

City of North Augusta New Business Guide

2019



To view this document on the City's website, visit
<https://www.northaugusta.net/government/city-departments/planning-development/planning-quick-links>

Where to Apply

| <u>Applying for</u> | <u>Fee</u> | <u>Turnaround Time</u> | <u>Where to Apply</u> |
|---|--|---|---|
| Certificate of Zoning Compliance | None | Usually, same business day | Planning & Development (P&D) Department Municipal Center, 2nd floor 803-441-4221 |
| Site Plan Approval | \$100 to \$2,000 based on acreage | 15 to 90 days, depending on project scope | |
| Sign - Zoning Review | \$20 review fee | 1-5 business days | |
| Stormwater Permit (usually required with Site Plan) | \$100 to \$2,000 based on disturbed acreage | Varies, depending on project scope | Stormwater Manager 2nd floor, 803-441-4246 |
| Contractor's License | Varies, based on annual gross receipts or may be purchased by the job | Varies, depending on project scope | Building Standards Department Municipal Center, 1st floor 803-441-4223 803-441-4227 |
| Permits – Building, Plumbing, Electrical, Sign Installation, etc. | Varies, based on value of construction | | |
| Certificate of Occupancy | None | | |
| Water and Sewer Tap Fees | Varies, based on meter size, availability of existing lines and installation costs | Same day, generally | Finance Department Municipal Center, 1st floor City Utility Service - 803-441-4219 Business License - 803-441-4214 |
| City Utility Service - Water, Sewer & Sanitation | Deposit - \$25 and higher Activation - \$25 | | |
| Business License | Varies, based on NAICS categories and yearly gross receipts. Annual renewal required. | | |

Planning to Start a Business in North Augusta?

Welcome to the North Augusta Business Community!

Like most communities, North Augusta has regulations that guide the startup and operation of businesses within the City limits. These regulations are designed to meet three goals: to protect the health and safety of the public, to encourage development that promotes the quality of life in our community, and to ensure that the City's new business regulations, and the staff that administer them, support you, a potential investor in North Augusta's future.



While this New Business Guide addresses many of the local processes involved in starting a business, it doesn't cover everything you need. It is your responsibility, as the future business owner, to learn about and obtain any local, state and federal licenses, permits and registrations necessary to start and maintain your particular business. We recommend that you consult an attorney as well as the South Carolina Departments of State, Labor, Revenue and Health to learn about the laws and regulations that may affect your proposed business. See [Resources](#) (pages 16-17) for additional information.

Are you not quite sure that you are ready to start your own business? Access the Small Business Administration's ["10 Steps to Start Your Business"](#) to find out. Moving forward, visit SBA's website for additional guidance.

Many of the application forms mentioned in this Guide are available on the Planning Quick Links page of the City website www.northaugusta.net or through the North Augusta Department of Planning and Development. Some of the forms are also included at the end of this Guide. The [North Augusta Development Code](#), which regulates the development and use of buildings, structures and land may also be reviewed online. If you have any questions, don't hesitate to call the phone numbers listed on page 2 or access the online links included in this document.

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City Business License Requirements

Any business that is physically located within the City of North Augusta is required to have a current City business license. In addition, any business or vendor that comes into the City of North Augusta to do business is required to have a current City business license. The general rule of thumb is that any business with income derived in whole or in part from activity that occurs within the City limits must have a North Augusta business license. (Sec. 15-1, North Augusta Code of Ordinances)



In North Augusta, all businesses are categorized and licenses are issued based on the [North American Industry Classification System \(NAICS\)](#). Business license fees for each class are computed in accordance with the City Rate Classification Index and are based on annual gross receipts as reported to the IRS. (For the first business year, gross receipts are usually estimated.) Businesses headquartered outside of the City of North Augusta report gross income exclusively for activities conducted inside the City limits. Business licenses are issued immediately upon receipt of payment and expire on December 31st of each year. Business license renewal notices are mailed to current license holders annually. The City's Department of Finance issues most business licenses. (See [inside cover](#) for contact information.)

Contractors and subcontractors wishing to operate within the City must provide proof of a current South Carolina State Contractors' License and a Surety or Contractor's Bond in the amount of \$1,000 payable to the City of North Augusta prior to application for a City business license. Business licenses for contractors and subcontractors are issued by the City's Department of Building Standards. (See [inside cover](#) for contact information.)



Certain City requirements must be met prior to issuance of a City business license. The requirements can vary and are largely dependent on the business location and the building and site it will occupy. The City has identified four general business location types, ranging from a home occupation to a new business in a newly constructed building. The four business location types and their business license requirements are described on the following page.

Requirements by Location Type

Choosing a business location, one of the most important decisions that a new business owner makes, depends on your business interests, goals and needs. If you prefer the flexibility of working at home, you are probably interested in a home occupation. Hoping for walk-in traffic or need lots of parking? Consider leasing space in the downtown or in a site-ready shopping center. Have you found the perfect location, but the stand-alone site requires some landscaping or a paved parking lot? Or, is your perfect location a vacant site, and you're prepared to start from scratch?



The general requirements to obtain a business license for the City's four different location categories are summarized below. Some requirements may vary depending on the type of business proposed. City staff will help you stay on track throughout the licensing process.

| | | Proposed Business Location | | | |
|--|--|----------------------------|-------------------|-----------------------------------|---------------------|
| | | <u>Home Occupation</u> | <u>Site Ready</u> | <u>Site Improvements Required</u> | <u>New Building</u> |
| Gderetting a Business License - What's Required | Certificate of Zoning Compliance | ✓ | ✓ | ✓ | ✓ |
| | Building Code Compliance Inspection | | ✓ | ✓ | ✓ |
| | Site Plan Approval | | | ✓ | ✓ |
| | Stormwater Permit | | | ✓ | ✓ |
| | Zoning Approval of Proposed Sign(s) | | ✓ | ✓ | ✓ |
| | Obtain Building Permit(s) | | ✓ | ✓ | ✓ |
| | Pass Building Inspections | | ✓ | ✓ | ✓ |
| | Certificate of Occupancy | | ✓ | ✓ | ✓ |
| | Utility/Sanitation Service | ✓ | ✓ | ✓ | ✓ |
| | State Licenses (if any are required) | ✓ | ✓ | ✓ | ✓ |
| | North Augusta Business License | ✓ | ✓ | ✓ | ✓ |

Home Occupation

The term “going to work” used to mean traveling from home to a workplace. Today, many people do some or all of their work at home. Each year, about fifty percent of business inquiries to the North Augusta Department of Planning and Development relate to home occupations.

A home occupation, or home-based business, is defined as an “occupation, profession, activity or use carried on by any member of the immediate family residing on the premises that is clearly incidental, and a secondary use of a residential dwelling unit which does not alter the exterior of the property or affect the residential character of the neighborhood.” Common examples of home occupations include realtor home offices, internet sales, photography, handcrafts, professional services, such as a law office or consulting service; or services that are conducted offsite but are managed from home, such as interior decorating, lawn care or a cleaning service.



There are specific City approval requirements for all home occupations. Additional conditions may apply depending on the proposed use and home location. North Augusta’s [Home Occupation Regulations](#) are on the following two pages and are also available on the Planning Quick Links page of on the City’s website.

As with all new businesses, you are encouraged to consult an attorney and the South Carolina Departments of State, Labor and Health to find out which laws and regulations will affect your planned business. Check on registration and accounting requirements needed to open your home occupation. You may need a work certificate or license from the state and your business name may need to be registered with the state. A separate business telephone and bank account are good business practices. Remember, if you have employees, family members included, you are responsible for withholding income and social security taxes and for complying with minimum wage and employee health and safety laws. ([SC SBA Small Business Resource](#))

Want to start a home occupation?:

Step 1 Get a Certificate of Zoning Compliance approving the proposed occupation type at your residential address.

Step 2 Get a North Augusta business license.

Step 3 Open for business!

Home Occupation Regulations (p. 1)

North Augusta Home Occupation Regulations

§4.14, North Augusta Development Code Page 1 of 2 (Rev. 8-16-10; Ord. 2010-12)

Applicability (§4.14.1)

This section applies to any occupation, profession, activity or use carried on by any member of the immediate family residing on the premises that is clearly incidental, and a secondary use of a residential dwelling unit, which does not alter the exterior of the property or affect the residential character of the neighborhood, and has the following characteristics:

- a. Is conducted entirely on the premises of the subject's home;
- b. Displays no products from the street and may not involve retail trade on the premises; except that non-durable articles (consumable products) that are incidental to a service, which service shall be the principal use in the home occupation, may be sold on the premises. Telephone solicitation is permitted.
- c. Creates no disturbing or offensive noise, vibration, smoke, dust, odor, heat, glare, traffic hazards, unhealthy or unsightly conditions; and
- d. Is not visibly evident from outside the structure except for an identification sign which shall conform to the requirements for signage in a residential zoning district (see Article 13, Signs).

Standards (§4.14.2)

Home occupations are permitted in any dwelling unit subject to the following provisions:

- a. The appearance of the dwelling unit shall not be altered.
- b. The home occupation shall not affect the residential character of the neighborhood and shall not be conducted in a manner which would cause the premises to differ from its residential character either by the use of colors, materials, construction, lighting, signs, increased traffic or the emission of odors, sounds or vibrations.
- c. No outdoor display of goods or outdoor storage of equipment or materials used in the home occupation shall be permitted.
- d. The home occupation shall not involve the use of advertising signs on the premises or any other advertising medium which calls attention to the fact that the dwelling unit is being used for a home occupation except for an identification sign which shall conform to the requirements for signage in a residential zoning district permitted pursuant to Article 13, Signs.
- e. The home occupation shall be conducted entirely by resident occupants of the dwelling unit and one (1) additional employee or volunteer.
- f. The home occupation shall be conducted entirely within the dwelling unit or within an accessory structure located on the same parcel as the dwelling unit except for those necessary outdoor activities related to the care of children. No more than twenty-five percent (25%) of the gross area of the dwelling unit shall be used for the home occupation.
- g. A home occupation which utilizes an accessory building, whether attached or detached, shall not occupy a floor space greater than five hundred (500) square feet.
- h. The use of electrical or mechanical equipment that would change the fire rating of the dwelling or create visible or audible interference in radio or television receivers or cause fluctuations in line voltage outside the dwelling unit is prohibited.
- i. The home occupation shall not involve the use of commercial vehicles for delivery of materials to and from the premises.
- j. The home occupation shall not generate additional traffic in excess of ten (10) vehicle trips per day or otherwise increase traffic or on-street parking that would be inconsistent with a residential area.
- k. No direct on premises selling of retail goods shall be allowed except that non-durable articles (consumable products) that are incidental to a service, which service shall be the principal activity in the home occupation, may be sold on the premises. Telephone solicitation is permitted.

(continued on next page)

Home Occupation Regulations (p. 2)

North Augusta Home Occupation Regulations (cont.)

Prohibited Uses (§4.14.3)

The following uses are prohibited as home occupations:

- a. Vehicle painting, service or repair;
- b. Animal hospitals, kennels, stables or obedience training schools;
- c. Restaurants;
- d. Automobile and/or body and fender repair;
- e. Food handling, processing or packing;
- f. Repair, manufacturing and processing uses; however, this shall not exclude the home occupation of small scale skilled trades including a dressmaker, tailor, gunsmith, jeweler, watchmaker, etc., where goods are not manufactured for stock, sale or distribution;
- g. Construction trades where activities or the storage of materials or equipment associated with the conduct of the business are conducted on the premises; and
- h. Service trades where automobile or truck fleets are customary to the conduct of the business.

Conditional Home Occupation Uses (§4.14.4)

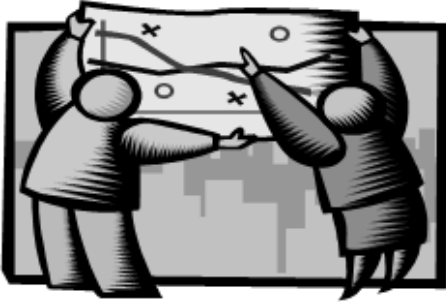
The Director may apply conditions to any certificate of zoning compliance for a home occupation where necessary to comply with the standards specified in §4.14.2. The following uses shall be considered conditional home occupation uses:

- a. Barber and beauty shops provided that only one (1) customer is serviced at any one (1) time.
- b. The teaching of music, art, dance or exercise classes provided that classes contain no more than two (2) students at any one (1) time.
- c. Construction contractor business offices provided that no construction material or equipment is stored on the property at any time either indoors or outdoors. No vehicles larger than a pickup truck and no trailers may be parked on the street.
 - d. Bed and Breakfasts provided that:
 1. Rooms are rented on a nightly basis only;
 2. The home provides no more than three (3) rooms for rent;
 3. Only one (1) room may be provided in an accessory structure;
 4. Only one (1) meal per day, breakfast, may be served to guests and the price of the meal shall be included in the price of the room;
 5. One (1) parking space per room is provided;
 6. The required parking spaces are located on the side or rear and behind the face of the principal building;
 7. All driveways and parking areas will conform to the minimum dimensional standards of Article 12, Parking, and shall be paved;
 8. Curb and gutter is not required in parking areas and driveways; and
 9. Exterior lighting shall not exceed the level of lighting normally provided a single family residence.
- e. Day Care Facilities as provided for in §4.10.
- f. Notwithstanding the provisions of §4.14.3.e, the preparation of ready for consumption meals or specialty foods, specifically prepared for fresh delivery or catering or consumption at another location, provided that any and all required state health and restaurant approvals and licenses have been obtained and are maintained. (Adopt. 8-16-10; Ord. 2010-12)

Permitting (§4.14.5)

A certificate of zoning compliance and business license are required prior to the initiation of a home occupation. No certificate of occupancy is required for a home occupation.

Certificate of Zoning Compliance



North Augusta is made up of several distinct land use zones which are shown on the Official Zoning Map. The North Augusta Development Code establishes the uses that are permitted in each of the zoning districts; for example, industrial businesses are permitted in the industrial zone.

The first step toward obtaining a business license in North Augusta is to receive a [Certificate of Zoning Compliance](#) which verifies that the proposed business is allowed in the planned location. There is no charge for a Certificate of Zoning Compliance. The Certificate is issued by the Department of Planning and Development. See [inside front cover](#) for contact information.

Site Plan Approval

If exterior site improvements are planned or required for the proposed business location (parking improvements, building addition, etc.) or a new building is planned, an [Application for Development Approval](#) of a site plan and required supporting documentation are submitted to the City's Department of Planning and Development for review and approval by City staff. A site plan will follow the guidelines and provisions set forth in the [North Augusta Development Code \(NADC\)](#) which addresses, among other items, building design and outdoor lighting (Article 7), landscaping (Article 10), parking (Article 12) and drainage and stormwater requirements (Article 15). Minimum and maximum parking requirements are based on the business type and building square footage and are listed in Article 12, Table 12-1, Parking Requirements By Use, in the NADC. Landscaping requirements set forth the number and types of plantings, walls or fences required in and around parking lots and buildings. Exterior lighting requirements are designed to reduce glare and light pollution and to conserve energy. Drainage and stormwater management requirements are administered by the City's Stormwater Department in cooperation with the South Carolina Department of Health and Environmental Control (SCDHEC).



The site plan review fee and approval process depend on the complexity of the proposed site improvements. In some cases, review and approval by the North Augusta Planning Commission are required. The Planning and Development staff works closely with the project applicant throughout the site plan process.

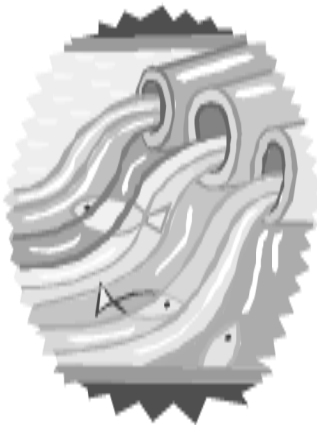
Building Permit

Following site plan approval, building permits can be obtained from the Department of Building Standards and are required for all exterior and interior commercial site work.* There are different permit categories, depending on the work involved. A grading permit is required for all site changes. Building permits (mechanical, plumbing and electrical) are required for all structural changes. Building permit fees vary based on the value of the proposed construction. See [inside front cover](#) for contact information.



*For projects where a site plan is not required, building permits can be obtained following receipt of a Certificate of Zoning Compliance.

Stormwater Permit



The US Environmental Protection Agency (EPA) and the South Carolina Department of Health and Environmental Control (SCDHEC) administer regulations under the Clean Water Act that require states and local governments to manage stormwater in an effort to reduce pollutants entering streams, rivers and lakes. In compliance with these regulations, North Augusta implements a Stormwater Management program. The program includes guidelines for managing construction site stormwater runoff.

As a component of the development process and the [Stormwater Management program](#), any public or private, industrial, commercial and/or residential subdivision project that disturbs any land activity is required to submit a [Stormwater Management Permit application](#), a Stormwater Pollution Prevention Plan and a review fee to the City. The application fee is \$100 per disturbed acre (\$100 minimum) to a maximum fee of \$2,000. Projects that disturb more than an acre are also assessed a \$125 fee, payable to SCDHEC, for a National Pollutant Discharge Elimination System permit. Approval of a stormwater permit application is a requirement of site plan approval. See [inside front cover](#) for contact information.

Following establishment of City utility service, all property owners are assessed a stormwater utility fee which is included on the monthly utility bill. The stormwater fee is based on property size, percentage of impervious area and the site's land use category.

Certificate of Occupancy

Following receipt of a Certificate of Zoning Compliance, a request should be made to the Department of Building Standards for a Certificate of Occupancy.* In cases where exterior site improvements and/or interior building renovations are needed, a request for a Certificate of Occupancy will be processed following completion, inspection and approval of all required work.



The Certificate of Occupancy is issued by the Department of Building Standards after the building and site are inspected by City staff to determine Building Code and Development Code compliance. See [inside front cover](#) for contact information.

Utility and Sanitation Service



The City of North Augusta provides water and sewer service to all new and existing businesses within the City limits. In most cases, new businesses establish utility services after a Certificate of Occupancy is issued. In cases where a commercial building has been vacant and utilities have been turned off for a period of time, a request may be made for temporary (up to 30 day) water and sewer service to ensure that utilities are working properly prior to occupancy.

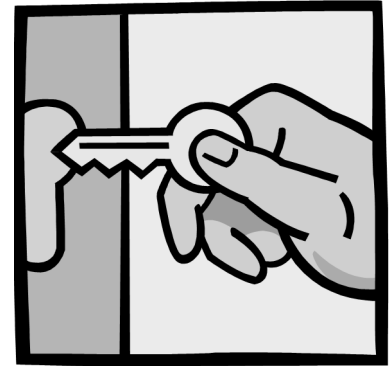
The City requires a deposit and an activation fee for all commercial water and sewer service customers. All new connections to the water or sewer system also require an application and a tap fee. Following activation, charges for water and sewer service include a flat monthly rate and a fee based on usage.

All businesses in North Augusta are required to subscribe to the City's garbage collection and recycling service. Commercial containers of varying capacities, both containers and roll carts, are available depending on the business's needs. Commercial customers are required to provide and maintain adequate facilities to house their garbage and recycling containers. Multiple day commercial collection is available and sanitation rates vary according to the container or roll cart size and the number of per week pickups requested. The City provides commercial garbage collection services both inside and outside of the City limits.

To apply for a water or sewer tap, contact the Department of Building Standards. To establish utility and sanitation services, contact the Finance Department. See [inside front cover](#) for contact information.

City Business License

Once a Certificate of Zoning Compliance and Certificate of Occupancy (if applicable) have been issued, an application for a business license may be filed with the City's Finance Department. See [inside front cover](#) for contact information.

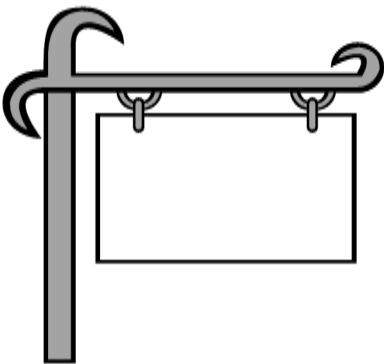


The following information is required for a first year business license application:

- Business Name
- Type of Business Activity
- [Category of legal business organization](#) (LLC, Inc., etc.)
- Owner's Social Security Number or business Federal ID Number
- Name, mailing address and phone number of owner, partner or chief officer
- Physical address and phone number of proposed business
- Estimate of expected gross receipts (for full or partial year)
- License Fee

If the prospective business owner has met all City, state and applicable federal requirements, many of which are occupation-based, a business license application is usually processed upon receipt of payment.

Sign - Zoning Review

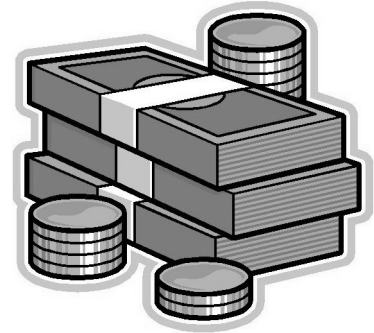


Signs within the City limits are regulated by Article 13 of the North Augusta Development Code which specifies the size, height, number and type of sign(s) that may be used to advertise a business. The maximum total square footage of sign area is based on the amount of street frontage, a percentage of the area of the storefront or a specified maximum square footage – whichever is least. Allowable sign size and height vary by zoning district.

A Sign-Zoning Review application, accompanied by a rendering of the sign and its proposed location, must be filed with the Department of Planning and Development. There is a \$20.00 zoning review fee. See [inside front cover](#) for contact information.

Once zoning review of a proposed sign is complete, a building permit, obtained from the Department of Building Standards, is required in order to erect or install the approved sign. Building permit fees are based on the cost and category of the sign and are payable to the City of North Augusta.

Taxes and Incentives



The major taxes paid by South Carolina businesses are income, sales and property. Income tax is levied by federal and state government. Sales tax is primarily a state tax with many cities and counties exercising the option to add a local sales tax; property tax is a local tax levied by cities, counties and schools.

SALES TAX

The general sales tax in Aiken County is eight percent (8%). The sales tax applies to all retail sales, leases and rentals of tangible personal property, including the value of the property purchased at wholesale and then used or consumed by the purchaser. Sales taxes are paid directly to the state.

CORPORATE INCOME TAX

Both the federal and state government levy corporate income taxes on the earnings of businesses. South Carolina's state corporate income tax is 5%. Businesses may be required to file estimated tax returns and pay estimated taxes on a quarterly basis.

HOSPITALITY & ACCOMMODATIONS TAXES

North Augusta levies a one percent (1%) hospitality tax on gross proceeds derived from the sale of prepared or modified food and beverages within the City limits. The City also levies a three percent (3%) accommodations tax on motel, bed and breakfast, campground space and similar overnight lodgings in North Augusta. Hospitality and accommodations taxes are paid directly to the City.

PROPERTY TAX

In South Carolina, property taxes are levied by local governments. Property taxes are levied in North Augusta and Aiken County on real estate, automobiles, boats, trailers and airplanes. For more information on local taxes, including property tax, contact:

TAX Finance Department
100 Georgia Avenue
North Augusta, SC 29841
803-441-4215

Aiken County Tax Assessor
1930 University Parkway, Suite 2400
Aiken, SC 29801
803-642-1583

INCENTIVES

South Carolina supports new and expanding industries that create new manufacturing jobs with a wide range of incentives including tax credits, exemptions and abatements. The type of business, location, total capital investment and jobs created are all factors that determine the eligibility and amount of available incentives. See [Resources](#) (pages 16 and 17) for additional information.

Resources - Answers - Support

| <u>Agency Name</u> | <u>Address</u> | <u>Phone</u> | <u>This Agency:</u> |
|--|--|--------------|---|
| Local and Regional Resources | | | |
| <u>North Augusta Chamber of Commerce</u> | 406 West Avenue North Augusta, SC 29841 | 803-279-2323 | Supports local business needs through networking and training opportunities |
| <u>SCORE - Service Corps of Retired Executives</u> | 406 West Avenue North Augusta, SC 29841 | 803-279-2323 | Provides entrepreneurial education and supports the formation, growth, and success of small businesses |
| <u>Aiken Area Small Business Development Center</u> | USC-Aiken School of Business 471 University Parkway Aiken, SC 29801 | 803-641-3646 | Provides assistance with startup, expansion, marketing, finances and technology |
| <u>Economic Development Partnership</u> | 471 University Parkway Aiken, SC 29801 | 803-641-3300 | Supports and promotes regional economic development efforts in Aiken and Edgefield counties |
| <u>Lower Savannah Council of Governments Economic Development District</u> | 2748 Wagener Road Aiken, SC 29801 | 803-649-2248 | Offers a small business loan program based on number of jobs created or retained |
| <u>Lower Savannah Workforce Development Board</u> | 2748 Wagener Road Aiken, SC 29801 | 803-649-7981 | Improves workforce quality through a one-stop delivery system designed to increase skills, employment, retention and earnings of participants |

State of South Carolina Resources

| | | | |
|---|--|------------------------------|--|
| <u>South Carolina Business One Stop (SCBOS)</u> | Online resource | 803-898-5690 | Supports all phases of business from start up through expansion; 24/7 online access |
| <u>South Carolina Secretary of State</u> | 1205 Pendleton Street Suite 525 Columbia, SC 29201 | 803-734-2158 | Files organizing documents and forms related to the operation of corporations, LLCs, LPs, and LLPs |
| <u>South Carolina Department of Revenue</u> • <u>Alcohol sales</u> | 300A Outlet Pointe Boulevard Columbia, SC 29201 | 803-898-5000 803-898-5865 | Issues registration forms and retail licenses, including licenses for tobacco and alcohol sales |

Resources - Answers - Support

| <u>Agency Name</u> | <u>Address</u> | <u>Phone</u> | <u>This Agency:</u> |
|---|--|------------------------------|---|
| State of South Carolina Resources (continued) | | | |
| <u>South Carolina Department of Consumer Affairs</u> | 2221 Devine Street Suite 200 Columbia, SC 29205 | 1-800-922-1594 | Processes licensing/registrations for consumer service businesses, including consumer credit and continuing care |
| <u>South Carolina Department of Employment and Workforce</u> | 1571 Richland Avenue East Aiken, SC 29801 | 803-641-1065 | Provides unemployment benefits, job opportunities and workforce services |
| <u>South Carolina Department of Health and Environmental Control (SCDHEC)</u> • <u>Food Handling</u> | 2600 Bull Street Columbia, SC 29201 | 803-893-3432 | Provides environmental permitting as well as licensing for hospitals, residential care facilities and retail food handling establishments |
| <u>South Carolina Department of Labor, Licensing and Regulation</u> • <u>SC Contractor License</u> | 110 Centerview Drive Columbia, SC 29210 | 803-896-4300 803-896-4686 | Provides information on labor laws and licensing, including contractor licenses |
| <u>South Carolina Department of Social Services</u> | 2638 Two Notch Road Suite 217 Columbia, SC 29204 | 803-898-9001 | Regulates and licenses child care facilities in the state |

Federal Resources

| | | | |
|--|---|----------------|---|
| <u>U.S. Small Business Administration-</u> | 1835 Assembly Street Room 1425 Columbia, SC 29201 | 803-765-5377 | Offers startup guidance and information on small business loans, grants, bonds and other financial assistance |
| <u>Internal Revenue Service</u> | 1835 Assembly Street Columbia, SC 29201 | 803-312-7900 | Provides workshops, resources and guidance for business owners and operators |
| <u>Social Security Administration</u> | 115 Robert C Daniel Parkway Augusta, GA 30909 | 1-877-616-2523 | Provides forms, guidance and employee verification services to employers |

Certificate of Zoning Compliance

§§5.2.3, B.2.1, North Augusta Development Code



CHECK ONE

Home Occupation New Business Relocation Ownership Change

PLEASE PRINT ALL REQUESTED INFORMATION.

CZC # _____

Business Name _____

Business Address/Zip _____

Business Owner Name _____ Contact Phone _____

Business Owner Address/Zip _____

Owner Email _____

Describe the proposed business, including products/services to be provided _____

Number of employees including yourself _____ Number of off-street parking spaces on-site _____

Is there any recorded restricted covenant or other private agreement that is contrary to, conflicts with or prohibits the use or activity on the property that is the subject of the application? _____
 yes _____ no _____

Signature _____ Title _____

Print Name _____ Date _____

NOTE

1. A Certificate of Zoning Compliance is not an approval for occupancy.
2. A new business, a home occupation, or a business that is relocating or changing owners may need one or more additional approvals before a business license can be issued. Additional approvals may include Site Plan Approval, Conditional Use Permit, Building Permit and/or Certificate of Occupancy.
3. Approved home occupations must comply with the City's Home Occupation Regulations.
4. Site modifications, including grading, parking, lighting, landscaping, etc., will require site plan approval.
5. Building modifications, including electrical, mechanical, plumbing, new walls, demolition, etc., will require a building permit.
6. A separate zoning review is required for all proposed wall and/or exterior signs.

PLEASE CHECK WITH THE CITY BEFORE BEGINNING ANY SITE, BUILDING OR SIGN WORK.

.....
(OFFICE USE ONLY)

Property tax parcel number _____ Current zoning _____

Use Matrix reference _____ NAICS reference _____

Additional Requirements:

Required?

Contact

| | | |
|--------------------------|-----------|---|
| Site Plan Approval | _____ yes | Planning & Econ. Development 803-441-4221 |
| Building Permit | _____ yes | Building Standards 803-441-4223 or 803-441- |
| Certificate of Occupancy | _____ yes | Building Standards 803-441-4223 or 803-441-4227 |
| Business License | _____ yes | Finance, 803-441-4214 |

Approved By _____ Initials _____ Date _____
 (Print)

Certificate of Zoning Compliance

§§5.2.3, B.2.1, North Augusta Development Code



CHECK ONE

Home Occupation New Business Relocation Ownership Change

PLEASE PRINT ALL REQUESTED INFORMATION.

CZC # _____

Business Name _____

Business Address/Zip _____

Business Owner Name _____ Contact Phone _____

Business Owner Address/Zip _____

Owner Email _____

Describe the proposed business, including products/services to be provided _____

Number of employees including yourself _____ Number of off-street parking spaces on-site _____

Is there any recorded restricted covenant or other private agreement that is contrary to, conflicts with or prohibits the use or activity on the property that is the subject of the application? yes no

Signature _____ Title _____

Print Name _____ Date _____

NOTE

1. A Certificate of Zoning Compliance is not an approval for occupancy.
2. A new business, a home occupation, or a business that is relocating or changing owners may need one or more additional approvals before a business license can be issued. Additional approvals may include Site Plan Approval, Conditional Use Permit, Building Permit and/or Certificate of Occupancy.
3. Approved home occupations must comply with the City's Home Occupation Regulations.
4. Site modifications, including grading, parking, lighting, landscaping, etc., will require site plan approval.
5. Building modifications, including electrical, mechanical, plumbing, new walls, demolition, etc., will require a building permit.
6. A separate zoning review is required for all proposed wall and/or exterior signs.

PLEASE CHECK WITH THE CITY BEFORE BEGINNING ANY SITE, BUILDING OR SIGN WORK.

(OFFICE USE ONLY)

Property tax parcel number _____ Current zoning _____

Use Matrix reference _____ NAICS reference _____

Additional Requirements:

Required?

Contact

| | | |
|--------------------------|-----------|---|
| Site Plan Approval | _____ yes | Planning & Development 803-441-4221 (2 nd floor) |
| Building Permit | _____ yes | Building Standards 803-441-4223 or 803-441-4227 (1 st floor) |
| Certificate of Occupancy | _____ yes | Building Standards 803-441-4223 or 803-441-4227 (1 st floor) |
| Business License | _____ yes | Finance 803-441-4214 (1 st floor) |

Approved By _____ Initials _____ Date _____
(Print)

Return to: Department of Planning and Development, 100 Georgia Avenue, 2nd floor
 Phone: 803-441-4221 Mail: P.O. Box 6400, North Augusta, SC 29861 Fax: 803-441-4232

**Sign and Master Signage Plan
Zoning Review Application**
North Augusta Development Code Article 13



Type of Review Requested:

- Freestanding Wall Master Signage Plan Sign Re-facing Other

Please complete both pages of this application.

- All fees must be paid prior to issuance of any approval.
- Approval of this application does not include permission to install the sign if any Building or Electrical permits are required. Building Standards may be contacted at (803) 441-4223 or (803) 441-4227.

Applications may be submitted in person or by mail, fax, or email:

100 Georgia Avenue
PO Box 6400
North Augusta, SC 29861
Email: planning@northaugusta.net
Phone: 803-441-4221 Fax: 803-441-4232

Submittal Requirements

- Master Signage Plan :
- A Master Signage Plan is required for Shopping Centers permitted after January 1, 2020, or for additional Construction Signage as allowed in NADC Article 13
 - A Master Signage Plan may be submitted and approved with any site plan or plat, or individually, and must be approved prior to the issuance of any sign permit when required
 - A Master Signage Plan may be revised at any time, however, any revised plan must meet the requirements of the code in force at the time of the revision
 - Show or outline each suite, building, and its associated façade square footages and allowed square footages
 - The total square footage and placement allowed for each suite and/or individual building within the development for freestanding signage
 - The total square footages and placement allowed for each suite and/or individual building within the development for wall signage
 - Materials
 - Illumination
-
- Wall Signs:
- Elevations of building wall where sign will be placed showing square footage
 - Location of proposed signs, drawn to scale, on the wall (include appropriate dimensions)
 - Sign dimensions, including dimensions of individual letters and graphics
-
- Freestanding Signs:
- Sign dimensions, including dimensions of individual letters and graphics
 - A site plan showing the location and dimensions of boundary lines, easements, required yards and setbacks, and the location of existing buildings and structures (including any existing sign structures)
 - Clearly marked distances between monument sign and property lines and structures

Owner Information

Owner Name: _____
Address: _____
Phone: _____ Email : _____

Applicant Information

Applicant Name: _____ Date : _____
Address: _____
Phone: _____ Email: _____

The applicant hereby certifies that he/she is authorized to make this application and that all the information contained on this application is true and correct to the best of his/her knowledge. Any sign installed in violation of this application will be subject to code enforcement as specified in the North Augusta Municipal Code.

Signature/Title: _____

Property and Project Information

Project Location: _____
Parcel(s): _____
Zoning: _____
Illumination: Internal External No Illumination
Does this project require a separate Building,
Electrical or other Permit Yes No
Is this project subject to a Master Signage Plan? Yes No

Staff Use Only

Date Received: _____ Fee: _____ Permit #: _____
Approved/Denied: _____ Date: _____