

## Developer and New Business Checklist and Contacts

### 1. TO SELECT A LOCATION

- Contact the Anderson City Downtown Development Director for available properties (864.231.5933)
- Contact the Anderson City Planner (864.231.2222) for special zoning restrictions
- Contact the Anderson City Business Development Manager (864.231.2229) for information regarding loan programs

### 2. BEFORE MODIFICATION OR CONSTRUCTION

- Submit architectural, site, or landscaping plans to the Anderson City Building & Codes Department Plan Reviewer (864.231.5236)
- Employ South Carolina licensed general, plumbing, electrical and mechanical contractors
- Contact the Anderson City Building and Codes Department (864.231.2217) to apply for a building permit
- Submit plans to the Anderson City Planner to determine appropriateness and property's subjectivity to architectural review (864.231.2222)
- Contact the Anderson City Zoning Administrator for a sign application (864.231.2222)

### 3. CONTACTS DURING MODIFICATION OR CONSTRUCTION

- |   |              |
|---|--------------|
| <input type="checkbox"/> Anderson City Building Inspections                   | 864.231.2217 |
| <input type="checkbox"/> Electric   |              |
| Anderson City Utilities   | 864.231.5230 |
| Duke Energy   | 864.370.5164 |
| <input type="checkbox"/> Environmental: DHEC                                  | 864.260.5585 |
| <input type="checkbox"/> Gas: Piedmont Natural Gas                            | 864.235.5844 |
| <input type="checkbox"/> Sewer: Anderson City Utilities                       | 864.231.5230 |
| <input type="checkbox"/> SC Department of Revenue                             | 864.226.6273 |
| <input type="checkbox"/> Telephone & Internet                                 |              |
| AT&T  | 866.620.6000 |
| Charter   | 888.438.2427 |
| Community Connect   | 864.965.9000 |
| <input type="checkbox"/> United States Post Office                            | 864.226.1595 |
| <input type="checkbox"/> Utility Locator: Palmetto Utility Protection Service | 800.922.0983 |
| <input type="checkbox"/> Water: Anderson City Utilities                       | 864.260.6347 |

### 4. OPENING YOUR BUSINESS

- Contact the Anderson City Building and Codes Department (864.231.2217) for a Certificate of Occupancy

- ☐ Contact the Anderson City Business License Department (864.231.2213) for a Business License
- ☐ Contact the Anderson City Downtown Development Director (864.231.5933) to announce that your business is open

## **Useful Information for New or Perspective Businesses**

### **RELATED LINKS**

Anderson Chamber of Commerce: [www.andersonscchamber.com](http://www.andersonscchamber.com)

Anderson Convention and Visitors Bureau: [www.visitanderson.com](http://www.visitanderson.com)

City of Anderson Business Links:

[www.cityofandersonsc.com/taking\\_care\\_of\\_business/index.html](http://www.cityofandersonsc.com/taking_care_of_business/index.html)

Clemson University Small Business Development Center: [www.clemson.edu/sbdc](http://www.clemson.edu/sbdc)

Downtown Anderson: [www.downtownanderson.com](http://www.downtownanderson.com)

SCORE: Counselors to America's Small Business: [www.piedmontscore.org](http://www.piedmontscore.org)

South Carolina Appalachian Council of Governments: [www.scacog.org/](http://www.scacog.org/)

South Carolina Business One Stop: [www.scbos.com/Info/SCBOS+info+on.htm](http://www.scbos.com/Info/SCBOS+info+on.htm)

### **DOWNTOWN NETWORKING AND INFORMATION OPPORTUNITIES**

- The Downtown Businesses Meeting is held on the fourth Tuesday each month in City Council Chambers at 5:45 PM. The purpose of the meetings is to make available networking opportunities with other downtown businesses and to obtain information about downtown projects and progress.
- The Economic Restructuring Committee meeting is held on the first Thursday of each month at 10:00 AM. The meeting is held in the 2nd floor conference room of the Carolina First Building on North Main Street.