

# GOOSE CREEK **Business** **Guide**

Everything You Need to Know About  
Opening a Business in the City



THE CITY OF  
**GOOSE CREEK**

# Welcome to Goose Creek!



**T**hanks for your interest in the City of Goose Creek! We are happy you've decided to invest in our community. Our goal is to make the process of opening a business as efficient and easy as possible. Whether you're starting a business in an existing commercial space or building a brand new commercial structure—or anything in between—this guide is designed to help. It includes [cityofgoosecreek.com/businessforms](http://cityofgoosecreek.com/businessforms) to our website, with documents, forms, specifications, and applications needed to move a project forward. Our guide includes lots of helpful information, you'll need to do business with us.

Again, we're glad you're part of our community!

*Matt*

Matt



# How to Open a Business in Goose Creek

## **An Important Note about our Approval and Permitting Process**

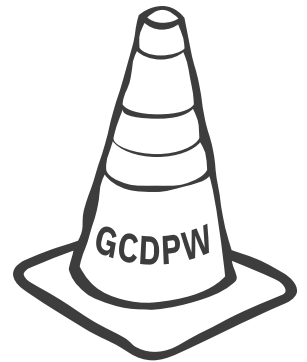
For many projects and business openings, multiple departments will be involved during the approval process. This includes Planning & Zoning, Building, and Business Licenses. Departmental contact information is included in this packet. Contact them for guidance before you submit plans. Early coordination will ensure a smooth and efficient process. We are here to help, and our goal is to get your business operational as quickly as possible.

## **Zoning Verification**

Before beginning any project or opening a new business, we recommend contacting Planning & Zoning to determine what zoning district your location is in. You may want to check your location's zoning district designation by visiting the Berkeley County GIS [gis.berkeleycountysc.gov](http://gis.berkeleycountysc.gov).

If your bank/lender requires it, you may obtain a zoning verification letter by contacting Brenda Moneer at (843) 797-6220 x 1116 or [bmoneer@cityofgoosecreek.com](mailto:bmoneer@cityofgoosecreek.com).

If you need to restore the building's power prior to occupancy, Berkeley Electric Cooperative requires that the City performs a "Building Safety Inspection" prior to restoring power. You must contact them and open an account prior to the systems power being restored as well.



## **Business License**

Every business in the City requires a business license to operate. This includes home occupancy businesses. Purchase your business license online by visiting [cityofgoosecreek.com/businessforms](http://cityofgoosecreek.com/businessforms). If unsure about what kind of license your business would need—or how much it will cost—check out our business license calculator by visiting [cityofgoosecreek.com/businessforms](http://cityofgoosecreek.com/businessforms).

### **Questions about business licensing?**

Call Pauline Jackson at (843) 797-6200 x 1122 or Renee Phillips at (843) 797-6200 x 1100. You can also contact us by email at [businesslicensing@cityofgoosecreek.com](mailto:businesslicensing@cityofgoosecreek.com)

## Sign Permit

A permit is required for business signs. You or your sign company can submit a sign design online for review by our staff by visiting [cityofgoosecreek.com/businessforms](http://cityofgoosecreek.com/businessforms). To learn more about our sign requirements, check out our regulations by visiting [cityofgoosecreek.com/businessforms](http://cityofgoosecreek.com/businessforms). Questions about sign permits? Contact Brenda Moneer at (843) 797-6220 x 1116 or [bmoneer@cityofgoosecreek.com](mailto:bmoneer@cityofgoosecreek.com).

## Typical Timeline of Opening a New Business

MONTHS BEFORE OPENING

6

- **Create** a business plan
- **Determine** the demand for your business (Target Markets)
- **Set up** meetings with the small business resources (i.e., SBDC, SCORE, etc)

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- **Contact** City Planning and Zoning to make sure you're in compliance with all zoning regulations
- **Submit** your sign application for approval
- **Submit** any applications for incentives or façade grants
- **Submit** your Architectural Review Board application materials
- **Obtain** a Fire Inspection and Certificate of Occupancy
- **Obtain** a Retail Sales Tax License

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- **Obtain** Goose Creek Business License
- **Obtain** approvals of landscaping from Planning and Zoning (if new construction)
- **Obtain** all approvals from the Architectural Review Board (site plan, exterior, etc).
- **Set up** Water and Sewer Service. Sewer will be through Berkeley County Water and Sanitation

## Business Assistance

If you're opening a business for the very first time, we recommend consulting with experts who may be able to help you. Below is a list of groups in our region who can help you with business planning, finding funds, and getting your doors open successful.

## Having a grand opening or ribbon cutting?

We'd love to be there and participate! To set up a grand opening through the City, contact us at [cityofgoosecreek.com/businessforms](http://cityofgoosecreek.com/businessforms).



# How to Construct a New Commercial Structure or Get Approval for a Redevelopment Project

There are several items to address before beginning construction on a commercial project. Again, we suggest close coordination with each department to ensure projects begin without any delays.

## **Building Permit**

A permit is needed before beginning any commercial construction or redevelopment project. A copy of the City's Commercial Permitting Procedures can be found on our website. The City of Goose Creek follows the latest edition of the South Carolina Building Code and the South Carolina Energy Standard. A building permit application is needed to begin, and that can be obtained at [cityofgoosecreek.com/businessforms](http://cityofgoosecreek.com/businessforms).

Permits are also required for clearing and grubbing, site preparation and demolition. Those permits can be obtained through our Planning and Zoning Office by a letter from the Planning Director. For each construction project, the general contractor as well as each sub-contractor must have a City business license. A permit to construct will not be issued until all applicable businesses are issued a City business license.

**Questions about building permits?** Contact Thurman Pellum at (843) 553-8350 x 3247 or [tpellum@cityofgoosecreek.com](mailto:tpellum@cityofgoosecreek.com).

## Architectural Review Board Approvals

All commercial construction projects must be approved by the City's Architectural Review Board (ARB). Redevelopment projects that alter the exterior of a building must also receive ARB approvals. This includes new paint, facades, parking lot striping, etc. The ARB requires full color architectural renderings of the building(s), material samples, and a detailed site plan that includes landscaping. For more information regarding the City's ARB and our design requirements, please visit [cityofgoosecreek.com/businessforms](http://cityofgoosecreek.com/businessforms).

**Questions about the ARB and our planning process?** Contact Mark Brodeur at (843) 797-6220 x 1118 or [mbrodeur@cityofgoosecreek.com](mailto:mbrodeur@cityofgoosecreek.com).

## Creek Compass - Development Review Team

Before a permit to construct is issued for new commercial construction, the applicant must meet with our Development Review Team (DRT). The DRT will give your project a final review by all departments before a construction permit is issued. This will help coordinate efforts between all parties to ensure an efficient opening process and a quicker path to a Certificate of Occupancy.

For the DRT meeting, the applicant must have: full ARB approvals, business licenses for the general contractor and all subcontractors, appropriate verified zoning approvals, building construction documents reviewed and approved. The goal of the DRT is to give a project one final review to make sure all City approvals go smoothly as construction progresses.

Our DRT meets twice monthly—on the second and fourth Wednesday at 10:00 a.m. To be added to the schedule, please contact Lili Ortiz-Ludlum at (843) 797-6200 x 1114. Deadlines are one week before the next meeting, and all materials should be submitted electronically at that time.



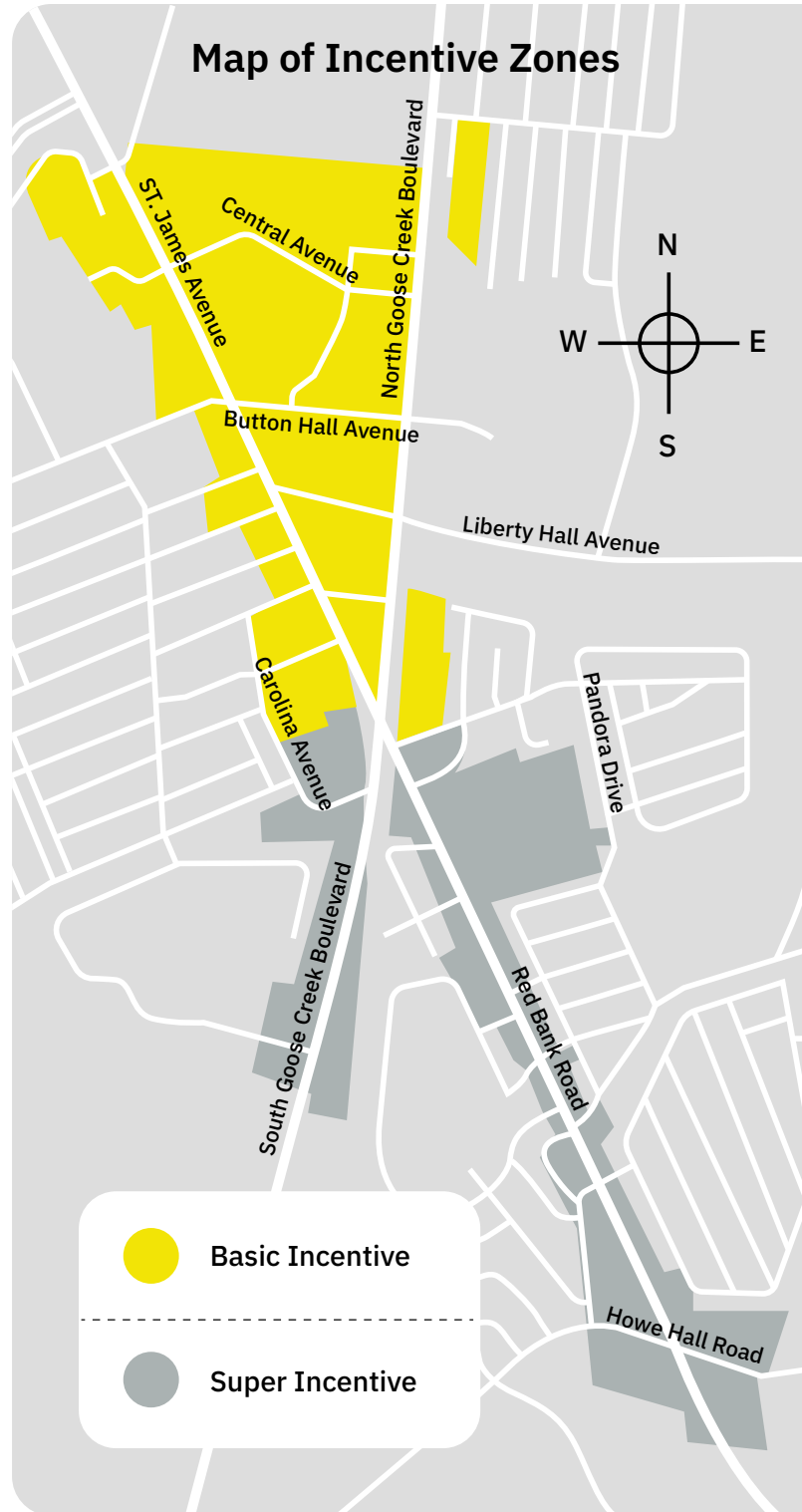
# Incentives Are Available

City Council has designated two areas of town as incentive areas (see maps below). For certain projects—such as full-service restaurants, retail, tourism businesses, cultural arts activities, research and development, technology companies, and corporate headquarters—incentives may help make your project a reality.

The incentives help offset some of the fees associated with construction, redevelopment, and operating a business in the City. All applicants must fill out the City’s Incentives Application found at [cityofgoosecreek.com/businessforms](http://cityofgoosecreek.com/businessforms). Incentives may include (at the discretion of City Council):

- **UP TO 100 PERCENT** of the applicable Development Impact Fees collected by the City
- **UP TO 50 PERCENT** the building permit fees collected by the City
- **UP TO 50 PERCENT** of the business license fees collected by the City for as many as five years
- **UP TO 50 PERCENT** of the local hospitality taxes collected by the City for as many as five years

**To learn more about incentives,** please contact Matt Brady at (843) 797-6200 x 1125 or email [mbrady@cityofgoosecreek.com](mailto:mbrady@cityofgoosecreek.com).



# Façade Grant

The City of Goose Creek’s Façade Improvement Program (FIP) provides financial assistance to commercial property owners and business owners in the City for façade improvements. The purpose of the FIP is to support the revitalization by stimulating private investment in high-quality improvements that enhance the appearance of buildings and properties and eliminate blight and non-conforming design standards.

## ELIGIBILITY

### Maximum Allowable Award

The program provides for a one-time reimbursement, up to \$5,000 per project, for eligible façade improvements. The applicant is responsible for a dollar for dollar match on the grant award. The grant will be made in the form of a reimbursement to the applicant once the project is complete and all appropriate documentation has been made. Other criteria apply, and more details about eligibility can be found at [cityofgoosecreek.com/businessforms](http://cityofgoosecreek.com/businessforms).

### Eligible Activities

#### FAÇADE IMPROVEMENTS:

- Removal of false fronts (such as aluminum panels)
- Repair or replacement of windows, doors, and cornices
- Repair or replacement of façade materials
- New signage
- New awnings
- Exterior lighting
- Exterior painting (when associated with a larger rehabilitation effort)
- Design and construction costs

#### ART & MURAL ITEMS:

- Artist fees
- Labor costs and equipment rental
- Construction and material costs
- Exterior painting and lighting costs.
- Routine maintenance is NOT eligible for funding by the Façade Grant program.







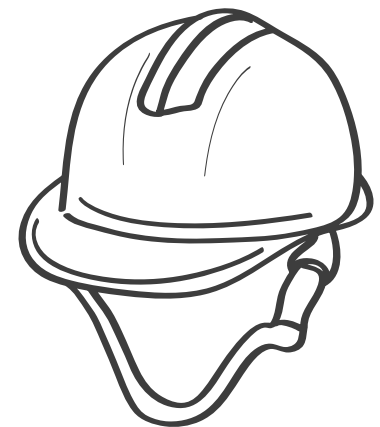
## Application Process

All applicants must submit the following information to the Façade Improvement Committee. The application can be found online at [cityofgoosecreek.com/businessforms](http://cityofgoosecreek.com/businessforms).

Applicants are encouraged to contact the City economic development office prior to submission for consultation on the application and project

The FIC reserves the right to request further information from the applicant or visit the applicant's property in an effort to evaluate the merit of applicant's proposed façade improvement.

Projects deemed eligible for reimbursement must be completed within one year of receiving approval by the FIC. The FIC reserves the right to deny funding to projects not completed within one year of approval.



## Reimbursement Process

Funds are available on a first come, first serve basis.

Applicants who qualify for funding must document all expenditures and provide the FIC with proof of payment (receipts, paid invoices, etc.) for all eligible improvements within 30 days of completion. Once construction is complete, the FIC will visit the project to ensure that it complies with the approved plans. The applicant will then be provided with a one-time reimbursement for the approved amount. Reimbursement checks will be issued by the City of Goose Creek.

# Important City Contacts

## **BUSINESS LICENSE**

Renee Phillips  
(843) 797-6200 x 1100  
RPhillips@cityofgoosecreek.com

Pauline Jackson  
(843) 797-6200 x 1122  
jacksonP@cityofgoosecreek.com

## **PLANNING AND ZONING**

Mark Brodeur, Director  
(843) 797-6200 x 1118  
mbrodeur@cityofgoosecreek.com

Brenda Moneer, Planning Technician  
(843) 797-6200 x 1116  
bmoneer@cityofgoosecreek.com

## **BUILDING OFFICIAL**

Thurman Pllum  
(843) 797-6200 x 3247  
tpllum@cityofgoosecreek.com

## **FIRE MARSHALL**

Norm Cutshall  
(843) 797-6200 x 232  
ncutshall@cityofgoosecreek.com

## **ECONOMIC DEVELOPMENT**

Matt Brady  
(843) 797-6200 x 1125  
mbrady@cityofgoosecreek.com

## **GOOSE CREEK WATER SYSTEM**

Mandy Neuman  
mneumann@cityofgoosecreek.com  
(843) 797-6200 x 260

# External Utility Contacts

## **BERKELEY COUNTY WATER AND SANITATION**

Tommy Harris  
Sewer Collection System Superintendent  
(843) 719-2331  
tommy.harris@berkeleycountysc.gov

## **BERKELEY ELECTRIC**

2 Springhall Dr,  
Goose Creek, SC 29445  
Phone: (843) 553-5020  
www.berkeleyelectric.coop  
becmemberinfo@bec.coop

## **DOMINION ENERGY**

108 N Cedar St,  
Summerville, SC 29483  
(800) 251-7234  
www.dominionenergy.com/south-carolina



# Business Assistance Organizations

## **BERKELEY CHAMBER OF COMMERCE** **1004 OLD HIGHWAY 52** **MONCKS CORNER, SC 29461**

(843) 761-8238  
info@berkeleysc.org  
berkeleysc.org

## **CHARLESTON METRO CHAMBER OF COMMERCE**

4922 O'Hear Avenue, Ste. 101  
North Charleston, SC 29405  
Phone: (843) 577-2510  
mail@charlestonchamber.org  
www.charlestonchamber.org/

## **LOWCOUNTRY LOCAL FIRST**

1630-2 Meeting St,  
Charleston, SC 29405  
Phone: (843) 801-3390  
Steve Fletcher: steve@lowcountrylocalfirst.org  
lowcountrylocalfirst.org

## **CHARLESTON SMALL BUSINESS DEVELOPMENT CENTER**

171 Moultrie St,  
Charleston, SC 29409  
Phone: (843) 953-6007  
scsbdc@sc.edu  
www.scsbdc.com

## **SCORE CHARLESTON**

charlestonsc.score.org  
4045 Bridge View Dr,  
North Charleston, SC 29405  
Phone: (843) 727-4778  
info.charlestonsc@scorevolunteer.org

## **CHARLESTON DIGITAL CORRIDOR**

385 Meeting St,  
Charleston, SC 29403  
Phone: (843) 724-3773  
info@charlestondigitalcorridor.com  
www.charlestondigitalcorridor.com

## **SC DEPARTMENT OF REVENUE**

2070 Northbrook Blvd b7,  
North Charleston, SC 29406  
Phone: (844) 898-8542  
dor.sc.gov

## **SC SECRETARY OF STATE** (Incorporation, Business Names And Trademarks)

www.scos.com  
1205 Pendleton Street,  
Suite 525, Columbia SC 29201  
(803) 734-2158 (Incorporation)  
(803) 734-0629 (Trademarks)

## **SC BUSINESS ONE STOP** (Incorporation, Licensing, Taxes, Compliance)

300-A Outlet Pointe Blvd,  
Columbia, SC 29210  
(803) 898-5690  
scboshelp@scboxs.sc.gov  
www.scbos.com

## **SC SECRETARY OF STATE**

1205 Pendleton Street,  
Suite 525, Columbia, SC 29201  
sos.sc.gov/office-directory

## **SC DHEC** (for food compliance)(for questions contact EA Office)

4050 Bridge View Dr,  
North Charleston, SC 29405  
www.scdhec.gov/food-safety/food-safety-food-forms-applications

## Environmental Affairs Office:

(843) 953-0150  
1362 McMillian Ave,  
Suite 300 Charleston, SC 29405  
BEHS-Charleston-Admin@dhec.sc.gov

## **SC DEPARTMENT OF LABOR, LICENSING AND REGULATION**

Synergy Business Park; Kingtree Building  
110 Centerview Dr.  
Columbia, South Carolina 29210  
(803) 896-4300  
ContactLLR@llr.sc.gov



**THE CITY OF GOOSE CREEK**

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Goose Creek, SC 29445

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Fax: (843) 863-5208



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