



OFFICES TO CONTACT WHEN STARTING A NEW BUSINESS

<http://MeckNC.gov/taxes>

When starting a new business, a prospective owner should contact the appropriate offices for the reason stated.

The list below is not all inclusive

Sole Proprietorship, General Partnership	Corporation, LLC, LLP
<p>Register of Deeds 720 E. Fourth St. Tel: (980) 314-4900 Hours: 8:30 a.m. to 4:30 p.m.</p> <p>To register an assumed name. (G.S. 66-68)</p>	<p>North Carolina Secretary of State– Corporations 2 S. Salisbury St. Raleigh, NC 27601-2903 Tel: (919) 807-2225 – Hours: 8:00 a.m. to 5:00 p.m.</p> <p>To create a corporation, limited liability company, or a limited partnership.</p>
<p>Business Tax Collections Beer and Wine License, Taxi Cab License, Prepared Food & Beverage Tax, Room Occupancy Tax, NASCAR Hall of Fame Occupancy Tax, Vehicle Rental Tax, U-Drive-It Tax, Heavy Equipment Tax, and Garage/Attic Sale License 700 N. Tryon St. Charlotte, NC 28202 (1st Floor) Tel: (704) 336-7600 or 311 – Hours: 9:00 a.m. to 5:00 p.m.</p>	
<p>Zoning Department 2145 Suttle Ave. Charlotte, NC 28208 Tel: (704) 336-7600 or 311 – Hours: 8:00 a.m. to 5:00 p.m.</p> <p>All businesses must receive zoning approval if located in the city limits of Charlotte.</p>	
<p>Internal Revenue Service Tel: (800) 829-1040 – Hours: 7:00 a.m. to 7:00 p.m.</p> <p>To obtain a Federal Tax Identification/Employer Identification Number.</p>	<p>Assessor’s Office – Business Listing 700 E. Stonewall St., Suite 103 Charlotte, NC 28202 Tel: (704) 336-6382 Hours: 8:00 a.m. to 5:00 p.m.</p> <p>All businesses must list property for personal property tax in January each year.</p>
<p>N.C. Department of Revenue 301 McCullough Dr., Suite 300 Charlotte, NC 28262 Tel: (704) 519-3000 (Option 3) – Hours: 8:00 a.m. to 5:00 p.m.</p> <p>To obtain a state sales tax number and/or a state privilege license.</p>	<p>Environmental Health 700 N. Tryon St., Suite 208 Charlotte, NC 28202 (2nd floor) Tel: (980) 314-1620 – Hours: 8:00 a.m. to 5:00 p.m.</p> <p>To obtain a sanitation permit for the sale of food items and business using chemicals (paint, car washing, lawn care, etc.)</p>
<p>Mecklenburg County ABC Board 3333 N. Tryon St. Charlotte, NC 28206 Tel: 704-525-3784 – Hours: 8:00 a.m. to 4:00 p.m.</p> <p>Alcohol Law Enforcement Raleigh For Appointment Call (919) 779-0700</p> <p>Alcohol and Beverage Commission (A.L.E.) (ABC) permit required for the sale of alcoholic beverages.</p>	<p>Charlotte Fire Department – Inspections 500 Dalton Ave. Charlotte, NC 28206 Tel: (704) 336-2101 – Hours: 8:00 a.m. to 5:00 p.m.</p> <p>Mecklenburg County Fire Marshal’s Office 2145 Suttle Avenue, Charlotte, NC 28208 Tel: (980) 314-3070 – Hours: 8:00a.m. to 5:00 p.m.</p> <p>Businesses need fire inspection to assure compliance with fire codes for businesses located inside/outside Charlotte City limits.</p>
<p>Charlotte Police Department – Crime Prevention Unit 601 E. Trade St. Charlotte, NC 28202 Tel: (704)-336-7600 or 311 – Hours: 8:00 a.m. to 5:00 p.m.</p> <p>To distribute CPD numbers to contact owners in case of emergency.</p>	<p>Mecklenburg County – Solid Waste Office Tel: (980) 314-3867 – Hours: 8:00 a.m. to 5:00 p.m. 2145 Suttle Avenue, Charlotte, NC 28208 To ensure business is in compliance with the Source Separation ordinance (recycling cardboard and office paper).</p>

Charlotte Business Resources

Please visit www.charlottebusinessresources.com for a go-to source for operating a business.