



Starting a New Business in Chapin

Here's a quick checklist of items you need to consider/complete as you are getting started:

Please note: Not all items may be applicable. Should you need help determining next steps, please contact the Planning and Zoning Manager at 803-575-8501.

- Check the Location** of the property using the Lexington County One Map here: <https://maps.lex-co.com/OneMap/>. If the tax district is a 5C, you are located within the municipality of Chapin. If it is a 5, you are not. You can also turn on the zoning for the area using the click boxes to the lefthand side of the page.
- Check on the Zoning** of the property you are considering to make sure it complies with the classifications and permitted uses. You can view necessary zoning documents our website at <https://www.chapinsc.com/157/Zoning> or come by Town Hall for information on zoning and [Zoning Permit](#) information.
- Check on water and sewer availability and fees.** Chapin Utilities can take your address to determine if you have existing service or review what steps will need to be taken to add you to the system. They will ask questions about the type of business, water usage, and number of employees or projected customers to determine if additional taps are required and provide you with the necessary agreements to get service. They can be reached at 803-345-0416. Applications for service can also be found at <https://www.chapinsc.com/156/Helpful-Forms-Documents-Videos>.
- New construction projects required to submit preliminary site plan** to the Planning and Zoning Manager for compliance review. Preliminary site plan must show a sketch of your building, where it sits on the property to ensure square footage, setbacks, parking, lighting and landscaping requirements are met. Projects will be reviewed by the Chapin Planning Commission for full application. New construction or renovations to the exterior of a building may also require review by the Architectural Review Board. Any variances or special exceptions to the zoning requirements will go before the Zoning Board of Appeals.
- All contractors (general and subs) must obtain a Town of Chapin Business License.** Contractors will be required to submit a full subcontractor roster prior to the start of the project. Failure to submit the subcontractor roster and obtain business licenses can result in a delay in construction. Please contact the Planning and Zoning Manager for a copy of this roster.
- Secure a [Sign Permit](#).** Whether you are creating a new sign or replacing an existing one, you need to complete a sign permit application detailing the design, dimensions, and

desired location. There is size, height and illumination restrictions, as outlined in Article 9 of the Unified Zoning and Development Ordinance you need to be aware of as you plan your signage. The Town's Planning and Zoning manager is available for any questions about signage at 803-575-8501.

- New construction projects require land disturbance, fire inspections, and storm water from Lexington County's Engineering and Community Development Department.** Additional reviews may be required by SCDHEC and SCDOT. The Town will have to sign off on final site plans before being submitted to Lexington County for storm water, fire inspections, and land disturbance. Please visit <https://lex-co.sc.gov/> for more information.
- Building permitting** can be scheduled by contacting CC&I at permits@cciservicesllc.com or by calling 864-586-6111. This would include, but are not limited to upgrades to the interior of a building, additions to existing building, or other such renovations. The Town contracts with CC&I for all building, mechanical, electrical, and other such building permitting as is required.
- Contact local utilities** to secure power, phone/internet, and any other services you may require. The Town of Chapin contracts with Capital Waste Services for residential waste disposal for residents inside the municipal boundaries of the Town of Chapin.
- Apply for Chapin Business License.** Anyone operating a business within Chapin town limits is required to hold an annual business license. The license year runs from May 1 through April 30 of each year. Businesses that do one-time or limited projects (like construction and service-related jobs like plumbing, electricians, sign installations, landscaping, etc.) are also required to get a Chapin business license based on the revenues generated within Town limits. Fees are based on gross receipts and rate class for your business type. If you are a brand-new business, initial license fees are based on gross receipts of estimated revenues for your business type. Please visit <https://www.chapinnc.com/181/Business-Licenses> for more information. Business license questions can be directed to the Municipal Clerk at 803-575-8504.

To learn more about why Chapin is a great place to do business, please visit our website at www.chapinnc.com or call 803-345-2444.