

Gas/Convenience/Retail Stores

Municipal Zoning

Be sure to contact the city, town, and county to see if you can operate the business in your chosen location. It is common for local zoning restrictions or ordinances to prevent certain types of businesses from operating in a specific area.

Federal

- Federal Employer Identification Number (EIN) [irs.gov](https://www.irs.gov)

State

- Register your LLC, LLP, or Corporation (SCSOS) - sos.sc.gov
- [Sales Tax License](#) Contact SCDOR if questions about sales tax or the retail license @ (803) 898-5000
- [Retail Food Establishment Permit-DHEC](#) Contact DHEC @ (803) 896-0640
- [ABL Licenses \(if selling beer, wine, alcohol\)](#) Contact ABL Section @ (803) 898-5864 for questions, regulations, etc.
- [New Tank Installation-DHEC \(building new gas stations or installing new tanks\)](#) or contact DHEC @ (803) 898-3432
- [Lottery Ticket Sales](#)
- [Coin Operated Devices - SC Department of Revenue](#)

Municipal

- County Business License [more info](#)
- City Business License [more info](#)

Hiring Employees

- Obtain an EIN (IRS) – [irs.gov](https://www.irs.gov)
- Register w/E-Verify (report within 3 days of employment) (DHS) – [e-verify.gov](https://www.dhs.gov/e-verify)
- Register w/SC New Hire (report within 20 days after employees first day of work) (SCDSS) - [newhire.sc.gov](https://www.newhire.sc.gov)
- Register with SC Dept of Revenue for Withholding (SCDOR) – [dor.sc.gov](https://www.dor.sc.gov)
- Register with SC Dept of Employment & Workforce for Unemployment Insurance (SCDEW) – [dew.sc.gov](https://www.dew.sc.gov)
- Order or Print employment workplace posters (LLR) – llr.state.sc.us
- Obtain Workers Compensation Insurance (if required, [click here for more info](#))

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