

GREENVILLE COUNTY BUSINESS QUICK FACTS

Greenville County website: <https://www.greenvillecounty.org/>

All forms can be found by placing your cursor on Popular Services on the home page, then selecting Forms and Applications.

COUNTY REQUIREMENTS

- **ALL BUSINESSES** operating in unincorporated areas of Greenville County are required to register with the Business Registration Office. No fee is required. Information is available online at, <https://www.greenvillecounty.org/RealProperty/> or at the following address:

Greenville County Code Compliance
301 University Ridge, Suite S- 3100
Greenville, SC 29601
864-467-7060

- **DOES YOUR BUSINESS SELL PREPARED MEAL AND BEVERAGES?** If so, you must register with the Finance Office to collect and remit a 2% hospitality tax to Greenville County. Information is available online at, <https://www.greenvillecounty.org/FinanceDivision/HospitalityTax.aspx> or at the following address:

Direct questions to:
Greenville County Financial Operations
301 University Ridge, Suite N-2400
Greenville, SC 29601
864-467-7567
Email: hospitalitytax@greenvillecounty.org

Remit Hospitality Tax reporting forms and payments to:
Greenville County Treasurer
301 University Ridge, Suite N-2000
Greenville, SC 29601
Or pay online at: <https://www.greenvillecounty.org/apps/HospitalityTax/PaymentForm.aspx>

** Online payments must be paid via debit/credit card, service fees apply.*

*Hospitality tax reported to Greenville County is only charged on food and beverages prepared in the unincorporated areas of Greenville County. Food and beverages prepared in the incorporated areas (Greer, Travelers Rest, Greenville City, Mauldin, Fountain Inn, and Simpsonville) are subject to the hospitality tax of the municipalities governing entity.

- **DON'T FORGET TO REGISTER YOUR BUSINESS ALARM.** Information is available online at, <http://www.gcsso.org/alarm-billing.php> or at the following address:

Greenville County False Alarm Reduction Unit
4 McGee Street
Greenville, SC 29601
864-467-5434 or 864-467-5125
Email: alarming@gcsso.org

***THIS LIST IS NOT COMPREHENSIVE, PLEASE CONTACT THE APPROPRIATE GOVERNEMENT AGENCY FOR A COMPLETE LIST OF REQUIREMENTS TO OPERATE A BUSINESS.**

- **HOTELS** must pay a 3% accommodations tax. Information is available online at, <https://www.greenvillecounty.org/Treasurer/> or at the following address:

Greenville County Treasurer 301
 University Ridge, Suite N-2000
 Greenville, SC 29601
 864-467-7210

- **MAKE SURE YOUR BUSINESS HAS THE PROPER COUNTY PERMITS AND MEETS ZONING REQUIREMENTS.** The applications and fees vary per type of business; therefore, check the County’s web site, <https://www.greenvillecounty.org/CodeCompliance/Default.aspx> or with:

Codes Enforcement
 301 University Ridge, Suite N-3100
 Greenville, SC 29601

Some common applications and fees include:

Home Occupation Application:

https://www.greenvillecounty.org/BuildingSafety/forms/home_occupation_application_guidelines.pdf

Sign Application:

https://www.greenvillecounty.org/BuildingSafety/forms/Sign_Permit_Application.PDF

Commercial Building Application:

https://www.greenvillecounty.org/BuildingSafety/forms/Commercial_Building_Application.pdf

Schedule of Building Permit Fees:

<https://www.greenvillecounty.org/BuildingSafety/forms/CommercialPermitFees.pdf>

Total Valuation	Fee
\$1,000 and less	No fee, unless inspection required, in which case a \$15 fee for each inspection shall be charged
\$1,000 to \$50,000	\$15 for the first \$1,000 plus \$5 for each additional thousand or fraction thereof, to and including \$50,000
\$50,000 to \$100,000	\$260 for the first \$50,000 plus \$4 for each additional thousand or fraction thereof, to and including \$100,000
\$100,000 to \$500,000	\$460 for the first \$100,000 plus \$3 for each additional thousand or fraction thereof, to and including \$500,000
\$500,000 and up	\$1,660 for the first \$500,000 plus \$2 for each additional thousand or fraction thereof

Codes Division Contacts:

Building Safety: 864-467-7060 (Building permits & Inspections, sign permits, commercial plan review)

Codes Enforcement: 864-467-7090 (Code ordinances, code violations)

Zoning Enforcement: 864-467-7425 (Rezoning, site review, appeals)

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- **ARE YOU DOING BUSINESS WITHIN CITY LIMITS?** You will need to contact the City to comply with city licensing and permitting.

City	Main Phone Number
City of Greer	864-848-2150
City of Greenville	864-232-2273
City of Fountain Inn	864-862-4421
City of Mauldin	864-288-4910
City of Simpsonville	864-967-9526
City of Travelers Rest	864-834-8740

Find out if your business is in a city limit here: <https://www.gcgis.org/apps/greenvillejs/>

SOME STATE AND FEDERAL REQUIREMENTS

- **DO YOU HAVE EMPLOYEES**, including officers of a corporation but not the sole proprietor or partners? If so, you must make periodic payments of, and/or file quarterly reports of payroll taxes and other mandatory deductions. Any business employing a person must register with the IRS, acquire an EIN and pay federal withholding tax at least quarterly. File form SS-4 with IRS to obtain number and required tax forms.

Contact the below agency for information:

IRS (Internal Revenue Service):

Website: <https://www.irs.gov/>

Phone: 864-286-7095 (local office)

Location: 440 Roper Mountain Rd. Greenville, SC 29615 (local office)

- **YOU MUST ALSO REGISTER AS A WITHHOLDING AGENT FOR STATE INCOME TAX.** Contact the below South Carolina Department of Revenue (SCDOR) office for more information:

Website: <https://dor.sc.gov/tax/withholding>

Phone: 1-844-898-8542

Email: withholdtax@dor.sc.gov

Location: 33 Villa Rd. Ste. 401, Greenville, SC 29615 (local office)

- **IF YOU HIRE EMPLOYEES**, you may be required to provide unemployment or workers' compensation insurance. For more information, contact one of the following:

South Carolina Department of Employment and Workforce

Website: <https://dew.sc.gov/>

Phone: 803-737-2400

South Carolina Workers' Compensation Commission

Website: <https://wcc.sc.gov/>

Phone: 803-737-5700

Address: 1333 Main Street, Suite 500 Columbia, SC 29201

- **IF YOUR BUSINESS IS A CORPORATION, LIMITED PARTNERSHIP, LIMITED LIABILITY COMPANY, OR LIMITED LIABILITY PARTNERSHIP**, you need to register with the Secretary of State:

Secretary of State

Website: <https://sos.sc.gov/>

Phone: 803-734-2170

Address: 1205 Pendleton Street, Suite 525 Columbia, SC 29201

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➤ **CONTACT** the South Carolina Department of Revenue for information on the following:

- Retail License & Sales Tax
- Purchasers Certificate of Registration
- Solid Waste Tax
- Business Personal Property Tax
- State Income Tax Withholding
- Admissions Tax License
- Alcoholic Beverage License
- Bingo License

- Tobacco Manufacturers', Distributors', and Wholesalers' Licenses
- Coin-Operated Device License
- International Fuel Tax Agreement Permit
- Gasoline Dealers, Special Fuel Suppliers and Seller Users Licenses
- Soft Drinks License



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