

New Business Assistance Guide



Main & Maxwell Art Gallery and Shop
Uptown Greenwood

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**Gianpaolo Bonaca, Owner
Good Times Brewing & The Mill House**

Welcome

The City of Greenwood, SC is a vibrant economic hub of our community. Our pro-business and innovative planning attracts substantial investments and provides a supportive environment for small business and retail growth.

This document is meant to provide you with the resources and information needed as you begin your new journey as a business owner in Greenwood. We encourage you to review the entire document and please feel free to contact us with any questions.

Lara Hudson

Community Development Director

864-942-8448 | lara.hudson@gwdcity.com



Alice Polatty, Owner
Allure Spa and Salon

Timeline Checklist

6 months before opening

- Create a business plan
- Set up meeting with Clemson University's Small Business Development Council
- Determine demand for your business
- Determine financing needs and options
- Identify your target markets
- Register, trademark and incorporate your business with the South Carolina Secretary of State. Visit www.sos.sc.gov or call 803-734-0629
- Apply for an Employer Identification Number with the Internal Revenue Service. Visit www.irs.gov
- Contact South Carolina Department of Revenue to obtain a retail license. visit www.sctax.org
- Obtain a Retail Sales Tax License

3 months before opening

- Once you have determined the location of your business, contact the City of Greenwood Building Department for permits, building plans etc...
- Once you have determined the location of your business, contact the City of Greenwood Planning and Zoning Department (uses, signage, etc...)
- Submit your Sign/Awning permit application
- [Click here to complete the Certificate of Occupancy Application](#)
- Obtain any necessary Department of Health and Environment Control (DHEC) permits
- Set up a follow-up meeting with the SBDC office if necessary

1 month before opening

- Visit City of Greenwood Finance Department to obtain a business license and pay for any required services (parking, trash collection etc...)
- Verify approval of your business signage
- Set up a meeting with the Greenwood SC Chamber of Commerce for membership information and to schedule a Ribbon Cutting



Zoning

All businesses must conform to zoning standards for the City of Greenwood. The Greenwood City Planning Department requires zoning compliance forms that address business type, sign regulations, parking standards, façade improvements, temporary events and landscaping regulations that must be approved prior to opening your business. [Click here to complete the Certificate of Occupancy Application.](#)
[For additional information click here.](#)

City of Greenwood Planning
864-942-8636
ccoleman@greenwoodsc.gov
chudson@greenwoodsc.gov

Fire Inspection

All businesses must undergo a fire inspection before receiving a Certificate of Occupancy. [Click here to complete the Certificate of Occupancy Application.](#)
[For additional information click here.](#)

Fire Department Administration
Chief Terry Strange
864-942-8451

Fire Department Operations
Deputy Chief Tanner Hall
864-942-8495

Fire Code & Fire Prevention
Assistant Chief/Fire Marshall
Travis Lathren
864-942-8453



**Niria Abadia, Owner
Buenavista Latin Cafe**

Board of Architectural Review

The City of Greenwood has adopted two historic overlay districts – the Uptown Greenwood Historic Overlay and the Old Greenwood Village Historic Overlay. Any structural improvements, exterior changes to buildings, signage (permanent or temporary), and fences and walls must be presented to and approved by the Board of Architectural Review. [For additional information click here.](#)

City of Greenwood Board of Architectural Review
864-942-8691
jskinner@greenwoodsc.gov

Business Licensing

Any business located within the City of Greenwood or performing work within the city limits is required to obtain a business license each year. License are valid from opening date of the business through April 30th of the following year. [For additional information click here.](#)

City of Greenwood Finance Department
864-942-8419
license@gwdcity.com



**Dan and Debbie Flynn, Owners
Flynn's on Maxwell Uptown Wine & Beer**

Building Inspection & Code Enforcement

The Building Department is responsible for reviewing plans, issuing building permits for residential, commercial, new construction and renovations. We understand the need for businesses to quickly submit and receive permits, business licenses and inspections. This office is also responsible for enforcement of the International Property Maintenance Code for the City of Greenwood. We work to educate and encourage the citizens and business owners of Greenwood to maintain a neat and clean appearance of the property where they work or live.

[Click here to complete the Certificate of Occupancy Application.](#)

[For additional information click here.](#)

City of Greenwood Building Department

864-942-8440 – Connie Cannon

864-942-8424– Jennifer Tumblin

james.whittaker@gwdcity.com



Sammy Nasrallohi, Owner
Rugs of Distinction

Utilities

Depending on where your business is located in the city you have two possible options for power, water and gas providers.

Greenwood CPW
864-942-8100
121 W. Court Avenue
Greenwood, SC 29646
greenwoodcpw.com

Duke Energy
1-800-653-5307
duke-energy.com

Trash & Recycling Services

The City of Greenwood offers commercial sanitation to businesses located within the city limits. To discuss various options available please contact the Sanitation Department. [For additional information click here.](#)

City of Greenwood Sanitation Department
864-942-8442



Armando & Savannah Lopez, Owners
Aroma's Uptown Coffee