

### **Check list for Opening a New Business in Jasper County**

Choose the location of the business and contact the Assessor's office to confirm the location is in unincorporated Jasper County. If the property is not located in unincorporated Jasper, contact the City of Hardeeville at 843-784-2231 or the Town of Ridgeland at 843-726-7502	
<ul style="list-style-type: none"> <li>• Contact the Planning and Building department – 843-717-3650</li> <li>• Submit a zoning application &amp; pay \$50.00 fee (cash or check only)</li> </ul>	
Provide a copy of any applicable state license for barbers, contractors, real estate, etc to the Business License Coordinator <ul style="list-style-type: none"> <li>• Contact Labor, Licensing &amp; Regulation (LLR) at 843-896-4300 or llr.state.sc.us</li> </ul>	
Provide a copy of the retail sales tax license along with your business license application if you will be collecting sales tax. <ul style="list-style-type: none"> <li>• Contact the Department of Revenue (DOR) at 843-852-3600 or sctax.org</li> </ul>	
Provide a copy of the approved Department of Health & Environmental Control (DHEC) report along with your business license application, if applicable, for food establishments, caterers <ul style="list-style-type: none"> <li>• Contact DHEC at 843-846-1030 or scdhec.gov</li> </ul>	
Provide a copy of State license for day care centers and assisted living <ul style="list-style-type: none"> <li>• <a href="https://www.scchildcare.org/">https://www.scchildcare.org/</a></li> </ul>	
Provide an approved letter from the Jasper County Sheriff's department for scrap metal and pawnbrokers to the Business License Coordinator. <ul style="list-style-type: none"> <li>• Contact Jasper County Sheriff at 843-726-7777</li> </ul>	
Provide a pistol license for selling pistols to the Business License Coordinator. <ul style="list-style-type: none"> <li>• Contact SLED at 803-737-900 or sled.sc.gov</li> <li>• Contact ATF at 803-765-5722 or atf.gov</li> </ul>	
Speak with the Business License Coordinator to receive the proper forms and instructions for paying these taxes, if applicable. <ul style="list-style-type: none"> <li>• Accommodation taxes</li> <li>• Hospitality taxes</li> </ul>	
<p>***LAST STEP***</p> <p>Once you have submitted proper documentation from above and received approval from the Planning department, then you would speak with the Business License Coordinator for Business License</p> <ul style="list-style-type: none"> <li>• Along with proper documentation, provide a copy of photo ID</li> </ul>	