



**LEGAL REQUIREMENTS FOR A NEW BUSINESS IN CHARLOTTE AND MECKLENBURG COUNTY  
2006**

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) - 700 N. Tryon Street  
Hall Marshall Center (1st Floor)  
P.O. Box 31577, 28231  
Phone: 704-336-6315  
Fax: 704-336-7602  
Web: [www.co.mecklenburg.nc.us/cotax](http://www.co.mecklenburg.nc.us/cotax)
2. Zoning Permit and Sign Permit - Mecklenburg County Building Inspection  
Department - Zoning Division  
700 North Tryon Street, 28202  
Phone: 704-336-3569  
Web: [www.meckpermit.com](http://www.meckpermit.com)
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.charneck.org/Departments/fire](http://www.charneck.org/Departments/fire)
4. Health Department Inspection - Mecklenburg County Food & Facilities Sanitation  
700 N. Tryon Street, Suite 208, 28202  
Phone: 704-336-5100  
Web: [www.meckhealth.org](http://www.meckhealth.org)
5. N.C. Assumed Name Act Filing - Register of Deeds  
720 E. Fourth Street, 28202  
Phone: 704-336-6091  
Fax: 704-336-7699  
Web: <http://meckrod.hartic.com/>
6. Tax Listing for Property - Tax Support Services  
720 E. Fourth St., 28202  
P.O. Box 31457, 28202  
Phone: 704-336-4600  
Fax: 704-336-6331  
Web: [www.co.mecklenburg.nc.us](http://www.co.mecklenburg.nc.us)
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](http://www.ncesc.com)
8. Workmen's Compensation Ins. - Insurance Agency or Agent of your choice
9. Sales and Use Tax  
NC Privelege License  
NC Employer Account Number  
NC Income Tax - North Carolina Department of Revenue  
- Physical: 501 N. Wilmington Street, Raleigh, NC 27604  
Mailing: PO Box 25000, Raleigh, NC 27640  
- Field office: 500 W. Trade Street, Suite 446, 28202  
Phone: 877-252-3052  
Web: [www.dor.state.nc.us](http://www.dor.state.nc.us)  
Phone: 704-342-6121
10. U.S. Employer Account Number - U.S. Internal Revenue Service  
Eastpark Executive Center  
6635 Executive Circle, Suite 180, Charlotte, 28212  
- Request - SS-4 Form  
Phone: 800-829-1040  
Web: [www.irs.gov](http://www.irs.gov)  
Phone: 800-829-3676  
Fax: 1-631-447-8960  
Web: [www.irs.gov](http://www.irs.gov)

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| 11. | Alcohol & Beverage Permit  | - ABC Commission<br>Local: 400 E. Second St., 28202<br>State: 3322 Old Garner Rd, Raleigh, 27610 | Phone: 704-376-7444<br>Phone: 919-662-3583<br>Web: <a href="http://www.ncabc.com">www.ncabc.com</a>                      |
| 12. | Crime Prevention- Business<br>Contact Information Cards for<br>Emergencies | - Charlotte Police Department<br>601 E. Trade Street, 28202                                      | Phone: 704-336-2310<br>Web: <a href="http://www.charmeck.org/departments/police">www.charmeck.org/departments/police</a> |

For rules and regulations applicable to your type of business:

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| 13. | U.S. Department of Labor<br>Federal Minimum Wage<br>Family & Medical Leave<br>Overtime Pay | - Wage and Hour Division<br>800 Briar Creek Road, Suite CC-412, 28205   | Phone: 866-4-USWAGE<br>Web: <a href="http://www.dol.gov/esa/whd">www.dol.gov/esa/whd</a>   |
| 14. | U.S. Department of Labor<br>Federal Contracts  | - Federal Contract Compliance<br>800 Briar Creek Road, Suite CC-412, 28205  | Phone: 866-4-USWAGE<br>Web: <a href="http://www.dol.gov/esa/ofcp_org.htm">http://www.dol.gov/esa/ofcp_org.htm</a>  |
| 15. | U.S. Department of Labor   | - OSHA<br>4407 Bland Road, Suite 210, Raleigh, NC 27609   | Phone: 919-790-8096<br>Fax: 919-790-8224<br>Web: <a href="http://www.osha.gov">www.osha.gov</a>  |
| 16. | N.C. Department of Labor   | Administration Division<br>4 W. Edenton Street, Raleigh, NC 27601<br>OSHA Division<br>111 Hillsborough Street, Raleigh, NC 27601  | Phone: 919-733-7166<br>Web: <a href="http://www.nclabor.com">www.nclabor.com</a><br>Phone: 919-807-2900<br>Web: <a href="http://www.nclabor.com/osha/osh.htm">www.nclabor.com/osha/osh.htm</a> |
| 17. | N.C. Department of Labor   | Field Office<br>500 West Trade Street, Suite 433, 28202<br>- Apprenticeship & Wage and Hour Division<br>- Elevator Division<br>- OSHA Division<br>901 Blairhill Road, 28217 | Phone: 1-800-522-6762<br>Web: <a href="http://www.nclabor.com">www.nclabor.com</a><br>Phone: 919-807-2796<br>Phone: 919-807-2770<br>Phone: 704-342-6163  |
| 18. | Business License Information Office  | N.C. Dept. of Commerce<br>Physical: 301 North Wilmington Street, Raleigh, NC 27601<br>Mailing: 4301 Mail Service Center, Raleigh, NC 27699                                  | Toll Free: 800-228-8443<br>Phone: 919-733-4151<br>Web: <a href="http://www.nccommerce.com">www.nccommerce.com</a>  |
| 19. | Small Business Administration  | North Carolina District Office<br>6302 Fairview Road, Suite 300, Charlotte, NC 28210  | Phone: 704-344-6563<br>Web: <a href="http://www.sba.gov/nc/">www.sba.gov/nc/</a>   |
| 20. | Institute for Small Business and<br>Entrepreneurship at CPCC                               | CPCC West Campus<br>3210 CPCC West Campus Dr, Charlotte, NC, 28208  | Phone: 704-334-6769<br>Web: <a href="http://www.cpcctraining.org/e-institute">www.cpcctraining.org/e-institute</a>   |