

BEGINNING A BUSINESS IN HARTWELL

■ *There are numerous steps that must be taken in order to open a new business. Each of these steps involves advanced planning and attention to detail.*

MAKING A BUSINESS PLAN:

The **University of Georgia Small Business Development Center (SBDC)** helps with all aspects of business planning and development. They provide small-business management training, conferences, and workshops. In addition, the SBDC can help you, for free, develop a business plan. Having this plan before you open your business is the key in determining, for example, what type of space you will need and how much rent you can pay. They can also assist in attracting investors or potential lenders. A well thought out business plan is crucial to the survival of any business. University of Georgia Small Business Development Center (SBDC), The University of Georgia, 1180 East Broad Street, Athens, GA 30602-5412. (706-542-7436)

The **First Stop Business Information Center** was established through the Office of the Georgia Secretary of State to help small business owners and prospective owners determine which licenses and permits they must acquire and maintain in operating their businesses. The center is a one-stop location for obtaining information and contacts for state regulatory requirements for small businesses.

Most organizations transacting business within the state of Georgia must file with the Secretary of State. In addition to general registrations, some businesses

or individuals employed by a business require licenses to perform specialized or regulated activities, and the Secretary of State provides administrative assistance to over thirty-five licensing and regulatory boards which have been established by the Georgia General Assembly. Ask for their booklet entitled *Consolidated Registration Information for Businesses*. First Stop Business Information Center, 315 West Tower, 2 Martin Luther King Jr. Drive, Atlanta, GA 30334. (404-656-7061 or 1-800-656-4558)

Securing accounting, banking, insurance, and legal services: Build a winning team for your business by getting an accountant, banker, insurance agent, and lawyer on board at the start to help you with planning, decision making, and positioning your business for success. These professionals can help you avoid pitfalls. For information on those who provide these services, contact the **Hart County Chamber of Commerce**, 31 E. Howell Street, P.O. Box 793, Hartwell, GA 30643-0793. (706-376-8590)

Assistance in locating downtown business sites: The **Hartwell Downtown Development Authority (DDA)** can help you locate available downtown business space, storefront design assistance, sources of grants, information on incentive programs, and details on state and federal rehabilitation tax credits.



Hartwell DDA
184 W. Franklin Street
P.O. Box 1105
Hartwell, GA 30643-1105.
(706-376-0188)
E-mail: hartwellmainstreet@hartcom.net
Web: www.hartwellga.com/mainstreet

■ *There are a number of licenses that must be obtained before opening a new business. Consult interior pages for helpful license information.*

IMPORTANT TELEPHONE NUMBERS:

Emergency 911

City of Hartwell:

Building Permits/Inspections (706) 376-4756
Business Licenses (706) 376-4756
City Clerk (706) 376-4756
Downtown Development Authority/Main Street (706) 376-0188
Fire Department Office (706) 376-4756
Police Business Office (706) 376-4756
Utility Office (706) 376-4756
Zoning Office (706) 376-4756

Georgia Power Company 1-888-660-5890
24-hours a day

Hart County:

Board of Commissioners (706) 376-2024
Chamber of Commerce (706) 376-8590
E-911 Addressing Office (706) 376-1468
Health Department 706-376-2582 or 376-5117
Tax Commissioner (706) 376-3944
Tax Assessor (706) 376-3997

Hart Telephone Company (706) 376-4701

State of Georgia:

Information (404) 656-2000
Agriculture (404) 657-9358, 1-800-869-1150
Consumer Affairs (404) 656-3790, 1-800-869-1123
First Stop Business Information Center (404) 656-7061, 1-800-656-4558
Human Resources (404) 657-9358, 1-800-869-1150
Industry, Trade, and Tourism (404) 657-3534
Insurance (404) 655-2056
Labor (404) 656-2328
OSHA (404) 347-3573
Revenue/Alcohol Unit (404) 651-8651
Secretary of State:
Corporations (404) 656-2817
Licensing Boards (912) 207-1300
Securities (404) 656-3920

United States:

Internal Revenue Service 1-800-829-1040
1-800-829-3676 (forms)
Post Office—Hartwell (706) 376-4461
Small Business Administration—Answer Desk
1-800-827-5722

UGA Small Business Development Center/
Business Outreach (706) 542-7436

SO YOU WANT TO START A SMALL BUSINESS

... a road map to success



■ *This brochure is designed for potential small-business owners who want to set up shop in historic downtown Hartwell. Hopefully, it will reduce the time and effort needed to begin business here by outlining the process and providing key contacts.*

A publication of the
Hartwell Downtown Development Authority

GETTING PERMITS AND LICENSES:

Zoning Amendments—If you need a zoning ordinance amendment, a map amendment (rezoning), a variance request, or a special exception to current city zoning regulations, you must fill out an Application for Zoning Amendment, which is available at the City Zoning Office, and pay an application fee (\$200). If you do not own the property for which you seek an amendment, you will need to have the owner fill out an Authorization Form. Applications must be filed with the City Zoning Office twenty days before the scheduled zoning hearing. (Zoning hearings are held on the fourth Thursday of each month.) City Zoning Office, City Hall, 500 Howell Street, P.O. Box 309, Hartwell, GA 30643-0309. (706-376-4756) Hours: 8 a.m.-Noon, Mon., Tues., Wed., and Fri.

Hart County Health Department Food Permit—If you plan to sell food prepared on your premises either for consumption on the premises or for take-out consumption, the Hart County Health Department is the first step to make, because the City of Hartwell will not issue a Building Permit or Business License until you have a Food Service Permit. This permit is required by the State of Georgia and issued by the Hart County Health Department. There is a permit fee (\$100), and each year thereafter a yearly fee (\$100) is due. In addition, there must be two inspections per year. Hart County Health Department, Environmental Health Office, 64 Reynolds Street, Hartwell, GA 30643. (706-376-2582 or 376-5117)

Georgia Department of Agriculture Food Sales Establishment License—If you plan to sell prepackaged food for consumption elsewhere or use in food preparation, you must pass an inspection by the Georgia Department of Agriculture and then apply for a State Food Sales Establishment License. Georgia Department of Agriculture, Agriculture Building, Capitol Square, 19 Martin Luther King Jr. Drive, Atlanta, GA 30334. (404-657-9358, 1-800-869-1150)

Hartwell Historic Preservation Commission Certificate of Appropriateness—A map of the downtown historic district is located at the City Zoning Office. A large portion of the downtown area is included in the historic district. Before making any changes to the façade of an existing building located in Hartwell's historic district, obtain a copy of *Guidelines for Rehabilitation and New Construction in Hartwell's Historic Districts* from the city building inspector or

the Hart County Library. Complete the attached application for a Certificate of Appropriateness, which is filed at the City Zoning Office for approval by the Hartwell Historic Preservation Commission. Be sure to attend the commission meeting at which your project will be reviewed. The commission meets the second Tuesday of every month at 4:30 p.m. in the City Hall Annex at 500 Howell Street.

Sign Guidelines—Business signs must conform to city sign regulations and must also be approved by the Historic Preservation Commission.

City Building Permit—Before constructing, enlarging, altering, demolishing, moving, repairing, or changing a building in any way, including electrical, plumbing, or mechanical (heat and air or vents), you must fill out an Application for a Building Permit at the Building Inspector's Office at City Hall. The application describes what you intend to do. Major improvements may require plans to be submitted. The building inspector must be sure your use complies with zoning regulations for your location, follows guidelines of the Historic Preservation Commission if it is in Hartwell's local historic district, and that the submitted and applied-for changes comply with all state-adopted codes and standards. After the application is approved, the Building Permit is issued. As the work progresses, the building inspector will make inspections at designated stages. Hartwell Building Inspector, City Hall, 500 E. Howell Street, P.O. Box 309, Hartwell, GA 30643-0309. (706-376-4756) Permits are issued from 8 a.m. until Noon, Monday through Friday.

Fire and Life-Safety Inspection—The Hartwell Fire Department makes fire and life-safety inspections of existing buildings, as well as new construction. The purpose of these inspections is to ensure that safety to occupants and fire protection features are maintained at all times. Hartwell Fire Chief, City Hall, 500 E. Howell Street, P.O. Box 309, Hartwell, GA 30643-0309. (706-376-4756)

Parking Ordinances—On-street parking in downtown Hartwell is limited to two hours; so you must remember to make arrangements for your employees to park in the municipal lots or in the designated all-day parking spaces downtown.

Business License—In order to operate a business in Hartwell, you will need to fill out a Reporting Form for Occupation Tax at City Hall. You will pay a one-time administrative fee of \$25 and a tax based on the

number of people to be employed in your business. Licenses must be renewed each year by filling out another tax form and paying the appropriate tax. The year runs from January through December. Zoning Office, City Hall, 500 E. Howell Street, P.O. Box 309, Hartwell, GA 30643-0309. (706-376-4756)

State and Local Beer and Wine Licenses—In order to sell beer or wine at your downtown business, you must have a Beer and Wine License. Applications are available at the City Clerk's Office in City Hall. A Class-A license is for on-premise consumption, and Class-B is for off-premise consumption. There is a \$100 application fee. If the license is approved, an additional fee of \$400 is due. The year runs from January through December. The renewal fee is \$500. However, if an application is approved during the months of July through December, the fee is only \$250. Hartwell City Clerk, City Hall, 500 E. Howell Street, P.O. Box 309, Hartwell, GA 30643-0309. (706-376-4756)

To sell alcoholic beverages, a business must also have a State Alcoholic Beverage License. For license information, contact the Georgia Department of Revenue/Alcohol Unit, 270 Washington Street, Atlanta, GA 30334. (404-651-8651)

EMERGENCY 911 REGISTRATION:

Your correct business address and phone number must be registered with the E-911 Addressing Office. This will ensure prompt police and fire protection in case of an emergency. E-911 Addressing Office, 800 Chandler Street, P.O. Box 279, Hartwell, GA 30643-0279. (706-376-1468)

GAS, WATER, SEWER, AND GARBAGE SERVICES:

Contact the Utility Office at City Hall to acquire natural gas, sewer, and water services. All customers must either have an Equifax credit check or pay water (\$100) and gas (\$200) deposits. If a new business has a good payment record for the first six months, the deposits are returned as a credit to the business's utility account.

A city ordinance requires that businesses within the city must use city garbage service if they have the type of garbage that can be handled by this service. The fee for garbage pickup is determined by the number of pickups the business requires per week.

The minimum monthly fee is \$15 and includes one pickup per week with a city garbage cart furnished at no charge; if two carts are furnished, the monthly fee for one pickup per week is \$30.

There are three sizes of rear-loading dumpsters—4, 6, and 8 cubic yards—with the charge for one pickup per week being \$50, \$75, and \$100, respectively. There is no charge for use of the dumpster, only for pickup of garbage. No wood or metal can be placed in a dumpster—only household-type garbage. Wood and metal should go to a local transfer station. Cardboard pickup is half the price of a regular garbage pickup, but the cardboard must not be contaminated with any other type of garbage, such as paper sacks. Utility Office, City Hall, 500 E. Howell Street, P.O. Box 309, Hartwell, GA 30643-0309. (706-376-4756)

ELECTRIC SERVICE:

The **Georgia Power Company** serves the downtown area of Hartwell. They are ready to assist you in setting up your new account. In addition, they can meet with you and discuss how to use electricity efficiently and how to utilize the services in your building better. Call 1-888-660-5890, and a customer service representative will be glad to work with you. If you prefer to talk to someone in person, please visit the business office, which is just outside of Hartwell on Highway 29 towards Athens, at 1551 Zion CME Church Road.

PHONE SERVICE:

Telephone service in Hartwell and Hart County is provided by the **Hart Telephone Company**. To obtain phone service, you must complete a service order, which must include the correct and complete 911 address for the business location. You must supply appropriate identification and a history of other phone service accounts in your name. A deposit may be required, depending on the results of the required credit check. Deposits are held a minimum of twelve billing periods or until a satisfactory credit rating is established. A business customer gets one free listing in the white pages and in the yellow pages under one heading. Additional yellow-page listings can be purchased. Available phone services include Centrex service, voice mail, and internet services, as well as high-speed internet DSL and XDSL services. Hart Telephone Company, 196 N. Forest Avenue, P.O. Box 388, Hartwell, GA 30643-0388. (706-376-4701)