 889-2363.

Garbage Collection for Small Businesses

To arrange curbside pick-up of up to two roll carts and two recycling bins, call the City's Solid Waste Department at (864) 596-3690.

City Special Events

To ask about selling at Spring Fling, Red White & Boom, International Festival, or other events, call the City's Special Events Department at (864) 596-3105.

Business Opportunities

To look up open bids for City goods, services, or construction, visit www.cityofspartanburg.org/bid-opportunities.

www.cityofspartanburg.org

Spartanburg County Resources

Construction Permits

Before beginning construction, obtain permits from the County's Office of Building and Fire Codes. Call (864) 596-2727.

Occupancy of a Building or Opening a Business

Before buying or leasing a structure, occupying a building, or opening a business, contact the County's Building Codes Department for a pre-meeting. Call (864) 596-2727.

Business License

Spartanburg County does not require a local business license at this time.

Hospitality Tax

Businesses that prepare, serve, repackage, or sell food or alcohol in the County collect and remit a 2% hospitality tax to the County. Call (864) 596-3202 or (864) 562-4416.

Scrap Metal

To transport and sell non-ferrous metals to a scrap metal recycler, obtain a permit from the County Sheriff's Department. Call (864) 503-4553 or 503-4554.

Alarm Registration

To register your alarm system with Spartanburg County, call (864) 596-3202 or (864) 562-4416. For more information: www.spartanburgcounty.org or visit the County offices at 366 North Church Street (across from the Spartanburg Memorial Auditorium).

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