

# OFFICES TO CONTACT WHEN STARTING A NEW BUSINESS

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When starting **new business**: a prospective owner should contact any of these appropriate offices prior to issuing a business license for the reason stated.

① ② ③ **These are your first three steps in getting your license.**

## OFFICES

**Business Tax Collections Division** ② →

**Local Business (or Privilege) License**

**Prepared Food/Beverage Tax** →

**Room Occupancy Tax** →

**Vehicle Rental Tax** →

700 North Tryon Street, (1<sup>st</sup> Floor)

Tel: [704-336-6315](tel:704-336-6315)

**Zoning Department** ③

700 North Tryon Street, (1<sup>st</sup> Floor)

Tel: [704-336-3569](tel:704-336-3569)

**Environmental Health**

700 North Tryon Street, (2<sup>nd</sup> Floor)

Tel: [704-336-5100](tel:704-336-5100)

**Alcohol Law Enforcement**

3333 North Tryon Street **704-731-5900 (Wed & Thurs)**

5501 Seventy-Seven Center Drive, Suite 150

Charlotte, NC 28217

Tel: [704-527-3062](tel:704-527-3062)

## REASONS:

All Business must obtain a license for the purpose of conducting business in Mecklenburg County.

Additional 1% tax for any prepared food or beverage

Hotel and Motel operation and Bed & Breakfast

Addition 1.5% tax city/county for rental vehicles

**OFFICE HOURS: 9 a.m. to 4:30 p.m.**

To make determination of conformity according to zoning regulations. All businesses must meet these standards for each type of business being conducted.

To obtain a sanitation permit for the sale of food items.

Alcohol and Beverage Commission (A.L.E.) (ABC) permit required for the sale of alcoholic beverages. ⇒ Business Tax Collections division must view actual permits, prior to issuing local Beer/Wine License.

In **addition**: new business owners **should** contact the following offices for the reason(s) stated. \*

## OFFICES

**Register of Deeds** ①

720 East Fourth Street

Tel: [704-336-2443](tel:704-336-2443)

**N.C. Department of Revenue**

5111 Nations Crossing Road

Bldg. 8, Suite 100

Tel: [704-519-3000](tel:704-519-3000) (Option 3)

**Business Listing Department**

700 East Stonewall Street (2<sup>nd</sup> Fl.)

Tel: [704-336-6382](tel:704-336-6382)

**Environmental Protection**

700 North Tryon Street (2<sup>nd</sup> Fl.)

Tel: [704-336-5100](tel:704-336-5100)

**Internal Revenue Service**

Tel: [800-829-1040](tel:800-829-1040)

**City Fire Inspections**

411 Beaumont Ave.

Tel: [704-336-2101](tel:704-336-2101)

**Mecklenburg Fire Marshal's Office**

700 North Tryon Street (Basement)

Tel: [704-336-2154](tel:704-336-2154)

**Charlotte Police Department**

601 East Trade Street

(Crime Prevention Unit)

Tel: [704-336-2310](tel:704-336-2310)

## REASONS:

To register an assumed name. (G.S. 66-68)

(MUST BE DONE IN PERSON)

**OFFICE HOURS: 8:30a.m. to 4:30 p.m.**

To obtain: a state sales tax number for the purpose of tracking sales tax, a state privilege license.

All businesses must list property for personal property tax in January each year.

To ensure business is in compliance with state law and local ordinances. (Painters, Pressure Washing, Mobile Auto detailing & car washing, Carpet cleaning, Restoration, Lawn care, Pushcarts & Carnivals)

To obtain Federal I.D. Number.

Businesses need fire inspection to assure compliance with fire codes. For businesses located inside Charlotte City limits.

Businesses need fire inspection to assure compliance with fire codes. For businesses located outside Charlotte city limits.

To distribute CPD numbers and information cards to contact owners in case of emergency (break-ins, etc.).

\*This list may not necessarily include every possible office that should be contact for every circumstance conceivable.