

OFFICES TO CONTACT WHEN STARTING A NEW BUSINESS

www.charmeck.org

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

U i ¶ These are your first **three** stops in getting your license.

OFFICES

Business Tax Collections Division i C
Local Business (or Privilege) License
Prepared Food/Beverage Tax
Room Occupancy Tax
Vehicle Rental Tax
700 North Tryon Street (1st Floor)
Tel: (704) 336-6315

Zoning Department ¶
700 North Tryon Street (1st Floor)
Tel: (704) 336-3569

Environmental Health
700 North Tryon Street (2nd floor)
Tel: (704) 336-5100

Alcohol Law Enforcement
3333 North Tryon Street (704) 731-5900 (Wed & Thurs)
5501 Seventy Seven Center Dr Ste 150 Charlotte 28217
(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. CBusiness 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 U
720 East Fourth Street
Tel: (704) 336-2443

N.C. Department of Revenue
5111 NATIONS CROSSING RD, BLDG 8, STE 100
CHARLOTTE, NC 28217
Tel: 704-519-3000 (Option 3)

Business Listing Department
700 East Stonewall Street (2nd fl.)
Tel: (704) 336-6382

Environmental Protection
700 North Tryon Street (2nd fl)
Tel: (704) 336-5100

Internal Revenue Service
Tel: (800) 829-1040

City Fire Inspections
411 Beaumont Ave
Tel: (704) 336-2101

Mecklenburg Fire Marshals Office
700 North Tryon Street (Basement)
Tel: (704) 336-2154

Charlotte Police Department
601 East Trade Street
(Crime Prevention Unit)
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 contacted for every circumstance conceivable.