

Step-by-Step Timeline for Opening a Business in Westminster, SC

1. Contact Westminster *Code Compliance & Development* to learn about City Permits and Development Incentives as well as to **make sure that the property address is zoned for the type of business you wish to open** (e.g., commercial, industrial, etc.). Contact Tamy Sanford at (864) 647-3200 ext. 105; E-Mail: tsanford@westminstersc.org.

2a. For Locating in an Existing Building

After completing #1 above, schedule a **walkthrough meeting** with the *Oconee County Building Codes Division* to ensure that the building can accommodate your business. This meeting will help you prepare the building for required inspections. *Avoid potential costly mistakes by scheduling it early.* Call (864) 718-1005 to schedule.

2b. For Constructing a New Building

After completing #1 above, request a **pre-construction meeting** with the City and the Oconee County Building Codes Division to learn about required permits, utilities, inspections, etc. Contact the City first and it will help schedule/coordinate with the officials who need to attend.

City Contact: See #1 above.

County Building Codes Contact: (864) 718-1005

3. During the walkthrough or pre-construction meeting, you will learn of all requirements and permits the property may need (e.g., architectural plans, fire inspection, sign permit, landscaping & parking, etc.). **Apply for required permits and begin the necessary work.**

4. Throughout the work process, remember to call the County for inspections in order to ensure the property stays on track for passing final inspections.

5. After completing the work, apply for a City **Business License**. Contact Jennifer Adams, City Clerk, at (864) 647-3200 or jadams@westminstersc.org.

6. The building must pass a County **Code Clearance Inspection** before a business license can be issued. Call (864) 718-1005 to schedule. Upon passing this final inspection, complete the Westminster **Code Clearance Form** and submit to the City Clerk.

7. **Final Step:** After receiving your business license, contact the Westminster Chamber of Commerce to discuss a possible Grand Opening Ceremony. Contact Sandra Powell at (864) 647-5316 or wcoc@nuvox.net. Website: westminstersc.com.

Additional Resources:

- westminstersc.org/code-compliance-and-development – a City of Westminster webpage with further information and downloadable forms.
- www.oconeesc.com/Departments/AJ/CommunityDevelopment.aspx – an Oconee County webpage with further information on required building inspections and permits.

Is this your first time starting a business? See the back of this page for free, professional business planning resources and counselors in the area. A detailed business plan will help you to be successful; take advantage of these resources.

Outstanding (and Free) Area Resources for Helping Plan Your Business

The Tri-County Entrepreneurial Development Corporation (TCEDC)

TCEDC offers expert training and on-one-one mentorship to new and existing businesses. It is a local volunteer non-profit made up of certified SCORE Mentors (Service Corps of Retired Executives) who work closely with Tri-County Tech, with SC SBDC, and with the Oconee Economic Alliance to support free business counseling in the community. For more on TCEDC, visit investoconeesc.com/business-industry/small-business/tcedc/, or contact Dave Eldridge at 727.422.4459.

The SC Small Business Development Center (SBDC)

SC SBDC is a critical business training and counseling resource in the area. Through personal and confidential consultation, SBDC consultants provide free one-on-one management and technical assistance to small business owners who wish to start, grow or maintain their businesses. The SBDC offers marketing analysis, business plan preparation, financial feasibility studies, and other valuable resources to the entrepreneur at little to no cost. SBDC also holds free and low-cost training seminars on a variety of topics throughout the region. For more information, visit scsbdc.com or contact Ben Smith at (864) 710-4717 or bennys@clemson.edu.

Tri-County Technical College (TCTC)

Tri-County Technical College in nearby Pendleton, SC offers an impressive variety of small business-focused courses. **In fact, both the TCEDC and the area SBDC work with TCTC to provide a free Business Start-Up Workshop on a monthly basis.** The workshop addresses the early steps involved in starting a business, but it is also available for those who are already in business but need to supplement their skills. The free evening program lasts three hours and typically begins at 5:00 p.m. or 5:30. For more information, class schedules, or to register visit www.tctc.edu/smallbusiness or contact:

Tri-County Technical College – Pendleton Campus
7900 Highway 76, Pendleton, SC
Phone: 864.646.1700 or 1.866.269.5677, ext. 1700

Other Good Business Planning Resources

- The Oconee County Business Start-Up Guide: investoconeesc.com/starting-a-business/
- The Westminster Chamber of Commerce: westminstersc.com/
- The SBDC "Checklist for Starting a New Business in SC": scsbdc.com
- The U.S. Small Business Administration *Learning Center* (free videos and tutorials): www.sba.gov
- South Carolina Business One Stop – a one-stop web portal for filing State permits, licenses, registrations and taxes. www.scbos.sc.gov/