



Welcome to Williamston
New Business Package



**Town of Williamston
12 West Main Street
Williamston, SC 29697
864 847 7473**

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Welcome

Welcome to the Town of Williamston where new ideas spring to life! We are delighted that you are considering opening a new business in town, opening a satellite office, or looking to expand an existing business. Whatever your business plans are, we invite you to get to know us better at the municipal center, located at 12 W. Main Street, across from the historic Mineral Spring Park.

As you progress through the process, we invite you to keep this handbook available for reference. It offers excellent resource materials to help you design and grow your business.

There is a list of key contacts to help you navigate the process and several links to additional organizations that can help. We want you to know that this is a business-friendly community. We encourage innovation and entrepreneurship, while also providing standardized procedures and zoning requirements for doing business locally. These sound business practices enable the town to provide high quality public services and infrastructure that benefit both residents, visitors and the business community.

While you are here, we hope that you will explore our various parks and the downtown area.

We are in the midst of launching a significant revitalization effort. With a new Comprehensive Plan and Land Use Plan adopted in place in September of 2022, as recommended by the Planning Commission and adopted by Council, and with Envision Williamston providing event planning, business direction and other assistance, strategic direction is offered for the community by identifying several major and integrated initiatives to assure that we grow in a planned and coordinated manner. We welcome you to be an important part of this growth and development.

For more information about the plans and some of our current efforts, please explore our website at www.williamstonsc.us, or Envision Williamston's website at

<https://envisionwilliamston.com/> We also invite you to visit the Town of Williamston and Envision Williamston Facebook pages to learn about community events, development and community engagement projects. There is also a local, very active, business association which can be found at <https://palmetto-business-association.business.site/>

We are all in this together as we foster the vitality of the Town for our community!

Preparing for our Future,

Mayor Rockey Burgess

Town of Williamston

Timeline

As a reminder, the following is our recommended timeline for starting a business in Williamston.

6 Months before opening

- Create a Business Plan
- Determine Demand for your Business (target markets)

2 months before opening

- Contact Williamston Building and Codes about zoning, uses, signage, parking, etc.
- Ensure water and sewer are available. These may be obtained prior to opening if necessary for cleaning or preparing to open.
- Submit your sign application to the Municipal Center for review.
- Submit a Commercial Site Plan/Obtain proper permits for any renovations or buildouts needed.
- Obtain any necessary DHEC/SCDOT or other permits.
- Upon near completion of any renovations, etc. and you are almost ready to open, you may apply for a Fire Inspection with Williamston Fire Dept. And a Certificate of Occupancy with CC&I Services.
- Obtain a retail sales tax license, Williamston business license and if a food vendor, a hospitality tax coupon book or sheet.

1 month before opening

- Visit Williamston Municipal Center to begin the business license process, Set up water, sewer and sanitation service if you have not previously done so.
- Verify approval of your business signage
- Set up a meeting with Envision Williamston regarding a Grand Opening and/or Ribbon-Cutting

Zoning

Be sure to confirm zoning and required parking and other possible ordinance requirements for your business. The Town of Williamston requires a Sign Application to be submitted for review and then a Signage Permit and Fee issued and paid **BEFORE** the applicant can open for business. If there will be electrical work for the sign, that will also require a permit. *Any remodeling, construction, etc. in preparation for opening your business may require a permit.* Please check with Debbie Chapman at town hall, 864 847 7473 option 7 for more information or refer to the town ordinances at <http://www.williamstonsc.us/town-literature/>

Be sure to research and follow any Town of Williamston Ordinances that may apply to and/or affect your business or property; for example, the Sign Ordinance would be an ordinance that applies and affects your business. Zoning ordinances may also affect your business as they limit what is and is not allowed in certain areas. For example: Car lots are not allowed in certain areas without special approval.

Certificate of Occupancy

New businesses or businesses that occupy a new or different space require a Certificate of Occupancy. The application for this and other types of permits can be found using this link: <https://www.cciservicesllc.com/williamston-permits>

Permits

(The Town contracts permitting and inspections with CC&I Services)

Be sure to research and follow up with CC&I Services LLC regarding any necessary permits. A list of required permits can be found at:

<http://www.williamstonsc.us> under the permit tab. If you have questions or need assistance with permitting, you may also contact Debbie Chapman at Town of Williamston. 864 847 7473 or dchapman@williamstonsc.us CC&I Services LLC 864 586 6111 Permits@cciservicesllc.com

Permits required include but are not limited to the following:

If you plan to do any work in any of these classifications, you will need a permit(s) and must call CCI Services, who will work with you, the town and Williamston Fire Dept. To ensure your property/building is in compliance.

- Building Permit (for any renovations except painting, cosmetic work, laying vinyl flooring, etc. Please inquire with the towns code department or CC&I Services if unsure. It's better to inquire than potentially be fined.)
- Mechanical Permit (HVAC etc.)
- Plumbing Permit
- Fire Protection Permit (required by all. This requires a town application and will be reviewed by the Williamston Fire Dept and CC&I Services) Note: A Knox Box rapid access system is required for each building and must be installed prior to being cleared for opening a business.
- Certificate of Occupancy Permit (required by all new occupancy's and change of occupants through CC&I prior to opening for business.)
- If a new Commercial Structure is to be built, please see our Building and Codes Dept for information. A Commercial Process and Plan Review must be completed prior to moving any dirt.

CCC & I Services, LLC

864 586 6111

www.cciservicesllc.com

Permits@cciservicesllc.com

Fire and Safety

Fire

The Town of Williamston is served by the Williamston Fire Department.

- Before any business can open and operate, they must schedule, complete, and pass a fire inspection and a Certificate of Occupancy inspection. Once the fire inspection is completed and approved by a Williamston fire official, they will issue a passed inspection form by email. In addition, CC& I Services will also complete a Certificate of Occupancy inspection. Once passed and a conformation is received from CC & I Services stating that the Certificate of Occupancy has been issued, you may then apply for a Town of Williamston business license.
- **Note: A Knox Box rapid access system is required for each building and must be installed prior to being cleared for opening a business. This is a International Building Code Requirement.**

Williamston Fire Department
120 W. Main St
Williamston, SC 29697

David Huff
864 625 1281 (cell)
wfdchief@williamstonsc.us

Public Safety

Police protection is provided by the Williamston Police Department. Officers and Staff are dedicated to assuring the safety of the community. Upon request, the Williamston Police Department can assist with special community events, crime watches, and property checks for safety prevention.

Williamston Police Department
100 Town Square Drive
Williamston, SC 29697

Kevin Marsee, Interim Chief
crime@williamstonsc.us

Emergencies, Please Call 911

Non-Emergencies, Please Call 864 260 4444

Central Dispatch handles all Williamston calls including Police, EMS and Fire

Business License and Fees

Business License Information

All businesses operating in the city limits (**including contractors and subcontractors**) must obtain a Business License from the Town of Williamston prior to commencing work (doing business). (This is not to be mistaken for a permit. However, if a permit(s) is not properly executed, it will affect obtaining a business license) The license will not be issued to the applicant until the license application has been filed, the Fire Inspection and Certificate of Occupancy has been completed and issued, and the fee paid.

****Any open permits must usually be closed before CC&I will issue the Certificate of Occupancy.**

Williamston Municipal Center
12 West Main St
Williamston, SC 29697

Administrative Staff
864 847 7473
admin@williamstonsc.us

Business licenses are issued for the Williamston area based on whether the business is physically located within city limits or outside city limits. Be sure to select and file the correct business license version. Forms can be found on the next page and online at <https://williamstonsc.us/forms-resources/>

Business License Fee Schedule

Inside Businesses: Pay \$65.00 for the first \$2,000.00 and the \$.65 for each \$1,000.00 after.

Outside Businesses: Pay \$130.00 for the first \$2,000.00 and then \$1.30 for each \$1,000.00 after.

One Day Peddler License: These are valid for one day only. The fee is \$20.00 for the day.

Hospitality Tax

A 2% fee is imposed by the Town of Williamston on the purchase of prepared or modified foods and/or beverages intended for immediate consumption or carry out.

All food/beverage sales prepared or modified for immediate consumption, carry-out or catered.

Examples: Fountain drinks, frozen drinks, coffee, cappuccino, prepared sandwiches, salads, bakery items (doughnuts, cakes, cookies, pies, and breads), heated foods (pizza, nachos, tacos, hot dogs, sandwiches, chicken, and vegetables), fruit trays, vegetable trays, deli meats and cheeses purchased by the pound. This list is not inclusive, but it is simply in place to help you determine which items are subject to the hospitality tax.

Who is subject to the tax? Restaurants, hotels, motels, bars and /or lounges, caterers, ice cream shops, bakery shops, and any other food service facilities or establishments of any kind (including convenience and grocery stores) with specified areas for preparing food and beverages. The fee collection form for the Hospitality Tax can be found at:

<https://williamstonsc.us/wp-content/uploads/2014/01/hospitality-tax-coupon.pdf>

Utilities

Town of Williamston Water and Sewer

Businesses operating within the Town of Williamston are served by the Water and Sewer Department. A service agreement and a \$175.00 deposit are required to begin service.

Payment is due on the 15th of each month.

For more information on services and fee schedules, please contact:

Williamston Municipal Center
12 W. Main St
Williamston, SC 29697

Front Desk
864 847 7473

For utility issues concerning water and sewer, you may contact:

Williamston Municipal Center
12 W. Main St
Williamston, SC 29697

David Rogers, Utilities Director
864 844 6892
davidrogers@williamstonsc.us

Utility Companies Serving the Williamston Area

For other utility issues, you may contact:

Fort Hill Natural Gas Authority
P.O. Box 189
Easley, SC 29641
<http://fhnga.com/business/>
800 573 5556 or 864 859 6375

Duke Energy
<http://www.duke-energy.com/business.asp>
800 777 9898
Email: Contactus@duke-energy.com

Spectrum (Charter)
<http://www.cabletv.com/charter/sc/williamston>
855 821 0524

AT&T
<https://www.att.com>
864 947 1354

Garbage Collection

Businesses located in the Town of Williamston are eligible for weekly curbside pick-up based on a monthly fee for normal trash can service only.

The town does not provide dumpster service. If that type of service is needed, an outside vendor who provides that type of service would need to be contracted by the business.

Williamston Municipal Center
12 West Main St
Williamston SC 29697

Greg Paige
864 958 6291

Envision Williamston

Envision Williamston is a South Carolina non-profit dedicated to economic development and community engagement. It strives to foster economic vitality and a sense of place for visitors, residents, business owners, and emerging entrepreneurs.

Vision: Williamston is a healthy, happy, and thriving community where people enjoy a better quality of life.

Mission: To promote community vitality and growth

Envision Williamston is available to assist your business in a variety of ways.

- Developing a relationship with public services and town leadership.
- Coordinating grand openings and celebrations.
- Linking local businesses with local, county and regional resources.
- Recognizing new businesses in the local media.
- Helping create online presence.
- Providing market area analysis data.
- Introducing new business owners to other local organizational leaders.
- Helping prospective business owners identify available site locations.
- Fostering a positive climate for a thriving economy.
- Marketing local assets and business opportunities,

To learn more about Envision Williamston and upcoming events and programs, more information can be found at www.envisionwilliamston.com

Envision Williamston
Williamston Municipal Center
12 West Main Street
Williamston, SC 29697

Roberta Hamby
864 847 7473
Ewboardmembers@gmail.com

Civic Information

Williamston Town Council

Mayor- Rockey D. Burgess

Rockey@williamstonsc.us

864 933 7508

Ward 1-Tony Hagood

Tonyhagood@williamstonsc.us

864 933 1821

Ward 2-Lee Cole

Leecole@williamstonsc.us

864 221 8556

Ward 3-Tabatha Austin

Taustin@williamstonsc.us

864 844 1923

Ward 4-Chris Alexander

Chris@williamstonsc.us

864 556 4272

Town Staff

Administration

Michelle Starnes, Town Clerk/Treasurer

864 847 7473

Michellestarnes@williamstonsc.us

Fire Department

David Huff, Chief

864 625 1281

Wfdchief@williamstonsc.us

Police Department

Kevin Marsee, Interim Chief

864 356 4112

Kmarsee@williamstonsc.us

Public Utilities

David Rogers, Utilities Director

864 847 7473

Davidrogers@williamstonsc.us

Planning/Zoning/Development/Community Liaison

Debbie Chapman

864 847 7473

Dchapman@williamstonsc.us

Envision Williamston

Roberta Hamby, Executive Director

864 847 7473

Ewboardmembers@gmail.com

Area Business Associations

Palmetto Business Association

Carolann Newton, President

864 617 5450

Palmettobusinesspresident@gmail.com

Anderson County Chamber of Commerce

Pamela L. Christopher, IOM, President and CEO

864 226 3454

Pchristopher@andersonscchamber.com