



Moore School of Business

Small Business Development Center
1225 Laurel Street
Columbia, SC 29201
Phone: (803) 777-5118
Fax: (803) 545-0079
www.uscbiz.net



Business Contact Information

Local Requirements

Business License: Most municipalities in South Carolina require you to obtain a business license in order to conduct business. License fees vary and are based on sales revenues. If you do not see the municipality where you plan to conduct business below, contact the Town Hall closest to you for information on licensing.

Columbia
Richland County
803-545-3345

WWW.COLUMBIASC.NET

Manning
Clarendon County
803-435-8477

WWW.CITYOFMANNING.ORG

Lexington
Lexington County
803-359-4164

WWW.LEXSC.COM

Winnsboro
Fairfield County
803-635-4041

WWW.TOWNOFWINNSBORO.COM

Cayce
Lexington County
803-796-9020

WWW.CAYCESC.NET

Newberry
Newberry County
803-321-1000

WWW.CITYOFNEWBERRY.COM

West Columbia
Lexington County
803-791-1880

WWW.WESTCOLUMBIA.SC.GOV

Sumter
Sumter County
803-436-2500

WWW.SUMTERSC.GOV

Camden
Kershaw County
803-432-2421

WWW.CITYOFCAMDEN.ORG

Forest Acres
Richland County
803-782-9475

WWW.FORESTACRES.NET

Springdale
Lexington County
803-794-0408

WWW.SPRINGDALESC.COM

Special License: Some professions and businesses require additional licenses or examinations. Contact the following agency to learn about special permits that may be required for your business.

Department of Consumer Affairs
PO Box 5757
3600 Forest Drive
Columbia, SC 29250
803-734-4200
WWW.SCCONSUMER.GOV

Program Assistance Line (PAL)
PO Box 142
Columbia, SC 29202
803-734-2050

Planning & Zoning: For information pertaining to whether your business can operate in the chosen location, you must check the local zoning ordinances. This includes Home Business Requirements. This can be done at the addresses given below.

City of Columbia
1136 Washington St.
Columbia, SC 29201
803-545-3333

Lexington County
212 S. Lake Drive
Lexington, SC 29702
803-785-8121

Clarendon County
412 N. Brooks St.
Manning, SC 29102
803-435-8672

Richland County
2020 Hampton St.
Columbia, SC 29204
803-576-2175

Kershaw County
515 Walnut St.
Camden, SC 29020
803-425-1500

Fairfield County
101 S. Congress St.
Winnsboro, SC 29180
803-712-6596

Newberry County
1226 College Street
Newberry, SC 29108
803-321-2166

Sumter County
12 W. Liberty St.
Sumter, SC 29150
803-774-1660

If your business will be located in a historic landmark downtown Columbia and you plan to do any physical renovation to the facility, it must first be approved by zoning at 803-545-3333.

Building & Fire Inspections: Before you can operate in a specific business location, you must obtain a certificate of occupancy issued by the local building inspections department. An application is made through the business license office. A building inspector and fire inspector will come and look at the business location.

City of Columbia
1136 Washington St
Columbia, SC 29201
803-545-3420

Lexington County
212 S. Lake Drive
Lexington, SC 29702
803-785-8130

Clarendon County
412 N Brooks St
Manning SC 29102
803-435-8672

Richland County
2020 Hampton St.
Columbia, SC 29204
803-576-2146

Kershaw County
515 Walnut Street
Camden, SC 29020
803-425-1500

Fairfield County
117 S Congress St
Winnsboro, SC 29180
803-712-6596

Newberry County
1226 College St
Newberry, SC 29108
803-321-2166

Sumter County
12 W Liberty St
Sumter SC, 29150
803-774-1660

Health Department: If your business will be involved in food handling, you must contact the county health department in the county where you will do business for requirements on permits.

Richland County
2000 Hampton Street
Columbia SC
803-576-2980

Kershaw County
1116 Church St
Camden, SC
803-425-6012

Fairfield County
1136 Kincaid Bridge Rd
Winnsboro, SC 29180
803-635-6481

Lexington County
112 West Hospital Drive
West Columbia, SC
803-941-0202

Clarendon County
110 East Boyce Street
Manning, SC 29102
803-435-8168

Newberry County
2111 Wilson Road
Newberry, SC 29108
803-321-2171

Sumter County
105 N Magnolia St
Sumter, SC 29150
803-778-6548

Legal Advice: You can profit from obtaining competent legal advice when you make many decisions about your business. To locate an attorney in your area or with expertise in special areas, you may contact:

SC Bar Association
Lawyer Referral Service
Richland and Lexington: 803-799-7100
Toll Free: 800-868-2284
www.sbar.org/public_services/find_a_lawyer/lrs

Real Estate: Be very careful about real estate transactions. Before signing a lease or contract, you should speak with an attorney. To locate a realtor, check the yellow pages or contact:

SC Association of Realtors
3780 Fernandina Road
Columbia, SC 29210
Phone: 803-772-5206
Toll Free: 800-233-6381
www.screaltors.com

Property Tax: If your business owns real property, you should check with you county tax assessor's office to find out about property taxes. You may also be liable for state property taxes on inventory and equipment. For more information contact:

SC Department of Revenue
Property Tax
301 Gervais St
Columbia, SC 29214
803-898-5484
www.sctax.org

Employee Recruitment: There are many ways to locate potential employees, including word-of-mouth, advertising, and employment agencies. There is also a state agency that helps employers locate and train employees or assists business owners in solving employee problems such as absenteeism and turnover.

OneStop Midlands Workforce Center
www.midlandsonestop.org

Columbia OneStop
700 Taylor St
Columbia, SC 29201
803-737-5627

Lexington OneStop
714 S Lake Dr
Lexington, SC 29071
803-359-6131

Winnsboro OneStop
1009 Kincaid Bridge Rd
Winnsboro, SC 29180
803-635-2292

SC Employment Security Commission
PO Box 995
1550 Gadsden St
Columbia, SC 29201
www.sces.org

Insurance: Most small businesses carry insurance to shield their assets and earnings from risks and unexpected hazards. An insurance agent can help you decide what kind of coverage you need. Many agents are listed in the Yellow Pages of the telephone directory or you can contact:

SC State Government Department of Insurance
300 Arbor Lake Drive Suite 1200
Columbia, SC 29223
803-737-6180
www.sc.gov

Signage: All signage must be approved by local zoning and building inspection divisions.

Construction on a building for business: Construction on a building for business purposes requires a Construction Certificate of Occupancy, which differs from a Certificate of Occupancy.

Restaurants: Must submit a seating layout to building inspections for Certificate of Occupancy Approval.

Imports/Exports: If your business engages in importing or exporting, you may want to obtain special assistance.

U.S. Department of Commerce
International Trade Administration
1835 Assembly Street, Suite 172
Columbia, SC 29201
803-765-5345
www.commerce.gov

Patents, Trademarks, and Copyrights: Information on patent laws and inventions is available through Federal bookstores and the Department of Commerce. Patent attorneys and agents can be located through the Yellow Pages of the Telephone Directory. For more information or to register a patent, contact:

U.S. Department of Commerce
Patent and Trademark Office
Arlington, VA
1-800-786-9199
www.uspto.gov

You can obtain information about trademarks, service marks and business searches if you contact:

Secretary of State
PO Box 11350 Columbia, SC 29211
1205 Pendelton St. Suite 525
Columbia, SC 29201
Business Filings: 803-734-2158
Trademarks: 803-734-0629
Public Charities: 803-734-1790
www.scsos.com

Copyright Office
Library of Congress
101 Independence Ave SE
Washington, DC 20559
202-707-3000
www.copyright.gov

Census Data: The South Carolina State Data Center acts as the primary clearinghouse in South Carolina for Bureau of Census products. Assistance is provided on such topics as population estimates and projections, sources of data, census concepts and definitions, and interpretation and use of data. For more information on the South Carolina Data Center, contact:

SC State Data Center: Office of Research and Statistics
1000 Assembly Street
425 Dennis Building
Columbia, SC 29201
803-898-9963
www.ors.state.sc.us

Regional Data: Central Midlands Regional Planning Council is a governmental research and planning agency. It serves the four county region surrounding South Carolina's capitol city of Columbia: Richland, Lexington, Fairfield, and Newberry counties. The council monitors the area's growth and changes, compiles, analyzes, and publishes a wide variety of information on the region. Santee-Lynches Regional Council of Governments is another source for the Sumter Area. For information contact:

Central Midlands Council of Governments
236 Stoneridge Dr
Columbia, SC 29210
803-376-5390
www.centralmidlands.org

Santee-Lynches Regional Council of
Governments
36 W. Liberty St.
Sumter, SC 29150
803-775-7381
www.santeelynchescog.org

State Requirements

SC Business One Stop (SCBOS): The SC DOR has created an online system to provide you with the information you need to get the right business licenses and set up tax accounts. Business One Stop (BOS) is a one-stop-shop for many of the business tax accounts you need including an employer withholding account, unemployment insurance and a sales and use tax license. Visit their website: www.scbos.com

Sales and Use Tax Permit: Issued by the Dept of Revenue and Taxation, required if collecting sales tax.

SC Department of Revenue
301 Gervais St
Columbia, SC 29214
Registration: 803-898-5872
Sales and Use Tax: 803-898-5788
www.sctax.org

SC State Retail License: With an SC State Retail License, a retailer can purchase tax-free. Anyone selling any kind of product needs to obtain this license when securing your sales and use tax permit.

SC Department of Revenue
Retail License
301 Gervais St
Columbia, SC 29214
803-898-5872
www.sctax.org

Dept of Revenue and Taxation (obtaining a state tax number): Employers are typically responsible for state collections & payments: www.irs.gov

State Income Tax Withheld from Employee's Wages: Proprietorships, partnerships, and corporations with employees are required to file state tax reports.

SC Department of Revenue. 301 Gervais St. Columbia, SC 29214. 803-898-5000
www.sctax.org

SC DOR Business Tax Guide: This helpful tax guide can be found by searching www.sctax.org or by typing www.sctax.org/Tax+Information/Smallbus/business_tax_guide.htm into your internet browser.

SC Employment Security Commission: If you will be hiring anyone in your business, you must notify the ESC. They will inform you of what forms you need to file with their agency.

SC Employment Security Commission. 1550 Gadsden St. Columbia, SC 29201. 803-737-2400
www.sces.org

Workman's Compensation: Contact your local insurance agent or:

SC Workman's Compensation Commission
1333 Main St, Suite 500
Columbia, SC 29202
803-737-5700
www.wcc.sc.gov

Alcohol Beverage Service: If you will be serving or selling alcoholic beverages in the course of doing business, you must contact this agency.

Federal Bureau of Alcohol, Tobacco and Firearms
1835 Assembly St, Room 309
Columbia, SC 29201
803-251-4600

SC Department of Revenue
Alcoholic Beverage Control
301 Gervais St
Columbia, SC 29214
803-737-5000

Day Care Licensing: Anyone conducting business involving groups of seniors or children must contact this office to satisfy state requirements.

SC Department of Social Services
PO Box 1520
1535 Confederate Avenue Extension
Columbia, SC 29202
803-898-7601
www.dss.sc.gov

Food or Cosmetic Related Businesses: If your business will involve the production or packaging of food or cosmetics, you must contact:

SC Department of Agriculture
1101 Williams Street
Columbia, SC 29201
803-737-9700
www.agriculture.sc.gov

State of South Carolina
Occupational & Professional Licensing Boards

Accountancy 803-896-4492	Funeral Services 803-896-4494	Pharmacy 803-896-4700
Architectural Examiners 803-896-4408	Geologists 803-896-4494	Physical Therapy 803-896-4655
Auctioneers Commission 803-896-4494	Landscape Architects 803-794-9131	Pilotage-Port of Charleston Harbor Pilot 803-896-4830
Barber Examiners 803-896-4491	Law Examiners 803-734-1080	Podiatry Examiners 803-896-4685
Chiropractic Examiners 803-896-4587	Long-term Health Care Administrators 803-896-4544	Psychology 803-896-4661
Contractors 803-896-4586	Manufactured Housing 803-896-4682	Real Estate 803-896-4400
Cosmetology 803-896-4568	Massage/Bodywork Therapy 803-896-4494	Residential Home Builders 803-896-4696
Dentistry 803-896-4599	Medical Examiners 803-896-4500	Social Work 803-896-4665
Engineers and Land Surveyors 803-896-4422	Nursing 803-896-4550	Soil Classifiers 803-734-9131
Environmental Systems Operators 803-896-4430	Occupational Therapy 803-896-4683	Speech, Language, Audiology, Pathology 803-896-4650
Foresters 803-896-4494	Opticianry 803-896-4681	Veterinary Medical Examiners 803-896-4598
	Optometry 803-896-4679	

More registration and licensing requirements can be found in the Blue Pages of your phonebook under "Labor Licensing and Regulation Department of—" or online at www.llr.state.sc.us.

Federal Requirements

Internal Revenue Service: For information on federal tax regulations:

Call 1-800-829-1040

Visit www.irs.ustreas.gov

Visit the Columbia IRS Office
1835 Assembly Street
Columbia, SC 29201

Employers are typically responsible several types of federal collections & payments:

1. Income tax withheld from employee's wages. Proprietorships, partnerships, and corporations with employees are required to file federal tax reports.
2. (FICA) Employer and Employee Social Security Taxes. Every business with one or more employees is required by law to withhold Federal Income tax as well as Social Security Taxes from the wages paid to employees.
3. (FUTA) Federal Unemployment Tax.
4. Obtaining a Federal tax ID Number.

Immigration and Naturalization Service: Every employer must have an Eligibility Verification Form (I-9) completed and on file for each employee. For assistance or copies of this form, call INS at 1-800-870-FORM.

U.S. Dept of Labor: For information on covered employees, child labor, training, wages, tipped employees, polygraph testing, substance abuse, or hiring & firing, contact:

Employment Standards
Wage and Hour Division
1835 Assembly St
Columbia, SC 29201
Columbia Office: 803-765-5981
National Phone Number: 1-866-487-9243
www.dol.gov

Occupational Safety & Health (OSHA): OSHA requires that if your firm employs more than 10 people, you maintain a record of on the job injuries on OSHA Form 200, which must be available for inspection and retained for five years. For more information contact:

OSHA Information
1835 Assembly St
Columbia, SC 29201
803-765-5904
www.osha.gov

General Business Information

Personal Credit: Before approaching a bank or investor for a loan, it is advisable to know the condition of your credit report. To check on your personal credit report and obtain your credit score, contact one of the three credit reporting agencies below or go online to several independent providers of this service.

Equifax
www.equifax.com

Experian
www.experia.com

Trans Union
www.transunion.com

Credit Card Merchants: If you are interested in accepting credit cards from your customers, you begin by contacting your bank's Merchant Bankcard Services, Retail banker. Your banker will instruct you on how to accomplish this. Many sales are lost each year by retailers who do not accept credit cards. You must have a retail site for your business.

Obtaining a barcode or Universal Product Code (UPC):

1. To obtain an application for a Bar Code, contact the Uniform Code Council by calling 937-435-3870 or by emailing info@uc-council.org. The website is www.uc-council.org.
2. Fill out the application completely and return it to the Uniform Code Council with the required fee.
3. The fee is dependent on your annual sales.
4. Processing the application takes approximately 10-15 days upon their receipt of application and fee.
5. You will be issued a bar code and instructions for getting the bar code on your product.

Columbia Area Business Assistance Programs

USC Small Business Development Center
1225 Laurel St
Columbia, SC 29201
803-777-5118
www.uscbiz.net

SC Department of Commerce
1201 Main St Suite 1600
Columbia, SC 29201
803-737-0400
www.sccommerce.com

Small Business Administration
1835 Assembly St
Columbia, SC 29201
Columbia Area: 803-765-5376
National Phone Number: 800-827-5722
www.sba.gov

SC Office of Small and Minority Business
Assistance
1205 Pendleton St
Columbia, SC 29201
803-734-2498
www.govoepp.state.sc.us/osmba

Service Corps of Retired Executives
(SCORE)
1835 Assembly St
Columbia, SC 29201
803-765-5131
www.score.org

Office of the Secretary of State
Information for Non-Profit Organizations
Corporations 803-734-2158
Charities 803-734-1790
1205 Pendleton St Ste 525
Columbia, SC 29201
www.scsos.com

SC Chamber of Commerce
1201 Main St Suite 1700
Columbia, SC 29201
803-799-4601
www.scchamber.net

South Carolina Statewide Minority Business
Development Center
803-779-0266
1515 Richland St
Columbia, SC 29201
www.scmfdc.com

Columbia Chamber of Commerce
930 Richland St
Columbia, SC 29201
803-733-1110
www.columbiachamber.com

Better Business Bureau
803-254-2525
1515 Burnette Drive
Columbia, SC 29210
www.columbia.bbb.org

Lexington Chamber of Commerce
PO Box 44
321 S Lake Dr
Lexington, SC 29072
803-359-6113
www.lexingtonsc.org