



Starting a New Business in Chapin

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

- Check on the Zoning** of the property you are considering to make sure it complies with the classifications and uses. Come by Town Hall to get packet with 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. [Application for Utility Service](#)
- Submit preliminary site plan** showing a sketch of your building, where it sits on the property to ensure square footage, setbacks, parking, lighting and landscaping requirements are met. New construction may also require review by the Architectural Review Board. Any variances will go before the Zoning Board of Appeals.
- 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 are size, height and illumination restrictions you need to be aware of as you plan your signage.
- New construction projects require land disturbance, stormwater and building permits 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. The County will also handle all the necessary inspections.
- Contact local utilities** to secure power, phone/internet, water, and waste disposal services.
- Apply for Chapin Business License.** Anyone operating a business within Chapin town limits is required to hold an annual business license which coincides with the calendar 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.

To learn more about why Chapin is a great place to do business, contact Karen Owens at karen@chapinnc.com or call 803-575-8039.