

New Business Guide

Doing Business in Cayce, SC



City of Cayce

1800 12th Street, Cayce SC 29033

803-796-9020

www.caycesc.gov

Guide to Starting a New Business

Starting your own business is an exciting venture, but it can also feel overwhelming. This guide will help you navigate the key steps involved in getting your business up and running smoothly.

1. Registering Your Business

- a. Contact the Secretary of State – www.scbos.gov to register your new business. Once your name is registered, you will be sent the Certificate of Existence.
- b. If operating as a limited partnership, prepare and file a Certificate of Limited Partnership with the Secretary of State. (Services of an attorney are recommended).
- c. Prepare and file with the Secretary of State the articles of incorporation with certificate indicating that publication of the notice of incorporation has been made and requisite advertising fees have been made (Services of an attorney are recommended).
- d. Complete the Secretary of State’s annual registration. (Services of an attorney are recommended).

2. Apply for your EIN:

Obtain an Employer Identification Number (EIN) for tax purposes, even if you don’t plan on hiring employees immediately. www.irs.gov

Are you unsure if you need a FEIN? [New Business | South Carolina Business One Stop \(sc.gov\)](http://www.southcarolinabusiness.com) is a great resource for all new business questions.

3. Licensing and Permits: Various types of licenses, permits and registrations may be required to conduct business in South Carolina.

- a. If the nature of your business requires a professional license or occupational license for operation contact the South Carolina Department of Labor and Licensing Regulation at www.llr.state.sc.us
- b. If your business is specific to environmental, waste management/landfill, water treatment, underground storage tank, emergency medical service, healthcare, daycare, or food service concerns, contact SCDES (South Carolina Department of Environmental Services) for specific licensing and regulatory requirements at www.scdhec.gov .

- c. State Certifications for Women and Minorities. Visit their website to see if you can become certified www.govepp.state.sc.us/osmba
- d. Will my new business require a grease trap inspection? For questions – Neal Klimek – 803-739-5381

e. **Will your business be located within the City of Cayce city limits?**

- **Yes** - You will need to complete a Zoning Permit Application. You can do so in person or online www.caycesc.gov. For additional zoning questions please reach out to our Zoning Administrator, Monique Ocean, 803-550-9504 mocean@caycesc.gov

What to expect next? If you meet all required City of Cayce Zoning requirements, you will be contacted by city staff with instructions for your next steps. Including Building and Fire inspections.

f. **How do I Apply for my License?**

- By mail – 1800 12th St, Cayce SC 29033
- In Person at City Hall - 1800 12th St, Cayce SC 29033
- Online – www.caycesc.gov
- E-mail – jhowell@caycesc.gov

Out of City Licenses (businesses completing a job in Cayce but are not domiciled in Cayce) can typically be issued the same day.

In-City businesses are required to renew their license every year **by April 30**. Out-of-City businesses are not required to renew until they start work inside the city limits.

Business License and Permitting questions can be directed to Jessica Howell 803-205-4448 jhowell@caycesc.gov

4. **Business Operations:** There are many things to think about and consider when starting a new business. Business operations are all activities associated with running a business. Generating revenue efficiently and effectively is a vital part of owning and running a business. Things to consider:

- a. **Insurance** – to protect your business as well as your employees. Take some time to research the different types of insurance related to running a business. For example: Property and Casualty, Employee Health and Worker’s Compensation. www.scinsnews.com is a good resource.
- b. **Taxes** – Finding a good CPA and having a good relationship with them is a good way to go for your business. However, if it is something you want to tackle yourself, here are some beneficial resources – IRS Tax office www.irs.gov , SC Department of Revenue www.scdor.gov , SC Business One Stop www.scbos.com

Useful Contacts

- www.scbos.sc.gov – SC Business One Stop is a fantastic guide for your business, existing or new.
- www.SCSBDC.com – South Carolina Small Business Development Centers is a FREE resource for business owners. They can support you with your business plan development, financial templates, marketing, sales and many more resources. Fletcher Smith – Business Consultant 803-938-3383
- www.llr.state.sc.us – Do you need to be licensed? For example – Contractors, barbers, fire work stands, massage therapist, hair dresser etc.
- www.scdhec.gov – South Carolina Department of Environmental Services SCDES. Formally known as South Carolina Department of Health SCDHEC.
- www.scosha.llronline.com – All businesses must adhere to OSHA standards.
- www.cwcchamber.com – Cayce/West Columbia Chamber of Commerce. Get involved with your chamber. “The Greater Cayce West Columbia Chamber of Commerce helps to protect and promote the local economy of the communities that make up our area. We work to bring businesses together to make decisions and organize events for the purpose of and betterment of our community”.
- <https://scbizdev.scommerce.com> – SC Department of Commerce – another great resource for starting a business.
- www.scdor.gov – South Carolina Department of Revenue – responsible for the administration of 32 different state taxes. They are also responsible for licensing and taxing all manufacturers, wholesalers, and retailers of alcoholic liquors.

City of Cayce Useful Contacts

- Rochelle Smith – Business Services Administrator – 803-550-9559 – rsmith@caycesc.gov
- Jessica Howell – Business License and Permit Coordinator – 803-205-4448
jhowell@caycesc.gov

- Monique Ocean – Zoning Administrator – 803-550-9504 – mocean@caycesc.gov
- Stuart Jones – Building Official - 803-550-9502 – sjones@caycesc.gov
- Steven Bullard – Fire Chief – 803-550-9543 – sbullard@caycesc.gov
- Ashley Nelson – Pre-Treatment Facilities – 803-739-5381 - anelson@caycesc.gov