

# 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

Uptown Greenwood 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.

Gibson Hill

Uptown Manager

864-942-8448 | [gibson.hill@gwdcity.com](mailto:gibson.hill@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](http://www.sos.sc.gov) or call 803-734-0629
- Apply for an Employer Identification Number with the Internal Revenue Service. Visit [www.irs.gov](http://www.irs.gov)
- Contact South Carolina Department of Revenue to obtain a retail license. visit [www.sctax.org](http://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 Tanner Hall  
864-942-8451

Fire Department Operations  
Assistant Chief Chris James  
864-942-8454

Fire Code & Fire Prevention  
Fire Marshall  
Tony Arias  
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  
864-942-8716  
ccoleman@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

Building Official-Travis Lathren

travis.lathren@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](http://greenwoodcpw.com)

Duke Energy  
1-800-653-5307  
[duke-energy.com](http://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



# Business Incentives

The City of Greenwood desires to encourage appropriate development work within established priority development zones, such as the City's Historic Overlay District(Uptown Greenwood), the By-pass District, Montague District and other specified adjacent areas included in this document or to be designated at a later time.

## Eligibility Criteria

- Development must be in a defined Priority Development Zone as defined by the City of Greenwood
- Minimum investment required (\$250,000 or \$1,000,000 depending on location)
  - May count \$25,000 per job toward required investment
- Business purpose must be:
  - Retail
  - Tourism-related business
  - Cultural arts activities and associated business
  - Corporate headquarters
  - Research and development
  - High technology growth business
  - Other uses approved by City Council as consistent with the goals of the City of Greenwood City Center Master Plan and goals.

For additional information please contact the Uptown Greenwood Office @ 864-942-8448 or [gibson.hill@gwdcity.com](mailto:gibson.hill@gwdcity.com)