



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

<p>Choose the location of the business and contact the Planning & 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"> • Submit a zoning application & fee, Form B-1 • For a Home Occupation, complete Form H 	
<p>Speak with the Permitting Tech about a building permit and/or a Life Safety inspection</p> <ul style="list-style-type: none"> • Any structural changes to the building, complete form R or S • Most businesses will be required to pass a Life Safety inspection 	
<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"> • Contact Labor, Licensing & Regulation (LLR) at 803-896-4300 	
<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"> • Contact the Department of Revenue (DOR) at 843-852-3600 	
<p>Provide a copy of the approved Department of Health & Environmental Control (DHEC) report along with your business license application, if applicable, for food establishments, caterers, etc.</p> <ul style="list-style-type: none"> • Contact DHEC at 843-846-1030 	
<p>Provide a copy of the Social Security Administration (SSA) approval along with your business license application for day care centers and assisted living</p> <ul style="list-style-type: none"> • Contact SSA at 843-726-7747 	
<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"> • Contact JCS at 843-726-7777 	
<p>Provide a pistol license for selling pistols to the Business License Coordinator</p> <ul style="list-style-type: none"> • Contact SLED at 803-737-9000 • Contact ATF at 803-765-5722 	
<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"> • Along with proper documentation, you will need to provide a copy of a photo ID 	

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