

LEGAL REQUIREMENTS FOR A NEW BUSINESS IN CHARLOTTE AND MECKLENBURG COUNTY

2008

The following requirements are not applicable to all business concerns. Use this guide as a check list by contacting each office.

1. Business License
Prepared Food/Beverage Tax
Room Occupancy (Hotel/Motel Tax) - Office location-Payments in Person:
Hal Marshall Services Center
700 N. Tryon St.- First Floor, 28202
www.charmeck.org/Departments/Tax+Collections
Mailing- Payments of Business License:
P.O. Box 31577, 28231
Mailing- Payments of Room Occup., Food/Bev. Tax:
City-County Tax Collector
P.O. Box 32728, 28232
Phone: 704-336-6315
Fax: 704-336-7602
Web:
2. Zoning Permit and Sign Permit - Mecklenburg County Engineering &
Building Standards Department - Zoning Division
700 North Tryon Street, 28202
Phone: 704-336-3569
Web: www.meckpermit.org
3. Fire Prevention Inspection - County - County Fire Marshall's Office
700 N. Tryon Street, 28202
- City only: 441 Beaumont Avenue, 28204
Phone: 704-336-2154
Fax: 704-336-3846
Phone: 704-336-2101
Web: www.charmeck.org/Departments/fire
4. Health Department Inspection - Mecklenburg County Food & Facilities Sanitation
Hal Marshall Services Center
700 N. Tryon Street, Suite 208, 28202
Phone: 704-336-5100
Web: www.meckhealth.org
5. N.C. Assumed Name Act Filing - Register of Deeds
720 E. Fourth Street, 28202
Phone: 704-336-2443
Fax: 704-336-7699
Web: <http://meckrod.manatron.com/>
6. Tax Listing for Property - Office Location- Payments in Person:
700 E. Stonewall-1st Floor, 28202
Pay by Mail:
www.charmeck.org/Departments/Tax+Collections
P.O. Box 31457, 28231
Phone: 704-336-4600
Fax: 704-336-6331
Web:
7. Unemployment Insurance Tax - North Carolina Employment Security Commission
Unemployment Insurance Commission
500 W. Trade Street, 28202
Phone: 704-342-6131
Web: www.ncesc.com

8. Workmen's Compensation Ins. - Insurance Agency or Agent of your choice
9. Sales and Use Tax - North Carolina Department of Revenue
 NC Privelege License - Central Collection Unit (General Information): Phone: 877-252-3052
 NC Employer Account Number 501 N. Wilmington Street, Web: www.dor.state.nc.us
 NC Income Tax Raleigh, NC 27604
Mailing: PO Box 25000, Raleigh, NC 27640
 - Charlotte Collection Division Office:
 5111 Nations Crossing Rd.
 Building 8, Suite 100, 28217
 - Field office: 500 W. Trade Street, Suite 446, 28202 Phone: 704-342-6121
10. U.S. Employer Account Number - U.S. Internal Revenue Service Phone: 800-829-1040
 Eastpark Executive Center Web: www.irs.gov/businesses
 6635 Executive Circle, Suite 180, Charlotte, 28212
 - Request - SS-4 Form Phone: 800-829-3676
 Fax: 1-631-447-8960
 Web: www.irs.gov/businesses
11. Alcohol & Beverage Permit - ABC Commission Phone: 704-376-7444
Local: 400 E. Second St., 28202 Fax (State): 919-662-3583
State Location: 3322 Garner Rd, Raleigh, 27610 Web: www.ncabc.com
State Mailing:
 4307 Mail Service Center, Raleigh 27699
12. Crime Prevention- Business - Charlotte-Mecklenburg Police Department Phone: 704-336-2310
 Contact Information Cards for 601 E. Trade Street, 28202 Web: www.charmeck.org/departments/cmpd
 Emergencies

For rules and regulations applicable to your type of business:

- | | | | |
|-----|--|--|--|
| 13. | U.S. Department of Labor
Federal Minimum Wage
Family & Medical Leave
Overtime Pay | - ESA Wage & Hour Division (Clt. District Office)
Whitehall Corporate Center I
3800 Arco Corporate Dr., Suite 460, 28273 | Phone: 866-4-USWAGE
Web: www.dol.gov/esa/whd
Phone: 704-749-3360 |
| 14. | U.S. Department of Labor
Federal Contracts | - ESA – OFCCP (Clt. District Office)
Whitehall Corporate Center I
3800 Arco Corporate Dr., Suite 465, 28273 | Phone: 866-4-USA-DOL
Web: http://www.dol.gov/esa/ofccp/
Phone: 704-749-3380
Fax: 704-749-3381 |
| 15. | U.S. Department of Labor | - OSHA
4407 Bland Road, Suite 210, Raleigh, 27609 | Phone: 919-790-8096
Fax: 919-790-8224
Web: www.osha.gov |
| 16. | N.C. Department of Labor | - Administration Division
4 W. Edenton Street, Raleigh, 27601
- OSHA Division
111 Hillsborough Street, Raleigh, 27601 | Phone: 919-733-7166
Web: www.nclabor.com
Phone: 919-807-2900
Web: www.nclabor.com/osa/osh.htm |
| 17. | N.C. Department of Labor

Phone: 919-733-7533 | - <u>Field Office</u>
500 West Trade Street, Suite 433, 28202
- Apprenticeship

- Wage and Hour Division
- Elevator Division
- OSHA Dividsion
901 Blairhill Rd., Suite 200, 28217 | Phone: 1-800-NC-LABOR
Web: www.nclabor.com

Phone: 919-807-2796
Phone: 919-807-2770 |
| 18. | Business License Information Office | - N.C. Dept. of Commerce
<u>Physical:</u> 301 North Wilmington Street, Raleigh, 27601
<u>Mailing:</u> 4301 Mail Service Center, Raleigh, 27699 | Toll Free: 800-228-8443
Phone: 919-733-4151
Web: www.nccommerce.com |
| 19. | Small Business Administration | North Carolina District Office
6302 Fairview Road, Suite 300, Charlotte, 28210 | Phone: 704-344-6563
Fax: 704-344-6769
Web: www.sba.gov/nc |
| 20. | Institute for Small Business and
Entrepreneurship at CPCC | <u>Physical:</u> CPCC, Professional Development Bldg.,
Suite 214, 1112 Charlottetowne Ave, 28204
3210 CPCC West Campus Dr, Charlotte, 28208
<u>Mailing:</u> Institute for Entrepreneurship
P.O. Box 35009, 28235 | Phone: 704-330-OPEN
Fax: 704-330-6852
Web: www.bizhub.org |

