

STEPS & TIPS *for* STARTING YOUR BUSINESS

STEP

1

DEVELOP BUSINESS PLAN/
MODEL, EXPLORE INCENTIVES,
AND RESOURCES



HELPFUL TIP

Allow enough planning time for plans review and construction schedule.

STEP

2

SELECT BEST
LOCATION/PROPERTY



HELPFUL TIP

Do not sign a lease or purchase before speaking with zoning.

STEP

3

CONTACT ZONING,
PLANNING AND DEVELOPMENT
SERVICES



HELPFUL TIP

Before arrival, visit Planning and Development website.

STEP

4

REVIEW BUILDING CODES, AND
MEET W/ FIRE MARSHALL,
BUILDING INSPECTION,
UTILITY & ENGINEERING, DHEC,
AND SCDOR



HELPFUL TIP

Ask for a courtesy inspection as far in advance as possible.

STEP

5

REVIEW STATE AND CITY
BUSINESS REGULATIONS



HELPFUL TIP

Be sure to familiarize yourself with regulatory requirements to avoid undoing costly mistakes.

STEP

6

REGISTER YOUR BUSINESS
WITH SECRETARY OF
STATE'S OFFICE



HELPFUL TIP

Research what business structure will be best for you

STEP

7

OBTAIN A FEDERAL
EMPLOYEE IDENTIFICATION
NUMBER



HELPFUL TIP

Make sure you have the necessary insurance for your business.

STEP

8

OBTAIN SC SALES
TAX NUMBER
(IF APPLICABLE)

STEP

9

APPLY FOR A COLUMBIA
BUSINESS LICENSE



HELPFUL TIP

Make reasonable financial projections for your first year in business before applying for a business license.

STEP

10

OPEN

CONSIDER JOINING BUSINESS ASSOCIATIONS, CHAMBER OF COMMERCE, AND/OR BBB.



NOTE: A Business License will be issued after signatures are completed by the Fire Marshall, Building Official, Utility & Engineering, and in some cases DHEC, and SCDOR.

NAVIGATING *through* REGULATORY REQUIREMENTS

STARTING A BUSINESS IN THE CITY *of* COLUMBIA



AGENDA

WELCOME/PURPOSE..... Tina Herbert, Executive Director
Office of Business Opportunities
INTRODUCTIONS..... Angelo McBride, Moderator, Program Administrator
Office of Business Opportunities | 803.545.3960

CITY OF COLUMBIA DEPARTMENTS

DEVELOPMENT CENTER Zach Kay, Administrator
803.545.3483
ZONING..... K. Brian Cook, Administrator
803.545.3335
BUILDING INSPECTIONS..... Jerry Thompson, Building Official
803.545.3420
FIRE DEPARTMENT Michael Thomas, Assistant Fire Marshall
803.545.3700
UTILITY & ENGINEERING Stephen Sealey, Waste Water Compliance Manager
803.545.0208
BUSINESS LICENSE Cindy Thompson, Business License Supervisor
803.545.3345
PLANNING & DEVELOPMENT SERVICES Lucinda Statler, AICP
Principal Planner/Urban Design
803.545.0229

STATE OF SOUTH CAROLINA DEPARTMENTS

SOUTH CAROLINA SECRETARY OF STATE'S OFFICE Jody Steigerwalt, Director
Business Filings
803. 734.0629
SOUTH CAROLINA DEPARTMENT HEALTH & ENVIRONMENTAL CONTROL..... Shelly Wilson
Permitting & Federal Facilities Liaison
803.898.3138
SOUTH CAROLINA DEPARTMENT OF REVENUE/ABL..... Michael Lewis, Regulatory Manager
Terry Carter, Sales Tax
Brian Vrana, Withholding
803.898.5771

SESSION I

Thursday, August 18, 2016
9:00 – 11:00 a.m.
1113 Parkside Drive

SESSION II

Thursday, January 19, 2017
9:00 – 11:00 a.m.
1113 Parkside Drive

SESSION III

Thursday, June 8, 2017
9:00 – 11:00 a.m.
1113 Parkside Drive



We Are Columbia

CITY OF COLUMBIA

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