



Business License Checklist

If you are planning to start a new business in the City or County of Sumter, the attached list will help you prepare the required information and make the application process simpler.

- **Have you verified the address where you plan to set up your new business?**
- **Have you confirmed that the zoning and available parking on site are suitable for your business?**
 - For the zoning ordinance, visit
 - http://www.sumter-sc.com/Departments/Planning_Ordinances.aspx
- **If you are locating in the Central Business District (CBD), have you checked to see if special zoning requirements apply for renovations?**
- **If you are planning to build or make renovations to an existing building, have you gotten a building permit?**
 - Building permits may be obtained from the Sumter City-County Building Department located at 12 W. Liberty St., Sumter, SC 29150. Phone (803)774-1600.
 - Commercial permits can only be issued to licensed contractors, so make sure your contractor is properly licensed with the State of South Carolina (<http://www.llr.state.sc.us>) and has a valid business license (803-774-1601). Your contractor will typically handle the following steps:
 - Submit plans to the Building Department for review. Staff will review the plans and, based on code requirements, either approve them or suggest required modifications. Staff will issue a building permit once all building and zoning requirements are met.
 - Acquire plumbing, heating, air conditioning, and gas permits if building or renovation plans require modifications to these systems.
- **Have you applied for a sign permit?** You must have a sign permit before you can erect any signs at your address. A sign permit can be obtained from the Sumter City-County Planning Department located at 12 W. Liberty St., Sumter, SC 29150. Phone (803)774-1600.
- **Has your contractor requested all of the required inspections throughout the construction process?** Inspections are conducted by the Building Department over the course of construction and a final inspection is required once the construction is complete. Your contractor is responsible for these inspections and must request them in advance. Inspectors will need access to the interior of the building to conduct the required inspections.
- **Have you applied for a business license?** You must have a valid business license to operate a business in the City or County of Sumter. Applications may be obtained on-line or in the Business License Office located at 12 W. Liberty St., Sumter, SC 29150. Phone (803)774-1601. Please allow sufficient time for the initial processing of your application.