



NEW BUSINESS CHECKLIST

Business Name:

Business Physical Address:

Contact Person:

Phone:

Email Address:

Type of Business:

Expected Date to Open:

Located in Gateway Overlay: YES NO Located in City Center Overlay: YES NO

Welcome to the City of Pickens. This checklist should guide you through a speedy process to open your new business. We recommend proceeding with Zoning Compliance first. Once we understand what type of business, what location, and whether you are doing any new construction, renovations, paint, or signage, we can better assist you with next steps. If you are locating in the downtown area, there are Design Guidelines you should review with staff at your earliest convenience.

1) Business Resources: Pickens Revitalization Association 864.420.3449 & Greater Pickens Chamber of Commerce 864.878.3258. 222 W. Main Street.

The PRA representative and Chamber of Commerce representative can answer questions about the current business environment and assist you through the process of opening a business in Pickens. The PRA can inform you about possible grant opportunities to assist in funding exterior improvements and business start-up costs.

PRA or Chamber Representative:

Date Approved:

2) Zoning Compliance

Item	Date Given and/or Discussed
a. Zoning Compliance Form Completed	
b. Sign Regulations	
c. Façade Requirements	
d. Landscape Requirements	
e. Board of Architectural Review *	
f. Brochure	

**BAR meets every 2nd Monday of the month at 5pm and the deadline to be placed on the agenda is the Thursday prior to the meeting.*

Zoning Administrator:

Date Approved:

Jennifer Vissage

3) Fire Inspection: Pickens Fire Department. 302 Johnson Street. 864.878.2610 to schedule an appointment. Inspection and first follow up are at no charge. Additional inspections or full plan review subject to charge.

Fire Marshall or Fire Chief:

Date Approved:

Chris Elrod



4) Business License: Pickens City Hall. 219 Pendleton Street. 864.878.6421

Item	Date Received and/or Discussed
a. Business License Application Completed	
b. Gross Receipts	
c. Retail Sales Tax License	
d. DHEC Permit for restaurants	
e. ATF license	

Business License Coordinator:
Brittany Chapman

Date Approved: