



WELCOME TO THE TOWN OF CLOVER

(The town with love in the middle)
Business Guide



BEFORE committing to a property, you should confirm the structure and physical layout of the building are acceptable for your intended use. There may be Code restrictions and limitations that could affect your operation. Building Codes, Requirements and Permits may differ depending on the building and business type. Below is a basic Step-by-Step guide. If you have any questions, please contact Town Hall at 803-222-9495.

Step 1 – Fill out the zoning verification form to make sure your business is allowed in the building prior to a lease contract or purchase of a building. Bring to Town Hall or submit online via Evolve at <https://evolve-public.infovisionsoftware.com/clover/>

If the property is on Main Street, or within 116 Bethel Street – 122 Kins Mountain Street, go to step 2. If the property is not on Main Street or within the suggested area, go to step 3.

Step 2 – Contact Main Street Director Alicia Griffith, at 803-982-1517 or agriffith@cloversc.org to find out more information about business resources, business incentives tax credits and the Main Street Grant Program.

Step 3 – Do you plan to change the use of the location? (Example – Opening a restaurant where a retail location had been).

YES – You must apply for a zoning compliance permit online at <https://evolve-public.infovisionsoftware.com/clover/> There is a \$35.00 fee.

NO – Go to Step 4

Step 4 – Do you plan on doing construction, renovation, remodeling, or demolition (removing walls or anything inside the building)?

YES – If you plan to do any construction, renovation, remodeling, or demolition of any kind (removing walls or anything inside of the building) you have the option to set up a pre-submittal meeting on the 1st or 3rd Thursday at 4:00 pm. Please call Town Hall at 803-222-9495 to set up a meeting. If you do not wish to have a pre-submittal meeting, you **MUST** apply for a building permit. You may apply online at <https://evolve-public.infovisionsoftware.com/clover/> For more information visit our website at Cloversc.org, go to Business, then click on Doing Business in Clover.

You are not permitted to begin work until a permit has been issued by the Town of Clover. If a job is started before a permit is issued it will result in a fine, double the total permit fee.

NO – Go to Step 5

Step 5 – Do you plan to change the exterior of the building?

YES – If you plan to change the exterior of the building, including signage, apply for a sign zoning permit and/or building permit online at <https://evolve-public.infovisionsoftware.com/clover/>

NO - Go to Step 6

Step 6 – Fire Inspection

Step 7 – You can now apply for your business license, contact Phillips Dunbar at 803-222-9495.

Step 8 – Promotion of Business – Ribbon Cutting Ceremony with the Chamber of Commerce.
Please email Tori Higgins at thiggins@cloverchamber.org to discuss other opportunities within the Greater Clover Chamber of Commerce.

WELCOME TO THE TOWN OF CLOVER, WE ARE EXCITED YOU ARE HERE!

IF IN DOUBT GIVE US A SHOUT!

Alicia Griffith
Clover Main Street Director
114 Bethel Street Clover, SC 29710
803-982-1517

Phillips Dunbar
Town Clerk
Business Licence
803-222-9495

Kristy Doss
Code Clerk
Permits
116 Bethel Street Clover, SC 29710
803-222-9495

Joanna Medlin
Utilities
803-222-9495

Inspections are conducted over the course of construction. Your contractor is responsible to ensure all required inspections are requested in the proper sequence based on your construction. Once building renovations are completed, a final inspection is required. Once your building passes all inspections you will receive a Certificate of Occupancy.

Extra Resources

South Carolina One Stop – a great resource for starting, running, expanding and relocating businesses in SC.
<https://scbos.sc.gov/>

South Carolina Department of Revenue - State Business License www.sctax.org

Internal Revenue Service (IRS) - Retail licenses, payroll, withholding, alcohol beverage licensing www.irs.gov

South Carolina Department of health & Environmental Control (DHEC) – Food Service permit www.scdhec.gov

South Carolina Department of Agriculture - <https://agriculture.sc.gov/> 803-734-2210

Americans with Disabilities Act – Laws, Regulations & Standards <https://www.ada.gov/law-and-regs>

International Business Code

[A]105.2 Work exempt from permit.

Exemptions from *permit* requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction. *Permits* shall not be required for the following:

1. Building:

1. 1. One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area is not greater than 120 square feet (11 m²).
2. 2. Fences not over 7 feet (2134 mm) high.
3. 3. Oil derricks.
4. 4. Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or IIIA liquids.
5. 5. Water tanks supported directly on grade if the capacity is not greater than 5,000 gallons (18 925 L) and the ratio of height to diameter or width is not greater than 2:1.
6. 6. Sidewalks and driveways not more than 30 inches (762 mm) above adjacent grade, and not over any basement or story below and are not part of an *accessible route*.
7. 7. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
8. 8. Temporary motion picture, television and theater stage sets and scenery.
9. 9. Prefabricated *swimming pools* accessory to a Group R-3 occupancy that are less than 24 inches (610 mm) deep, are not greater than 5,000 gallons (18 925 L) and are installed entirely above ground.
10. 10. Shade cloth structures constructed for nursery or agricultural purposes, not including service systems.
11. 11. Swings and other playground equipment accessory to detached one- and two-family *dwellings*.
12. 12. Window awnings in Group R-3 and U occupancies, supported by an exterior wall that do not project more than 54 inches (1372 mm) from the *exterior wall* and do not require additional support.
13. 13. Nonfixed and movable fixtures, cases, racks, counters and partitions not over 5 feet 9 inches (1753 mm) in height.

• Electrical:

1. **Repairs and maintenance:** Minor repair work, including the replacement of lamps or the connection of *approved* portable electrical equipment to *approved* permanently installed receptacles.
2. **Radio and television transmitting stations:** The provisions of this code shall not apply to electrical equipment used for radio and television transmissions, but do apply to equipment and wiring for a power supply and the installations of towers and antennas.
3. **Temporary testing systems:** A *permit* shall not be required for the installation of any temporary system required for the testing or servicing of electrical equipment or apparatus.

• Gas:

1. 1. Portable heating appliance.

2. 2.Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.

- **Mechanical:**

1. 1.Portable heating appliance.
2. 2.Portable ventilation equipment.
3. 3.Portable cooling unit.
4. 4.Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
5. 5.Replacement of any part that does not alter its approval or make it unsafe.
6. 6.Portable evaporative cooler.
7. 7.Self-contained refrigeration system containing 10 pounds (4.54 kg) or less of refrigerant and actuated by motors of 1 horsepower (0.75 kW) or less.

- **Plumbing:**

1. 1.The stopping of leaks in drains, water, soil, waste or vent pipe, provided, however, that if any concealed trap, drain pipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a *permit* shall be obtained and inspection made as provided in this code.
2. 2.The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

[\[A\]105.2.1Emergency repairs.](#)

Where equipment replacements and repairs must be performed in an emergency situation, the *permit* application shall be submitted within the next working business day to the *building official*.