

# Business Guide For Georgetown County

Maintained by the Georgetown Chamber of Commerce

## 1. Starting The Business

- **Business Plan** – Before starting a business you may wish to have a comprehensive business plan to enhance opportunity for success.

### **SCORE**

#### **Grand Strand - Chapter 318**

605 10<sup>th</sup> Ave. North

P.O. Box 2468

Myrtle Beach, SC 29578

(843) 918-1079

[www.mbscore.org](http://www.mbscore.org) or email: [info@mbscore.org](mailto:info@mbscore.org)

### **Small Business Development Center**

Janet Graham, Area Manager

Coastal Carolina University

P.O. Box 261954

Conway, SC 29528

(843) 349-4010 (843) 349-6517 (f)

- **IRS Registration (E1N)**

### **Federal Income Tax**

Internal Revenue Service

(800) 829-4933

[www.irs.gov](http://www.irs.gov)

- **Incorporating** - You may wish to organize your business as a sole proprietorship, partnership or corporation.

**\*Corporations must register with:**

### **Secretary of State**

Division of Corporations

1205 Pendleton Street, Room 525

P.O. Box 11350

Columbia, SC 29211

[www.scsos.com](http://www.scsos.com)

\*Note: if you incorporate, you must obtain the services of an attorney in South Carolina.

## 2. Licenses & Permits

- **Business License**
  - **State**
    - **State Retail License**

**SC Department of Revenue**  
License & Registration Unit  
P.O. Box 125  
Columbia, SC 29214-0140  
(803) 898-5872

- State Wholesale License - Not Required in South Carolina

- **County**

Georgetown County Treasurer's Office  
715 Prince Street  
Georgetown, SC 29442  
(843) 545-3098

- **City**

Georgetown City Hall  
Business License Coordinator  
1201 N. Fraser Street  
Georgetown, SC 29442  
(843) 545-4000

Andrews Town Hall  
101 N. Morgan Avenue  
Andrews, SC 29510  
(843) 264-8666

- **Health Permits** - If you plan to process, handle, cook, store or distribute food as part of your business, contact the Health Department about special permits:

Georgetown Office  
531 Lafayette Circle  
Georgetown, SC 29440  
(843) 546-5593

- **Liquor License** - If you plan to sell or serve alcoholic beverages, contact the following about special permits:

**SC Department of Revenue**  
Georgetown Office  
715 Prince Street  
Legislative & Delegation Office  
(843) 240-4558  
Hours: Mondays only 8:30 – 12:00 Noon

**Fed. Bureau of Alcohol, Tobacco & Firearms**  
Strom Thurmond Federal Bldg., Room 309  
Columbia, SC 29201  
(803) 765-5723

- **Other Licenses** - Contact the following to find out more about:

- **Day Care Licensing Laws**

**State Department of Social Services**

Division of Child Day Care Licensing & Regulatory Services  
1531 Confederate Avenue Extension, North Complex Towers, Room 520  
P.O. Box 1520  
Columbia, SC 29202-1520  
(803) 898-7601

- **Drug Regulations**

**Bureau of Drug Control**

Dept of Health & Environmental Control  
2600 Bull Street  
Columbia, SC 29201  
(803) 898-3432

- **Elevator Licensing & Amusement Rides**

**Labor Department**

Landmark Center, 110 Centerview Drive  
P.O. Box 11329  
Columbia, SC 29211  
(803) 896-7630      FAX: (803) 896-7650

- **Wetlands Regulations**

Dept. of Health & Environmental Control  
Ocean & Coastal Resource Management  
1705 North Oak Street, Suite 6  
Myrtle Beach, SC 29577  
(843) 626-7217

- **SC Assumed Name Act** - If your business is organized as a partnership, which does not use the names of the principals, you must register with the SC Secretary of State after which you may record the paperwork at the Georgetown County Register of Deeds.

**Register of Deeds**

P.O. Box 421270  
715 Prince Street  
Georgetown, SC 29442

To learn more about other licenses or permits your business may require, contact:

**Department of Consumer Affairs**

P.O. Box 5757  
3600 Forest Drive  
Columbia, SC 29250  
(843) 734-4200

- 3. Taxes** - Taxes are an important concern for all businesses. The following may be worth obtaining:

**Business Tax Guide for South Carolina**

S. C. Dept. of Revenue  
Georgetown Office  
David Dean  
715 Prince Street  
Georgetown, SC 29440  
(843) 240-4558

**Small Business Tax Kit**

Internal Revenue Service  
1835 Assembly Street  
Columbia, SC 29201  
(800) 829-1040

- **State Sales Tax** - There is a South Carolina sales tax. Before you can open a retail business, you must register with the License & Registration Division of the S.C. Department of Revenue and receive a tax number.

SC Dept. of Revenue  
Myrtle Beach Office  
1330 Howard Avenue  
Myrtle Beach, SC 29588  
(843) 839-2960  
Hours: Monday – Friday 8:30 AM – 5:00 PM

- **Withholding Taxes For Employees** - Contact the following for more information:

**Federal Income Tax**

Internal Revenue Service  
(800) 829-4933  
[www.irs.gov](http://www.irs.gov)

**State Income Tax**

S.C. Department of Revenue  
P.O. Box 125  
Columbia, SC 29214  
(803) 898-5752

S.C. Dept. of Revenue  
Georgetown Office  
715 Prince Street  
Georgetown, SC 29440  
(843) 546-2043

- **Medicare Tax**

**Federal Income Tax**  
Internal Revenue Service  
(800) 829-4933  
[www.irs.gov](http://www.irs.gov)

- **SC Employer Withholding Account Number**

**Withholding Control, Income Tax**  
301 Gervais Street  
P.O. Box 125  
Columbia, SC 29214  
(803) 898-5000

- **Unemployment Taxes** - As an employer, you may be required to pay unemployment taxes.

**Federal Unemployment Tax (F.U.T.A.)**  
Internal Revenue Service  
(800) 829-3676

**State Unemployment Tax (S.U.T.A.)**  
SC Employment Security Commission  
1550 Gadsden Street  
P.O. Box 995  
Columbia, SC 29202  
(803) 737-3080

- **Property Taxes** - If your business owns real property, contact the tax assessor's office to find out about property taxes.

**Georgetown County:**  
715 Prince Street  
Georgetown, SC 29440  
(843) 545-3014

- **Other Taxes** - You may also be liable for other taxes such as the Federal Excise Tax or the State Franchise Tax. For more information, contact the Internal Revenue Service, 1800-829-3676 and the S.C. Department of Revenue, (803) 898-5636.

## 4. Employer-Employee Relations

- **Worker's Compensation Fund** - If you have four or more employees, you must carry worker's compensation insurance. For more information, contact:

### **SC Workers Compensation Commission**

1612 Marion Street  
P.O. Box 1715  
Columbia, SC 29202-1715  
(803) 737-5700

- **Minimum Wages, Maximum Hours** - You are required to adhere to the regulations of the Fair Labor Standard Act; even if you are exempt from federal law, you may still be subject to state law.

### **Federal:**

#### **US Department of Labor**

Employment Standards Division  
1835 Assembly Street, Room 1072  
Columbia, SC 29201  
(803) 765-5981

### **State:**

#### **SC Department of Labor**

Employment Standards Division  
110 Centerview Drive  
P.O. Box 11329  
Columbia, SC 29211-1329  
(803) 896-7756

- **Discrimination & Harassment**

#### **SC Department of Human Affairs**

P.O. Box 4490  
Columbia, SC 29240  
(800) 521-0725

- **Occupational Safety & Health Act** - There are requirements such as record-keeping and reporting that are placed on businesses by OSHA. To learn more, contact:

#### **SC Department of Labor**

110 Centerview Drive  
P.O. Box 11329  
Columbia, SC 29211  
(803) 876-7688

**6. Building Inspection, Building Permits And Zoning Information** - If you are constructing or altering a building, it must be inspected. Also, you will need to be certain that your business is in an appropriately zoned location. For more information, contact the following:

**Georgetown County Zoning & Planning**

120 Broad Street  
Georgetown, SC 29440  
(843) 545-3116

**7. Fire Inspection**

**Georgetown County**

3605 Highmarket Street  
Georgetown, SC 29440  
(843) 545-3271

**Waccamaw Neck**

67 Saint Pauls  
P.O. Box 86  
Pawleys Island, SC 29585  
(843) 237-4566

**Murrells Inlet/Garden City**

3641 Highway 17 Business  
P.O. Box 648  
Murrells Inlet, SC 29576  
(843) 651-5143

**City of Georgetown**

1405 Prince Street  
Georgetown, SC 29440  
(843) 545-4200

**8. Postal Information**

**Georgetown Post Office**

701 Charlotte Street  
Georgetown, SC 29440  
(843) 546-5515

**Pawleys Island/Litchfield Post Office**

10993 Ocean Highway  
Pawleys Island, SC 29585  
(843) 237-4232

**Murrells Inlet Post Office**

654 Bellamy Avenue  
Murrells Inlet, SC 29576  
(843) 651-2422

**Andrews Post Office**  
102 N. Morgan Avenue  
Andrews, SC 29510  
(843) 264-5506

## **9. Additional Information**

**Notary Public Commission**  
Secretary of State  
P.O. Box 11350  
Columbia, SC 29211  
(803) 734-2119

**Notary Public Applications**  
Georgetown County  
Room 107, 715 Prince Street  
Georgetown, SC 29440  
(843) 545-3029

**Copyright Office**  
Library of Congress  
Washington, DC 20559  
(202) 707-3000

**Georgetown County Area Statistical Abstract**  
715 Prince Street  
Georgetown, SC 29440  
(843) 545-3063

## **10. Resources Available Businesses**

New or relocating business owners often need assistance and advice. Utilize the following no cost resources to help you on your quest to have a business in the Georgetown area.

**Economic Development**  
120 Broad Street  
Georgetown, SC 29440  
(843) 545-3158

**SCORE**  
**Grand Strand - Chapter 318**  
605 10<sup>th</sup> Ave. North  
P.O. Box 2468  
Myrtle Beach, SC 29578  
(843) 918-1079

[www.mbscore.org](http://www.mbscore.org) or email: [info@mbscore.org](mailto:info@mbscore.org)

**Small Business Development Center**  
Janet Graham, Area Manager  
Coastal Carolina University  
(843) 349-4010      FAX: (843) 913-7888

## **11. Libraries**

**Pawleys Island Library**  
24 Commerce Drive  
Pawleys Island, SC 29585  
(843) 237-4646

**Georgetown Library**  
405 Cleland Street  
Georgetown, SC 29440  
(843) 545-3300

**Andrews Library**  
105 N. Morgan Street  
Andrews, SC 29510  
(843) 264-8785

## **12. Schools**

**Horry-Georgetown Technical College**  
PO Box 261966  
Conway, SC 29528-6066  
[www.hgtc.edu](http://www.hgtc.edu)  
Business Department

## **CITY OF GEORGETOWN MAYOR AND CITY COUNCIL MEMBERS**

Mayor Lynn Wood Wilson  
2915 Whites Bridge Drive  
Georgetown, SC 29440

(843) 436-2265 Work  
(843) 546-7158 Home  
(843) 436-2266 FAX

Mayor Pro Tem Brendon M. Barber, Sr.  
303 Congdon Street  
Georgetown, SC 29440

(843) 240-0006 Work  
(843) 546-5773 Home

Councilmember Clarence S. Smalls  
P.O. Box 328  
Georgetown, SC 29442

(843) 916-3450 Pager  
(843) 546-7274 FAX

Councilmember Peggy P. Wayne  
417 Sassanqua Drive  
Georgetown, SC 29440

(843) 546-1511 Work/FAX  
(843) 546-5116 FAX  
(843) 546-6764 Home

Councilmember Paige B. Sawyer, III  
416 Highmarket Street  
Georgetown, SC 29440

(843) 546-3745 Home/FAX

Councilmember Jack Scoville  
PO Box 1228  
Georgetown, SC 29442

(843) 546-1130 Work  
(843) 546-4565 Home

Councilmember Rudolph A. Bradley  
P.O. Box 2139  
Georgetown, SC 29442

(843) 546-7451 Home  
(843) 997-3602 Mobile  
(843) 520-4521 FAX

# Georgetown County Council 2007

## **District 1**

Jerry Oakley  
P.O. Box 1005  
Murrells Inlet, SC 29576  
(843) 357-1675 (W)  
(843) 651-7570 (Fax)

## **District 3**

Thomas Earl Drayton  
2290 Mt. Zion Road  
Georgetown, SC 29440  
(843) 546-9880 (H)  
(843) 546-1305 (Fax)

## **District 5**

Sel Hemingway – *Chairman*  
37 East Main Street  
Andrews, SC 29510  
(843) 264-5243 (W)  
(843) 264-3630 (Fax)

## **District 7**

Johnny Morant – *Vice Chairman*  
Post Office Drawer 437  
Georgetown, SC 29442  
(843) 527-2448 (W)  
(843) 546-0468 (Fax)

## **District 2**

Ron L. Charlton  
P.O. Box 1998  
Georgetown, SC 29442  
(843) 546-2200 (W)  
(843) 527-2314 (Fax)  
E-mail: RLC@sccc.T.V

## **District 4**

Helen P. Rudolph  
416 N. Congdon Street  
Georgetown, SC 29440  
(843) 527-2540 (H)  
(843) 545-9879 (Fax)

## **District 6**

Glenn O'Connell  
Post Office Box 3397  
Pawleys Island, SC 29585  
(843) 237-7933 (H)

## **County Administrator**

Thomas W. Edwards, Jr.  
Post Office Drawer 421270  
Georgetown, SC 29442  
(843) 546-4289  
(843) 545-3121  
E-mail:  
tedwards@georgetowncountysc.org

## Town Of Andrews

Mayor Curtis Dorsey (843) 264-8086 (H)  
15 Laurie Street (843) 264-8666 (W)  
P.O. Box 378  
Andrews, SC 29510

Thomas Alford (843) 264-3055 (H)  
316 North Magnolia Avenue  
Andrews, SC 29510

Terrance Middleton (843) 264-9378 (H)  
PO Box 1423  
Andrews, SC 29510

Angela Anderson (843) 264-9086 (H)  
P. O. Box 62 (843) 264-9780 (W)  
Andrews, SC 29510

Patsy R. Greene (843) 264-3070 (H)  
P. O. Box 623 (843) 527-7391 (W)  
Andrews, SC 29510

Rodney Giles (843) 264-4051 (H)  
905 W. Pine Street (843) 264-5243 (W)  
Andrews, SC 29510

Michael Shaw (843) 264-6692 (H)  
9 Clair Street  
Andrews, SC 29510

Town Clerk – Kathy McKeithan (843) 264-8666 (W)  
P. O. Box 378  
Andrews, SC 29510

## United States Senators

Honorable Lindsey Graham  
290 Russell Senate Office Building  
Washington, DC 20510

Honorable Jim DeMint  
340 Russell Senate Office Building  
Washington, DC 20510

# United States House of Representatives

Honorable Henry Brown, Jr.  
US House, South Carolina - District One  
1800 North Oak St. Unit C  
Myrtle Beach, SC 29577

Honorable James Clyburn  
6th Congressional District  
2135 Rayburn House Office Building  
Washington, DC 20515

## South Carolina Governor

Honorable Mark Sanford  
P.O. Box 12267  
Columbia, SC 29211

## South Carolina Lt. Governor

Andre Bauer  
P.O. Box 142  
Columbia, SC 29202

## South Carolina Senators

Honorable Dick Elliott  
Senate District 28  
P.O. Box 3626  
N. Myrtle Beach, SC 29582

Honorable J. Yancey McGill  
Senate District 32  
601 Longstreet St.  
Kingstree, SC 29556

Honorable Luke Rankin  
Senate District 33  
201 Beaty St.  
Conway, SC 29526

Honorable Ray Cleary.  
Senate District 34  
3577 Marion Lane  
Murrells Inlet, SC 29576

## South Carolina House of Representatives

Honorable Carl Anderson  
House District 103  
P.O. Box 694  
Georgetown, SC 29442

Honorable Vida Miller  
House District 108  
P.O. Box 3157  
Pawleys Island, SC 29585

Honorable Alan Clemmons  
House District 107  
610 18th Ave. N.  
Myrtle Beach, SC 29577

Honorable Jackie E. Hayes  
House District 55  
240 Bermuda Rd.  
Dillon, SC 29536

Honorable Liston Barfield  
House District 58  
P.O. Box 1734  
Conway, SC 29528

Honorable Nelson Hardwick  
House District 106  
714 Cedar Drive North  
Surfside Beach, SC 29575

Honorable W.D. Witherspoon  
House District 105  
111 Sherwood Dr.  
Conway, SC 29526

Honorable Tracy Edge  
House District 104  
P.O. Box 2095  
Myrtle Beach, SC 29577

Honorable Thad Viers

House District 68

P.O. Box 31231

Myrtle Beach, SC 29588