

Newberry Means Business



W.E.B. Team (Welcoming and Enabling Business)

*A Program to Provide Personal Assistance to Small Business
in Choosing, Building or Expanding their Business Location*

CITY OF NEWBERRY - PLANNING & DEVELOPMENT SERVICES

Helping you get “open for business”

We know that running a small business is a daunting task and starting a small business can be even more intimidating. To encourage and assist you in seeing your business plan become a reality, the City has created this brochure which will help you through the process of opening, relocating or expanding your business in Newberry.

We're sure government requirements, rules and regulations may sometimes overwhelm and discourage business people, but we hope the information provided through this program will get you started on the right foot in your new venture. We encourage you to contact our department, and we look forward to working personally with you on your project.

Preparing for your appointment

In preparation for your appointment, we ask that you complete the Building and Zoning Compliance form, answering as many questions as you can. The realtor or leasing agent for your potential location should be able to provide most of the information required about your proposed business location. Of course, you are the expert on your business itself and the details of its operation. We will attempt to help you complete information that you may not have or that you are not sure about. Having as much information as possible about your type of business as well as the building and site you are considering helps us to make sure the information and guidance we give you is accurate and applicable to your particular business.

AN IMPORTANT NOTE

We strongly advise before leasing, purchasing or otherwise committing to a property you confirm that the zoning and physical layout of the building and site are appropriate for the use intended. This includes having a clear understanding of any Code restrictions or limitations that may affect your operation, and any building and site modifications that may be necessary to open for business.

Meeting with the W.E.B. Team

Bring your completed Building and Zoning Compliance form, answering as many questions as you can. Again, we will help you complete any information that you don't have or that you are not sure about. At this initial meeting, we should be able to determine whether the property is properly zoned for your use and whether there are any major issues in meeting basic requirements that might preclude moving forward. During this meeting we will determine if your business will be within the **ARCHITECTURAL REVIEW BOARD'S** purview.

City Performs Inspection

After we meet to discuss and complete your questionnaire, we will make an inspection of your proposed site. This inspection is not intended as a construction inspection and in no way certifies the overall soundness or suitability of the building, structure, site or other elements. The inspection will be made to give you an idea of any improvements or modifications that may be required to meet City codes, so you can determine anticipated costs and expenses to finalize your budget and plans. If you are considering purchasing a building, we would recommend securing the services of a certified and licensed inspection agency as well.

The inspection covers the site (parking, landscaping, etc.) and the building to see what changes, if any, will be required for compliance with city codes. There are basically two scenarios with differing requirements:

1. Change of Tenant with the same type business

If you are occupying or relocating to a building or space that was previously occupied within the past 6 months by the same type business as yours, there are generally no changes required to the building or site unless the building has been damaged or altered without permits. There may be some exceptions to that rule when there is a serious or life safety code violation, or certain maintenance needs to be performed such as:

- Ensuring lighted exit signs are in place and working properly
- Emergency lights are still in place and are working properly
- Doorways and exits are not blocked
- Address is clearly posted with numbers or letters not less than 4 inches in height
- Replacing dead landscaping
- Patching potholes or striping parking spaces.

Of course, if you do decide that you need to do more extensive work to your space a permit will be required for the following:

- Changes to the building, such as adding or removing a wall
- Installing or modifying a HVAC unit
- Installing any new electrical wiring
- Installing any new plumbing

2. Change the Type of Use in a Commercial Building or Changing a Building to Commercial from another Category (for example: changing a residence to an office)

Change of use almost always requires compliance with current codes which in turn usually requires changes to the building and site.

Some of the things that may be required are:

Site:

Additional parking
Handicap parking and signage
Paving parking lot
Driveway/access
Provision/screening of dumpster pad
Stormwater/drainage improvements
Additional landscaping
Approved sign location

Building:

Handicap access
Additional restrooms
Handicap accessible facilities
Exit lights
Emergency lighting
Electrical changes

Meet with the W.E.B. team to go over inspection results

After the inspection, we will meet with you again to go over the results, explain any required changes and explain the next steps in your process.

Preparing construction Plans for Submittal

If the inspection shows that significant changes or improvements are required, your next step would be to prepare the site and/or building plans. Some plans are required to be prepared by a South Carolina registered architect and/or engineer, and we will advise you if that is the case at your results meeting and on the inspection form.

Submitting Plans for approval

When your plans are complete, submit the site and building plans to the Planning and Development Services staff. The plans will be reviewed within 7 – 14 business days. You and your design professional will be notified if the plans are approved or if the plans require revision.

Selecting the right licensed Contractor

If you have not already done so, when your plans have been approved you will want to begin your contractor selection. Having an approved set of plans to put out for bids or estimates is helpful in avoiding costly surprises and unexpected expenditures. It also gives your contractor a more complete picture of the work necessary, which generally means a more accurate estimate and better pricing.

Your Contractor obtains the permits and calls for inspections

Permits can only be obtained by an appropriately licensed South Carolina general contractor who must also hold a current City business license. The general contractor must also provide a list of any subcontractors that he plans to use, which must also be appropriately licensed. We will provide your contractor with an approved set of your plans to use as his field copy. These plans must be kept at the job site until the project has been completed.

Each contractor or sub-contractor that was required to obtain a permit must call for the required inspections of the work as it progresses. This is to avoid pre-mature requests by others resulting in re-inspection fees. Inspections must be requested 24 hours in advance.

Don't forget your signs

An important part of any business is its signs. Signs are issued their own separate permits and are usually handled by a dedicated sign contractor that can often help you design the most effective signs as well as manufacture and install them.

Certificate of Occupancy is issued

When all your building and site improvements are complete, the general contractor will then call for the final inspection to secure the Certificate of Occupancy for you to be able to move in. This inspection includes the building and site work. When everything is inspected and approved, you will be issued a Certificate of Occupancy.

Get your business license

Once you have obtained your Certificate of Occupancy, you can secure your business license. The business license fee is based on your type of business using the North American Industry Classification System (NAICS) and your estimate of gross receipts for the coming year. The business license fee for following years will be based on your actual gross receipts from the previous year. You may contact us to help determine your license fee at (803) 321-1007. Annual renewal fees are due on or before April 15th or late fees will apply.

Set-up Utilities and sanitation service

During construction, the utilities are sometimes in the owner's or contractor's name and utility costs are paid by them. But after you have obtained your Certificate of Occupancy and you are ready to move in, the utilities must be transferred to your new business.

In addition, Newberry provides commercial trash pickup. Contact Public Works at 803-321-1020 for information.

To have the utilities transferred to your company or name you will need to sign a Commercial Service contract and pay a service fee. For more information and exact fees, contact us at (803) 321-1007.

Congratulations.....you're ready for the Grand Opening!

Overview of Zoning and Building Compliance Process

- Prepare for your appointment with the WEB staff by completing the Proposed Business Location form.
- Call 803-321-1019 to schedule a meeting.
- Meet with the WEB Team to discuss your proposed location.
- The City will perform an inspection.
- Meet with the WEB Team to go over the inspection results.
- Prepare construction plans for submittal, if needed.
- Submit construction plans for review.
- Select a contractor to perform the work.
- Your contractor obtains the permits and calls for inspections.
- Certificate of Occupancy is issued.
- Obtain your business license.
- Set up utilities and sanitation service.
- **Open for business!**

Other things to take care of while your location is being finalized

There are several other agencies that you may need to contact before you are ready to open such as:

SC Department of Revenue
300A Outlet Pointe Blvd.
Columbia, SC 29210
803-898-5000
www.sctax.org

All new businesses will need to register with the DOR, which administers the majority of taxes and licenses businesses will need to operate in South Carolina. You can use the South Carolina Business One Stop (www.sc-bos.sc.gov) to help determine the other types of licenses or registrations your business might need, such as sales tax licenses, alcoholic beverage licenses and amusement and admission licenses.

Newberry County Public Health Office
SC Dept. of Health and Environmental Control
2111 Wilson Road
Newberry, SC 29108
803-321-2170

Restaurants and other food service businesses will need to contact the County Health Department to get the appropriate Food Service Permits.

SC Department of Labor, Licensing and Regulation
110 Centerview Drive
Columbia SC 29210
803-896-4300
www.llr.state.sc.us

LLR administers the licensing of over 130 regulated professions and occupations, including such diverse groups as contractors, cosmetologists, funeral directors and a wide range of medical providers. Most people are generally aware if their profession is regulated. The LLR website is also a good way to check on the license status of contractors and other professionals you might be considering for hire.

continued on next page

SC Secretary of State
1205 Pendleton Street
Suite 525
Columbia SC 29201
803-734-2158
www.scsos.com

Corporations, limited liability companies and limited partnerships must complete their business filings with the Secretary of State's office. This can be done directly with the SCSOS office, or through the South Carolina Business One Stop (www.scbos.sc.gov).

SC Department of Social Services
2638 Two Notch Rd., Suite 220
Columbia, SC 29204
888-202-1469 (toll free) or
803-898-9001
www.dss.sc.gov

DSS provides child care registration and licensing for all child care businesses, including those operating out of a home.

Other Resources

U.S. Small Business Administration
Programs and services to help you start and grow your business. www.sba.gov

Internal Revenue Service
Tax information and Federal tax id numbers.
www.irs.gov

Other resources for starting your business in Newberry

**Newberry Area Small
Business Development Center**
Darrow Naval Trainee House
1814 College Street
Newberry, SC 29108
803-321-5689
www.newberrycollegesbdc.webs.com

The Newberry Area Small Business Development Center offers one-on-one counseling that provides management and technical assistance to both start-up businesses as well as established enterprises.

Newberry County
Chamber of Commerce
1209 Caldwell Street
Newberry, SC 29108
803-276-4274
www.newberrycounty.org

The Newberry County Chamber of Commerce's mission is to promote a positive business environment and to enhance the quality of life in Newberry County by fostering economic growth while meeting the needs of our communities and members.

Utility Providers

-Electric, Water, Sewer

City of Newberry
1330 College St
Newberry, SC 29108
803-321-1018
www.cityofnewberry.com

-Gas

Clinton Newberry Natural Gas Authority
668 Wilson Road
Newberry, SC 29108
803-276-1550
www.cnnga.com

W.E.B Program Checklist

AN IMPORTANT NOTE

We strongly advise before leasing, purchasing or otherwise committing to a property you confirm that the zoning and physical layout of the building and site are appropriate for the use intended. This includes having a clear understanding of any Code restrictions or limitations that may affect your operation, and any building and site modifications that may be necessary to open for business.

☐

1. Complete the Zoning and Building Compliance form. This form gives us information about your proposed business location. Answer as many questions as you can, we'll help you with the rest.

☐

2. Bring your completed form in to the Planning and Development Department. You can schedule an appointment or just come by. A representative will review your proposed location and discuss any zoning or building code regulations with you.

☐

3. We will perform an inspection of your proposed business location, if needed. The inspection allows us to inform you of any code required upgrades or changes upfront so you can make an informed decision.

☐

4. Prepare and submit construction plans for review, if needed. If your proposed business location will require significant upgrades, construction plans and permits may be needed.

☐

5. After your plans are approved, select a licensed contractor and obtain your building permit. Your contractor will complete the work and call for inspections as needed. You will also need to apply for a Sign Permit for any new or replacement signs.

☐

6. When all work is complete and you are ready to open, call for your final inspection. We will issue a Certificate of Occupancy and approve your Zoning and Building Compliance Form.

☐

7. Obtain your City Business License.

☐

8. Set up your utility account.

9. Open for Business!

☐

10. Renewal of Business License on or before April 15th annually or late fees apply.

Work Exempt from Building Permits

The following is a listing of all work that does not require a permit. All other work in the City of Newberry will require proper permitting. Contractors who do not currently have a business license for the city must obtain one prior to obtaining a permit.

Building

- Sidewalks and driveways not more than 30 inches above grade.
- Papering, painting, tile, carpet, cabinets, counter tops, and similar finish work
- Non-fixed and moveable fixtures, cases racks, counters and partitions not over 5 ft. 9 inches in height.

Electrical

- Electrical repairs and maintenance of a minor nature. Replacing lamps, installing portable electrical equipment to an existing approved receptacle.
- Radio and television transmitting station operating equipment. Electrical service and wiring to support such equipment does require a permit.
- Temporary testing systems for electrical equipment and systems.

Gas

- Portable heating appliances
- Replacement of minor parts that does not alter or make the equipment unsafe

Mechanical

- Portable heating appliance
- Portable ventilation equipment
- Portable cooling unit
- Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
- Replacement of any part that does not alter its approval or make it unsafe.
- Portable evaporative cooler.
- Self-contained refrigeration system containing 10 pounds or less of refrigerant and actuated by motors of 1 horsepower or less.

Plumbing

- Stopping of leaks of the entire plumbing systems that does not require fittings or piping to be replaced.
- Clearing of stoppages provided no fittings or piping is replaced
- Removal and reinstallation of water closets

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT – WEB PROGRAM
PO BOX 538 or 1330 COLLEGE STREET
NEWBERRY, SC 29108

ZONING AND BUILDING COMPLIANCE FORM for NON RESIDENTIAL PROPERTIES

A Certificate of Zoning and Building Compliance is required for any development activity requiring a building permit or causing a change of use or accessory use. **Note: This form does not verify ownership of a property or business. This form only verifies zoning and building code compliance for a business type.**

Property Address: _____

Proposed Tenant/ Business Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____ Email: _____

Property Owner: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____ Email: _____

Contact Person for Building Inspections: _____ Phone: _____

Type of Business/how space will be used: _____

Previous Business or use: _____ If vacant, how long has space been vacant: _____

Are you making changes to building? List: _____

Square footage of space: _____ Total Sq. ft. of building: _____

Number of restrooms: _____ Are they handicap accessible? _____

Hours of Operation: _____

The applicant certifies information on this application is true and correct. If any information is false or misleading, permits shall be considered void. **Applicant also attests that there are no recorded deed restrictions or restrictive covenants that apply to this property which are contrary to, conflict with, or prohibit the permitted activity being requested.** This permit shall expire six (6) months from approval date if a building permit is not obtained or not activity occurs.

Signature of Applicant: _____ Date Submitted: _____

Applicant Name (printed): _____

Zoning Action: Approved _____ Not Approved _____ Conditional Approval _____
Notes

Building Action: Approved _____ Not Approved _____
Notes:

Department Approval: _____ Date _____

BUSINESS LICENSE QUESTIONNAIRE

This form must be completed as part of the business license application for any new business and any change of business name, location or ownership for an existing business.

PLEASE NOTE THAT PAYMENT OF FEE DOES NOT EQUATE TO BUSINESS LICENSE APPROVAL FOR START OF BUSINESS.

Business Name _____

Owner's Name _____

Owner's SSN _____ SCDL _____

Type of Business _____

Describe Business Activity (Including Products or Services Provided). _____

Specify any other permits/licenses for which you have applied to the City of Newberry or the State of South Carolina relative to this business (all general or trade contractors must include a proof of State certification or registration). _____

Specify any hazardous or flammable chemicals used in your processing or stored on the premises. _____

Type of Building: ☐ Residence ☐ Store ☐ Office Building ☐ Warehouse
☐ No Fixed Location (Peddler) ☐ Other (_____)

Is this business a sexually oriented business (defined as adult arcade, adult bookstore or adult video store, adult cabaret, adult motel, adult motion picture theater, adult theater, escort agency, nude model studio, or sexual encounter center)? ☐ Yes ☐ No

This is to certify that all information furnished above is true and accurate to the best of my knowledge and belief. I understand that any change in business type, ownership or location must be reported to the City of Newberry before implementation of the change.

Signature

Date

Printed Name and Title

FOR OFFICE USE ONLY

LIC. NO.	PROCESSED BY
CODE	DATE ISSUED
CLASSIFICATION	

CITY OF NEWBERRY

P.O. BOX 538 NEWBERRY, S. C. 29108
 PHONE 803-321-1007 FAX 803-321-1009

**APPLICATION FOR BUSINESS
 AND PROFESSIONAL LICENSE**

**PENALTIES ACCRUE AT
 5% OF THE UNPAID FEE
 FOR EACH MONTH OR
 PORTION THEREOF
 AFTER APRIL 15**

FOR THE LICENSE YEAR

MAKE SEPARATE APPLICATION FOR EACH BUSINESS TO BE LICENSED AT EACH LOCATION

***** **BUILDING, PLUMBING, ELECTRICAL, HVAC CONTRACTORS MUST
 INCLUDE COPY OF S.C. REGISTRATION/CERTIFICATION**

**PAYMENT MUST
 ACCOMPANY APPLICATION**

BUSINESS NAME:

MAILING ADDRESS:

1. BASIC LICENSE FEE	\$-----
PLUS	
2. SCHEDULE RATE CHARGE	\$-----
3. LICENSE FEE (1+2)	\$-----
4. PLUS PENALTY _____ %	\$-----
5. TOTAL LICENSE FEE (3+4)	\$-----

IF INFORMATION IN THIS HEADING IS CORRECT CHECK HERE ☐ AND SKIP TO LINE 3.

ALL APPLICABLE BLANKS ON THIS APPLICATION MUST BE COMPLETED BEFORE A LICENSE WILL BE ISSUED

1. NAME OF BUSINESS

2. MAILING ADDRESS: STREET

CITY.....STATE.....ZIP.....

3. BUSINESS LOCATION ☐ IN CITY ☐ OUT OF CITY PHONE NO.

EMAIL ADDRESS.....

4. TYPE OF BUSINESS

8a. FOR CONSTRUCTION CONTRACTORS ONLY:

IS THIS A JOB LICENSE? YES ☐ NO ☐
 JOB CONTRACT AMOUNT \$

8b. FOR JOB LICENSE:

JOB LOCATION

CONTRACTED BY

9a. FOR RENEWAL:

TOTAL GROSS RECEIPTS FOR PRECEDING CALENDAR YEAR
 ENDING DECEMBER 31, _____ OR FOR LAST
 PRECEDING FISCAL YEAR PERIOD FROM _____
 TO _____; GROSS RECEIPTS \$

9b. FOR NEW BUSINESS OR CHANGE OF OWNERSHIP:

ESTIMATED GROSS RECEIPTS OF \$

9c. ALLOWABLE ORDINANCE DEDUCTIONS

10. SOC. SEC. NO.

FED. IDENT. NO.

S.C. SALES TAX NO.

11. NAME OF YOUR ACCOUNTANT

5. THIS APPLICATION IS FOR:

CHANGE OF OWNERSHIP <input type="checkbox"/>	PREVIOUS OWNER
CHANGE IN LOCATION <input type="checkbox"/>	PREVIOUS LOCATION
NEW BUSINESS <input type="checkbox"/>	STARTING DATE
RENEWAL OF LICENSE <input type="checkbox"/>	

6. OWNERSHIP:

PROPRIETORSHIP <input type="checkbox"/>	7. NAME/ADDRESS OF OWNER:
PARTNERSHIP <input type="checkbox"/>
CORPORATION <input type="checkbox"/>

12. NUMBER OF COIN OPERATED MACHINES (TYPE BY LOCATION ITEMIZED ON ATTACHED SHEET):

VENDING _____ POKER _____ OTHER _____

FOR NEW BUSINESS, CHANGE OF OWNERSHIP,
 OR CHANGE OF LOCATION:

APPROVED ☐
 DISAPPROVED ☐ PLAN./DEV. DEPARTMENT

APPROVED ☐
 DISAPPROVED ☐ FIRE/POLICE DEPARTMENT

APPROVED ☐
 DISAPPROVED ☐ HEALTH DEPARTMENT

This is to certify that the above is a true statement of the business done or transacted at or through the above location and the report corresponds with the books and records of the business and with the report of same filed, or to be filed, for the corresponding period with the S.C. Department of Revenue or Insurance Commissioner and with the U.S. Internal Revenue Service. The exact amount returned as TOTAL GROSS RECEIPTS from this business or profession as reported herein is true and correct. I am familiar with the City Ordinance providing for penalties and revocation of this license for making false or fraudulent statements in this application. The books of this business are available for inspection by authorized agents of the City. I (We) do hereby certify that all personal property taxes have been paid which are due and payable to the City of Newberry as of this date.

SIGNATURE AND TITLE OF PERSON MAKING OATH

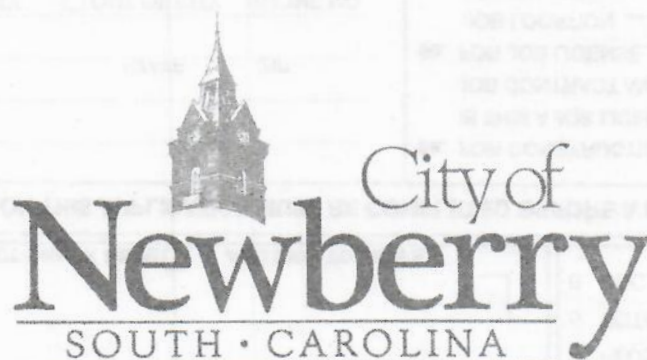
DATE

PLEASE SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

The City of Newberry has computer software in place to calculate each business license fee and assign an invoice number. To make the renewal process work smoothly, please call our telephone number (803-321-1007) with your gross receipts figure prior to mailing or hand-delivering your business license payment. If you have any questions, please contact the Finance Department at 803-321-1007.

FOR HOME OCCUPATION BUSINESSES ONLY (such as Avon sales, typing services, tutoring services, seamstress services):

By my signature on this application, I do hereby acknowledge that I have read, understood and will comply with the provisions concerning home occupations as found in the City of Newberry Zoning Ordinance. I further acknowledge that application for a City of Newberry Business License has been made pursuant to my expressed intent to comply with all provisions of the City of Newberry Zoning Ordinance.



www.cityofnewberry.com

RATE INFORMATION AVAILABLE AT
THE CITY OF NEWBERRY FINANCE DEPARTMENT
1330 COLLEGE STREET
NEWBERRY, SOUTH CAROLINA 29108
DURING NORMAL OFFICE HOURS
TELEPHONE 803-321-1007 FAX 803-321-1009