

Other Helpful Contact Information

Local Agencies:

- Alamance Chamber of Commerce
(336) 228-1338
www.alamancechamber.com

County & State Agencies:

- Starting a Business in North Carolina
<http://www.thrivenc.com/smallbusiness/start-a-new-business>
- Sales and Use Tax Information
www.dorne.com/faq/sales.html
- Alamance Municipal ABC
(Board of Alcoholic Control)
(336) 226-6882
Abc.nc.gov
- Alamance County Dept. of Environmental Health for Food Safety & Facility Inspections
(336) 570-6367
www.alamance-nc.com/envhealth/

Federal Agencies:

- Tax Information for Businesses
www.irs.gov/
- Small Business Administration
<http://www.sba.gov/>

Planning and Community Development
425 South Lexington Ave.
Burlington, NC 27215

Starting a Business in Burlington



Municipal Building
Planning & Community Dev.
425 South Lexington Ave.
P.O. Box 1358
Burlington, NC 27215

Phone: (336) 222-5110
Fax: (336) 513-5410

<http://www.burlingtonnc.gov/>

Starting a Business in Burlington

Many businesses of various types and sizes call the City of Burlington home. We truly encourage the entrepreneurial spirit to succeed and prosper. Should you want to relocate, start up a new business or want to work from your home, the City of Burlington would like to assist you in your endeavors.

Things to Consider

Where are you considering locating?

- Do you want to build a new structure?
- Do you plan to lease an existing building, suite, or office space?
- Are you thinking about working from home?

Factors to Consider:

- Is the zoning of the location appropriate for the proposed business?
- Are there zoning conditions or site plan restrictions on the property where you wish to locate your business?
- Are there building code restrictions within a building, suite, or office space that would limit your business operations?
- Will you need to renovate the interior and / or exterior of an existing building or space? If so, how long will the plan approval and renovations take?

- Will there be enough available parking on-site? If leasing, does the landlord guarantee a certain number of parking spaces per tenant space?
- Are there requirements from other agencies, such as ABC permits for sale of alcoholic beverages or food safety permits/inspections from Environmental Health?

Where to Locate

New Building:

For any new commercial building, a site plan must be submitted to the Burlington Planning and Community Development Department and proceed through the Technical Review Committee (TRC) process. The TRC is a diversified group of intra-department representatives that reviews submitted development plans in order to streamline the review process and provide better comments to the development community. For more information regarding the process for submitting site plans through the TRC, contact Daniel Shoffner at 336-513-5416.

Existing Building/Suite/Office Space:

If you plan to locate in an existing building, suite or office space, with or without plans for renovations, you will need approvals from the following departments in this order:

1. Planning (336) 222-5084—Certificate of Zoning

Compliance

2. Inspections (336) 222-5080—Commercial Permit Application
3. Fire (336) 229-3560—Fire Inspection Plan Review

For Home:

Home-based businesses do require a privilege license that is issued by the Burlington Tax Department. As part of that process, the Planning and Community Development Department must verify if the proposed home-based business complies with local ordinances as an allowed use of the property. To verify that a proposed home-based business is permitted, contact the Zoning Division at (336) 222-5084. For general concerns regarding privilege licenses, contact the Burlington Tax Department at (336) 222-5120.

