

Doing Business in the City of Manning

The Code of Ordinances for the City of Manning, Sec. 14-31 states:

“Every person engaged or intending to engage in any calling, business, occupation or profession listed in the rate classification index portion referred to in section 14-37 of this code, in whole or in part, within the limits of the city, is required to pay an annual license fee and obtain a business license as provided in this article. This shall include any business not located in the incorporated city limits but conducting business in the city, i.e. ready mix concrete, masonry products, lumber, etc., storage trailer and container rental, etc. (Ord. Of 1-15-96(2), & 1)”

The City of Manning Business License fees are based upon Gross revenue from the previous year or estimated gross revenue for the remainder of the current year for start up businesses.

We recognize that business owners have time, effort, money and dreams invested in a business. It's our desire to make the application process for a City license easy. A part of the process is to ensure that the type of business proposed for a district is appropriate and whether buildings and signs are both compatible and safe (For example, Residential districts have been developed generally, to include a few businesses while Commercial and Industrial zones have been developed for a substantial amount of businesses).

The following steps have been listed to assist you in obtaining a business license:

1. For business desiring to open inside the city limits, you will be required to obtain the necessary approvals. Approvals needed are depended upon the location and nature of your business (This applies to any new business and any business changing its location or owner).
2. Zoning must be cleared prior to applying for a license. The City of Manning has a Zoning Ordinance which governs land use. Some areas are not zoned for certain business types (i.e. A car wash is not allowed in the Core Commercial (downtown) District, a grocery store is no allowed in a Residential District).
3. A Building Permit Application must be made at City Hall, 411 N. Brooks Street, and then forwarded to the Planning Commission, 412 N. Brooks Street, (803) 435-2058 if construction or renovation of a building is proposed.
4. Sign permits are required for all signs: new or renovated. There is not a charge for a sign permit unless it will be illuminated.
5. A Fire Inspection must be completed by the City of Manning Fire Department (42 W. Boyce Street, (803) 435-4144 before opening any building or structure for business.
6. Must pass all DHEC requirements if applicable.

Please Note: Completion of the above steps are necessary (Business License Department, Building Inspector, Fire Department, and if applicable, Health Department). Please be patient with us as we process your request(s) properly and provide you with the correct information. If you have any questions, you may contact our Business License Department at (803) 435-8477.