



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

<p>Choose the location of the business and contact Christopher Boyd 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>Schedule Pre-Application meeting</p> <ul style="list-style-type: none"> <li>• Contact Christopher Boyd 843-784-2231</li> <li>• Submit a zoning application &amp; pay fee</li> <li>• For a Home Occupation, complete Form H</li> </ul>	
<p>Schedule Life Safety Inspection</p> <ul style="list-style-type: none"> <li>• Contact Joey Rowell, Assistant Fire Chief, 843-473-9093</li> <li>• Pay fee and provide copy of approved inspection when applying for the Business License</li> </ul>	
<p>Speak with the Building Permitting Tech about a building permit</p> <ul style="list-style-type: none"> <li>• Any structural changes to the building, complete form R or S</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 or llr.state.sc.us</li> </ul>	
<p>Provide a copy of the retail sales tax license along with your business license application if you will be collecting sales tax</p> <ul style="list-style-type: none"> <li>• Contact the Department of Revenue (DOR) at 843-852-3600 or sctax.org</li> </ul>	
<p>Provide a copy of the approved Department of Health &amp; Environmental Control (DHEC) report along with your business license application, if applicable, for food establishments, caterers, etc.</p> <ul style="list-style-type: none"> <li>• Contact DHEC at 843-846-1030 or scdhec.gov</li> </ul>	
<p>Provide a copy of State license for day care centers and assisted living</p> <ul style="list-style-type: none"> <li>• <a href="https://www.scchildcare.org/">https://www.scchildcare.org/</a></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 or sled.sc.gov</li> <li>• Contact ATF at 803-765-5722 or atf.gov</li> </ul>	
<p>Speak with the Finance Department to receive the proper forms and instructions for paying these taxes, if applicable</p> <ul style="list-style-type: none"> <li>• Accommodation taxes</li> <li>• Hospitality taxes</li> </ul>	
<p><b>***LAST STEP***</b></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 Business License</p> <ul style="list-style-type: none"> <li>• Along with proper documentation, provide a copy of a photo ID</li> </ul>	