



OPENING A BUSINESS IN THE CITY OF GREER

Please review the departments, procedures, and contact information that will help guide you through the process.

Step 1. ZONING APPROVAL

Initially, all businesses must be approved by Planning and Zoning. Zoning Compliance Applications are available at Greer City Hall or our city website (www.cityofgreer.org).

Information needed for the application includes the address and tax map number of the business location and the property owner's name and phone number. Tax map numbers can be found using the City of Greer Geographical Information Mapping System on our website (www.cityofgreer.org).

Zoning approval **must** be granted before continuing. Please allow 2-5 days for processing.

Step 2. CERTIFICATE OF OCCUPANCY

The building inspector and fire marshal will schedule an appointment with the business owner for an inspection of the premises. Any code violations will need to be corrected and the building brought up to code. At that time, a re-inspection will be done and a release given for the Certificate of Occupancy.

New structures or existing structures involving renovations or remodeling may require permits. Building, Electrical, Plumbing, and Mechanical permit applications are available at Greer City Hall or our city website (www.cityofgreer.org). Inspections by the building inspector and fire marshal will be done as needed during the time of construction. All structures and renovations must have a final approval from city inspectors.

A Certificate of Occupancy **must** be issued before a facility can be occupied.

Step 3. SIGNS

Signs must be permitted and approved by Planning and Zoning. Sign permit applications are available at Greer City Hall or our city website (www.cityofgreer.org).

Portable signs, roof signs, beacons, strobe lights and moving signs including pennants are not allowed.

Step 4. DHEC PERMITS (If Applicable)

Business involved in food processing, storage, or distribution must have the necessary DHEC permits. Contact Greenville or Spartanburg County Department of Health for instructions and inspections.

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Step 5. SOUTH CAROLINA RETAIL SALES TAX LICENSE (If Applicable)

Retail businesses are required to have a SC Retail Sales Tax License. Contact the SC Department of Revenue.

Step 6. ALCOHOL AND BEVERAGE LICENSE (If Applicable)

Businesses that intend to sell or furnish beer or wine must have a retail alcohol and beverage permit. Contact Greenville or Spartanburg County Department of Health for instructions and inspections.

Step 7. BUSINESS LICENSE

Businesses must obtain a city business license before the start of business. Licenses are issued at Greer City Hall.

The following information will be needed to issue the business license:

Certificate of Occupancy	Business Physical Address
DHEC permit, when required	Phone Number
ABC License, when required	Fax Number
SC Retail Sales Tax License, when required	Federal Tax ID # or Social Security #
Business Name	Description of Type of Business
Business Mailing Address	Contact Name

Step 8. ALARM PERMITS (if applicable)

Any security alarms must be registered with our police department. Alarm applications are available at Greer City Hall or from our city web site.

Step 9. HOSPITALITY TAX (if applicable)

A 2% Hospitality Tax is collected on all prepared or modified foods and beverages. The tax is remitted to the city's Finance Department by the 20th of each month. Forms for remittance are available at Greer City Hall.

We look forward to working with you. Please contact our offices should you have additional questions.