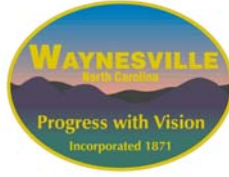


Opening a Business in Waynesville

Finance Department
Hazelwood Office
280 Georgia Avenue
(828) 456-3515
8:30 am – 5:00 pm



Development Office
9 South Main St.
(828) 456-8647 * (828) 452-0401
8:00 am – 4:00 pm

Most professions that have a state licensing requirement are exempt from the town's business license requirement, but there are exceptions, most notably Contractors. Please contact the Finance Department to confirm your individual requirements. Even if a town business license is not needed, the other requirements must still be met.

Is your new business located within the town limits?

If Yes, You Must:

- ☐ Receive a Zoning Compliance Form. Byron Hickox, Land Use Administrator or Paul Benson, Planning Director in the Development Office can assist you. For more information call 828-452-0401.
- ☐ Have a fire inspection. The fee is \$50. Please contact Jason Rogers, Chief Building Inspector in the Development Office. 828-456-8647
- ☐ If you are making any renovations to an existing building or constructing a new one, you must also see the Building Inspector to get the necessary building permits.
- ☐ Apply for utility service at the Hazelwood Office. Depending on your credit history you may be required to give a commercial deposit of \$200 for electric service and \$40 for water and sewer service. For more information call 828-456-3515.
- ☐ Apply for a business license at the Finance Department (Hazelwood Office). The fee varies depending on the type of business. The application and fee must be turned in at the Hazelwood Office. For more information call 828-456-3515.

>>All of the above **MUST** be completed before a business license can be issued. <<

If your business is not located within the Town limits but you will be doing business within the Town there are fewer requirements:

- ☐ Fill out a business license application and pay the business license fee. The fee varies depending on the type of business. The application and fee must be turned in at the Hazelwood Office. For more information call 828-456-3515.

***Exception:** Taxi companies which pick up fares within the Town limits must also register with the Waynesville Police Department and conform to the Taxi Cab Ordinance. Please call 828-456-5363 for more information.

Town of Waynesville
16 S. MAIN ST.
WAYNESVILLE, NC 28786
(828) 456-3515

PRIVILEGE LICENSE APPLICATION

SECTION A.) BUSINESS INFORMATION

DATE OF APPLICATION: _____

BUSINESS NAME: _____

BUSINESS LOCATION: _____

MAILING ADDRESS: _____

TYPE OF OWNERSHIP: (CIRCLE ONE) INDIVIDUAL PARTNERSHIP CORPORATION

TYPE OF BUSINESS: _____

DO YOU OWN THE BUILDING WHERE BUSINESS IS LOCATED? YES __ NO __

FEDERAL TAX I.D. #: _____ PHONE #: _____

CONTACT PERSON: _____

* PLEASE NOTE THAT IF YOUR BUSINESS REQUIRES A STATE LICENSE YOU MAY BE EXEMPT FROM A PRIVILEGE LICENSE. SEE THE EXEMPTION SCHEDULE IN THIS APPLICATION. ALSO IF YOUR BUSINESS IS AN ADULT ENTERTAINMENT A SEPARATE APPLICATION MUST BE COMPLETED. *HOWEVER, ALL ZONING AND INSPECTION GUIDELINES MUST BE IN COMPLIANCE FOR ALL BUSINESSES THAT OPERATE IN THE LIMITS OF THE TOWN REGARDLESS OF THEIR EXEMPTION STATUS.

SECTION B.) ZONING INFORMATION

IS THE BUSINESS PHYSICALLY LOCATED IN THE TOWN? YES __ NO __

IF YES, YOU WILL NEED COMPLIANCE FROM ZONING. IF NO, YOU WILL NEED TO HAVE THE ZONING OFFICER SIGN OFF AND CHECK THE BOX BELOW:

○ _____

THIS SIGNATURE ABOVE CERTIFIES THAT THIS BUSINESS IS NOT REQUIRED TO HAVE A ZONING
COMPLINACE FROM THE TOWN OF WAYNESVILLE

HAVE YOU OBTAINED COMPLIANCE FROM ZONING DEPT.? YES __ NO __

IF SO THE DATE OF COMPLIANCE ISSUED: _____

HAVE YOU OBTAINED COMPLIANCE FROM INSPECTIONS? YES __ NO __

*THIS INCLUDES THE PROPER BUILDING PERMITS IF APPLICABLE AS WELL AS A FIRE INSPECTION. *

IF SO THE DATE OF COMPLIANCE ISSUED: _____

IF YES, PLEASE SUBMIT A COPY OF EACH COMPLIANCE. IF THESE CONDITIONS HAVE NOT BEEN MET PLEASE NOTE THAT A PRIVILEGE LICENSE CAN NOT BE ISSUED UNLESS OTHERWISE AUTHORIZED BY ZONING, INSPECTIONS, OR TOWN MANAGER.

SECTION C.) BUSINESS TYPE

BUSINESS TYPE: SERVICE RETAIL (CIRCLE ONE) MANUFACTURING OTHER

BRIEFLY DESCRIBE THE NATURE OF YOUR BUSINESS:

SECTION D.) CONTRACTOR'S LICENSE & ABC PERMITS

PLEASE COMPLETE IF APPLICABLE:

IF YOU ARE A LICENSE CONTRACTOR PLEASE SPECIFY STATE CONTRACTOR'S LICENSE #:

PLEASE NOTE THAT THE N.C. GENERAL STATUTES G.S. 105-54 (G.S. 160A-211) LIMIT A \$10.00 LICENSE FEE ON STATE LICENSED CONTRACTORS ONLY. IF YOU DO NOT HAVE A STATE ISSUED CONTRACTORS LICENSE YOU WILL BE TAXED AS AUTHORIZED BY THE GUIDELINES OF THE TOWN OF WAYNESVILLE. IF YOU ARE A CONTRACTOR FROM ANOTHER STATE THE GENERAL STATUTE DOES NOT APPLY.

DOES YOUR BUSINESS SELL ANY ALCOHOLIC BEVERAGES? YES ___ NO ___

IF SO, PLEASE PROVIDE STATE LICENSE #: _____

PLEASE NOTE THAT A PRIVILEGE LICENSE WILL NOT BE ISSUED TO SELL ANY ALCOHOLIC BEVERAGES UNTIL YOU HAVE OBTAINED A STATE ABC LICENSE. IF THIS HAS BEEN OBTAINED PLEASE ATTACH A COPY WITH THIS APPLICATION.

SECTION E.) OWNER INFORMATION

NAME: _____

ADDRESS: _____

SOCIAL SECURITY #: _____ PHONE #: _____

I INTEND TO DO BUSINESS WITHIN THE TOWN OF WAYNESVILLE. THIS IS MY APPLICATION FOR A PRIVILEGE LICENSE IN ACCORDANCE WITH THE ORDINANCES OF THE TOWN OF WAYNESVILLE. I UNDERSTAND AS A CONDITION OF UPON WHICH LICENSE MAY BE GRANTED, I (WE) AGREE THAT THE SAME MAY BE REVOKED AND CANCELED IF I (WE) ARE NOT IN ACCORDANCE WITH THE ORDINANCES OF THE TOWN OF WAYNESVILLE.

I ALSO UNDERSTAND THAT BY SIGNING THIS APPLICATION THAT THE ISSUANCE OF A PRIVILEGE LICENSE DOES NOT CONSTITUTE ACCEPTANCE OR APPROVAL OF THE USE OF THE ABOVE NAMED LOCATION AS HAVING COMPLIED WITH EXISTING BUILDING OR FIRE CODES. A LICENSEE SHALL REMAIN FULLY LIABLE AND RESPONSIBLE FOR BEING IN COMPLIANCE WITH ALL CODES THAT THE TOWN OF WAYNESVILLE MAY ENFORCE.

TO THE BEST OF MY KNOWLEDGE I CERTIFY THAT ALL THE INFORMATION PROVIDED IS CORRECT.

SIGNATURE OF APPLICANT

Town of Waynesville
BUSINESS LICENSES
PROFESSIONAL EXEMPTIONS

- (a) *Any person who engages in business within the town for religious, educational or charitable purposes shall be exempt from paying any privilege license tax levied by this schedule.*
- (b) *Privilege license tax levied by this schedule, to the extent provided by the General Statutes.*
- (c) *Any person serving in any branch of the armed forces of the United States or in the merchant marine during the period of such service shall be exempt from liability for any and all license taxes levied by the town in the state for the privilege of engaging in or carrying on any trade or profession in the state, which trade or profession such a person immediately prior to being called into such service was engaged in.*
- (d) *In addition to the above, certain businesses are exempted from privilege license taxes by state law. A list of such exempted businesses falls under Professionals in this fee schedule.*

The Town of Waynesville may not tax these who practices the following professions:

Architect
Attorney-at-law
Chiropodist
Chiropractor
Dentist
Engineer G.S. 89C-3
Land Surveyor G.S. 89C-3
Landscape Architect
Licensed Embalmer
Licensed Mortician G.S. 105-41
Ophthalmologist
Optician
Optometrist
Osteopath
Photographer
Physicians
Public Accountant
Real Estate Broker or Salesman G.S. 93E-1-4
Real Estate Loan Broker / Appraiser G.S. 93E-1-4
Surgeon
Veterinarian

TOWN OF WAYNESVILLE

COMMERCIAL APPLICATION FOR UTILITY SERVICES

APPLICATION DATE _____ DATE OF CONNECT _____

BUSINESS NAME _____ TAX ID # _____

PRINCIPAL OWNER _____ SSN# _____

CO-APPLICANT _____ SSN# _____

SERVICE ADDRESS _____

MAILING ADDRESS _____

TELEPHONE # (OFFICE) _____ HOME _____

OWN _____ RENT _____ IF RENTING, NAME OF OWNER _____

DO YOU HAVE A PRIVILEGE LICENSE FROM THE TOWN OF WAYNESVILLE? _____

TYPE OF HEAT: ELECTRIC/BASEBOARD _____ GAS _____ OIL _____ WOOD _____

HAVE YOU OR CO-APPLICANT HAD UTILITY SERVICE WITH THE TOWN BEFORE? _____

IF SO, WHEN? _____

MOVING FROM WHERE? _____

THE UNDERSIGNED AGREES TO THE FOLLOWING CONDITIONS FOR UTILITIES REQUESTED:

- 1) UTILITIES ARE BILLED MONTHLY AND ARE PAYABLE WITHIN TEN (10) DAYS FROM BILL DATE.
- 2) BILLS ARE PAST DUE AFTER 25 DAYS. A LATE PENALTY OF 1% IS ADDED AND A DELINQUENT NOTICE IS MAILED TO CUSTOMER.
- 3) SERVICE WILL BE DISCONNECTED IF PAYMENT IS NOT RECEIVED BY DUE DATE ON DELINQUENT NOTICE.
- 4) ANY TAMPERING WITH METERS OR RELATED EQUIPMENT IS A VIOLATION OF THE LAW AND IS SUBJECT TO PROSECUTION AND SERVICE TERMINATION.
- 5) DEPOSITS WILL BE APPLIED TO FINAL BILLS AND THE BALANCE, IF ANY, WILL BE REFUNDED.
- 6) THERE WILL BE \$20.00 NONREFUNDABLE CONNECT CHARGE LISTED ON YOUR FIRST BILL.
- 7) APPLICATIONS FOR SERVICE AT RENTED UNITS MUST HAVE A LEASE ATTACHED.
- 8) ONCE UTILITY BILLS AND DELINQUENT NOTICES ARE PLACED IN THE CUSTODY OF THE US POSTAL SERVICE, WE ARE NOT RESPONSIBLE IF NOT RECEIVED BY THE CUSTOMER.

SIGNATURE OF APPLICANT _____ DRIVER'S LICENSE # _____

SIGNATURE OF CO-APPLICANT _____ DRIVER'S LICENSE # _____