



Legal Requirements For a New Business in Charlotte And Mecklenburg County, 2009

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

Business License, Prepared Food/Beverage Tax, Room Occupancy (Hotel/Motel Tax)

Office location for payments in person:

Hal Marshall Services Center, 700 N. Tryon St., First Floor,
Charlotte, 28202

Phone: 704-336-6315 Fax: 704-336-7602

www.charmeck.org/Departments/Tax+Collections/Home.htm

Payments of business license by mail:

City-County Tax Collector, P.O. Box 31577,
Charlotte, 2823-15771

Payments of room occupancy and food & beverage tax:

City-County Tax Collector, P.O. Box 32728,
Charlotte, 28232-2728

Zoning Permit and Sign Permit

Land Use and Environmental Services Agency, Code
Enforcement, 700 North Tryon St., Charlotte, 28202

Phone: 704-336-3569

[www.charmeck.org/Departments/LUESA/CodeEnforcement/
Home.htm](http://www.charmeck.org/Departments/LUESA/CodeEnforcement/Home.htm)

Fire Prevention Inspection

Fire Prevention Bureau, 441 Beaumont Ave., Charlotte, 28204

Phone: 704-336-2101

www.charmeck.org/Departments/fire

Health Department Inspection

Mecklenburg County Food & Facilities Sanitation
Hal Marshall Services Center, 700 N. Tryon St., Suite 208,
Charlotte, 28202-2236

Phone: 704-336-5100

[www.charmeck.org/Departments/Health+Department/
Environmental+Health/FoodSanitation.htm](http://www.charmeck.org/Departments/Health+Department/
Environmental+Health/FoodSanitation.htm)

N.C. Assumed Name Act Filing

Register of Deeds, 720 East Fourth St., Charlotte, 28202

Phone: 704-336-2443 Fax: 704-336-7699

<http://meckrod.manatron.com/>

Tax Listing for Property

Office location for payments in person:

700 E. Stonewall, First Floor, Charlotte, 28202

Phone: 704-336-7600

www.charmeck.org/Departments/Tax+Collections

Pay by mail:

P.O. Box 31457, Charlotte, 28231-1457

Unemployment Insurance Tax

North Carolina Employment Security Commission

5601 Executive Center Drive, Suite 100, Charlotte, 28212

Phone: 704-566-2870 Fax: 704-566-2856

7140 Forest Point Boulevard, Suite A, Charlotte, 28217

Phone: 704-565-6865 Fax: 704-565-6873

Web: www.ncesc.com

Workmen's Compensation Insurance

Insurance Agency or Agent of your choice

Sales and Use Tax, NC Privilege License, NC Employer Account Number, NC Income Tax

North Carolina Department of Revenue

Central Collection Unit (General Information):

4701 Atlantic Ave., Suite 118, Raleigh, NC 27604

Mailing: PO Box 25000, Raleigh, NC 27640-0640

Charlotte Collection Division Office:

301 McCullough Dr., Ste. 300, Charlotte, NC 28262

Phone: 877-252-3052

www.dor.state.nc.us

U.S. Employer Identification Number

U.S. Internal Revenue Service

Five Resource Square, 10715 David Taylor Dr., Suite 1-300,
Charlotte, 28262

Phone: 800-829-1040

Web: www.irs.gov/businesses

Request or file SS-4 Form

U.S. Internal Revenue Service

Attn: EIN Operation, Cincinnati, OH 45999

Phone: 800-829-3676 Fax: 1-859-669-5760

Web: www.irs.gov/businesses

Alcohol & Beverage Permit

ABC Commission

3333 North Tryon St., Charlotte, 28206

Phone: 704-731-5900

Web: www.ncabc.com

State Location

3322 Garner Rd, Raleigh, 27610

Phone: 1-919-779-0700 Fax: 919-662-3583

State Mailing:

4307 Mail Service Center, Raleigh, 27699

Crime Prevention — Business, Contact information cards for emergencies

Charlotte-Mecklenburg Police Department

601 E. Trade St., Charlotte, 28202

Phone: 704-336-2310

www.charmeck.org/departments/cmpd

Rules and regulations applicable to your type of business

U.S. Department of Labor, Federal Minimum Wage, Family & Medical Leave, Overtime Pay

ESA Wage & Hour Division (Charlotte district office)
Phone: 866-4-USWAGE
Whitehall Corporate Center I,
3800 Arco Corporate Dr., Suite 460, Charlotte, 28273-3409
Phone: 704-749-3360
www.dol.gov/esa/whd

U.S. Department of Labor — Federal Contracts

ESA – OFCCP (Charlotte district office)
Phone: 866-4-USA-DOL
Whitehall Corporate Center I,
3800 Arco Corporate Dr., Suite 465, Charlotte, 28273
Phone: 704-749-3380 Fax: 704-749-3381
<http://www.dol.gov/esa/ofccp/>

U.S. Department of Labor — OSHA

4407 Bland Road, Somerset Park Suite 210, Raleigh, 27609
Phone: 919-790-8096 Fax: 919-790-8224
Web: www.osha.gov

N.C. Department of Labor — Administration Division

1101 Mail Service Center, Raleigh 27699-1101
Phone: 919-733-7166
www.nclabor.com

N.C. Department of Labor — OSHA Division

1101 Mail Service Center, Raleigh 27699-1101
Phone: 919-807-2900
www.nclabor.com/osha/osh.htm

N.C. Department of Labor — Field Office

901 Blairhill Rd., Suite 200, Charlotte, 28217
Phone: 1-800-NC-LABOR
www.nclabor.com
Apprenticeship: Phone: 919-733-7533
Wage and Hour Division: Phone: 919-807-2796
Elevator Division: Phone: 919-807-2770
OSHA Division: Phone: 919-790-8096

Business License Information Office

N.C. Dept. of Commerce
301 North Wilmington Street, Raleigh, 27601
Phone: 800-228-8443 or 919-733-4151
Mailing:
4301 Mail Service Center, Raleigh, 27699-4301
www.nccommerce.com

Small Business Administration

North Carolina District Office
6302 Fairview Road, Suite 300, Charlotte, 28210-2227
Phone: 704-344-6563 Fax: 704-344-6769
www.sba.gov/nc

Institute for Small Business and Entrepreneurship at CPCC

Physical:
CPCC, Hall Professional Development Bldg., Suite 214, 1112
Charlottetowne Ave, Charlotte, 28204
Mailing:
CPCC, Institute for Entrepreneurship, P.O. Box 35009, Charlotte, 28235
Phone: 704-330-4223
www.bizhub.org



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