

# Starting a Business in Alamance County



• **Alamance County Area Chamber of Commerce:** [www.alamancechamber.com](http://www.alamancechamber.com) (336) 228-1338

The Alamance County Area Chamber of Commerce is your connection to success! We are a membership-based, volunteer-led, non-profit community and economic development organization. The chamber provides a wealth of resources and support for new and existing businesses, visitors and tourists, current and relocating residents to the area, and the general public. We offer a variety of options for promoting your business including: online through our website, personal networking, sponsoring high profile events, targeted direct monthly mailings to our members, advertising in Chamber publications, and even volunteering.

## LOCAL REQUIREMENTS

A person operating a business within any of the nine municipalities in Alamance County should contact the respective municipality to see what type of city business license is required before opening a business. Licenses are to be renewed each year and license fees vary depending on the type of business.

<b>Burlington:</b>	<a href="http://www.burlingtonnc.gov">www.burlingtonnc.gov</a>	(336)222-5000
<b>Graham:</b>	<a href="http://www.cityofgraham.com">www.cityofgraham.com</a>	(336)570-6700
<b>Mebane:</b>	<a href="http://www.cityofmebane.com">www.cityofmebane.com</a>	(919)563-5901
<b>Elon:</b>	<a href="http://www.elonnc.com">www.elonnc.com</a>	(336)584-0282
<b>Gibsonville:</b>	<a href="http://www.gibsonville.net">www.gibsonville.net</a>	(336)449-4144
<b>Green Level:</b>	<a href="http://www.greenlevelnc.com">www.greenlevelnc.com</a>	(336)578-3443
<b>Haw River:</b>		(336)578-0784
<b>Swepsonville:</b>	<a href="http://www.swepsonvilletownof.net">www.swepsonvilletownof.net</a>	(336)578-5644
<b>Village of Alamance:</b>		(336)226-0033

## COUNTY REQUIREMENTS

• **Alamance County:** [www.alamance-nc.com](http://www.alamance-nc.com) (336)228-1312

Visit the Alamance County website above to find a GIS mapping system that allows you to look up sales records, tax value, payment status, property cards, property sketch, and much more.

• **Assumed Name:** <http://www.alamance-nc.com/Alamance-NC/Register+of+Deeds+Search.htm>

You can search for existing assumed names at Real Estate Index. To register the name of your business in Alamance County you must contact the county Register of Deeds office located at:

**Graham – 118 West Harden Street** (336)570-6565

• **Food Service Establishments:** [www.alamance-nc.com/alamance-nc/departments/health](http://www.alamance-nc.com/alamance-nc/departments/health)

Contact the Department of Public Health for applications, requirements and questions regarding food service both for restaurant establishments as well as Temporary Food Service at events. Visit the restaurant rules website at <http://www.deh.enr.state.nc.us/ehs/Food/plan3.htm> for further information.

**North Carolina Restaurant Association:** [www.ncra.org](http://www.ncra.org) (919)844-0098

# STATE REQUIREMENTS

- **The Business License Information Office:** [www.nccommerce.com/servicenter](http://www.nccommerce.com/servicenter)

North Carolina has no such thing as “a business license” that covers every business activity. North Carolina has over 700 business license requirements for certain types of businesses. There are also businesses for which there are no state license requirements. Call the Business License Information Office (BLIO) to determine your state license requirements. See the Attached North Carolina Licensing Boards to determine if your business will need to be licensed. If you are planning to establish a business in North Carolina, you are encouraged to call and speak to a BLIO License Consultant first. Speaking with a consultant is the best way to determine compliance with all state license and permitting requirements.

**Corporations Division, 111 Hillsborough St, Raleigh, NC 27603**

1-800-228-8443

- **Sales and Use Tax Package:** [www.dor.state.nc.us/taxes](http://www.dor.state.nc.us/taxes)

1-877-252-3052

Issued by the Department of Revenue required if collecting sales tax. Fill out the “NC/BR” form at [www.dor.state.nc.us/forms](http://www.dor.state.nc.us/forms) to receive your tax ID number.

**5 Centerview Drive, Lenoir Building, Koger Center, Greensboro, NC 27407**

- **NC State Privilege License:** [www.nccommerce.com/servicenter/blio/forms](http://www.nccommerce.com/servicenter/blio/forms)

1-800-228-8443

Enables a retailer to purchase tax-free. Not everyone who has a business will need a Privilege License. If you are planning to establish a business in North Carolina, you are encouraged to call and speak to a BLIO License Consultant first. Speaking with a consultant is the best way to determine compliance with all state license and permitting requirements.

**North Carolina Department of Commerce, Business License Information Office,  
4344 Mail Service Center, Raleigh, North Carolina 27699-4344**

- **Employment Security Commission of NC:** [www.ncesc.com](http://www.ncesc.com)

(336)334-5777

If you will be hiring anyone in your business you must notify the ESC. They will inform you of what forms you need to file with their agency.

- **Workman’s Compensation:** [www.comp.state.nc.us](http://www.comp.state.nc.us)

- **Alcohol Beverage Service:** [www.ncabc.com/permits/](http://www.ncabc.com/permits/)

(919)779-0700

If you will be serving or selling alcoholic beverages in the course of doing business you must contact the Alcohol Beverage Control Board. The ABC Commission’s Permit Compliance Division reviews and processes all permit applications for retail activity (restaurants, convenience stores, etc). The Division also processes applications for special occasion parties and other limited special functions like non-profit fundraisers.

# FEDERAL REQUIREMENTS

- **Internal Revenue Service:** [www.irs.gov](http://www.irs.gov)

1-800-829-1040

For information on federal tax regulations call the number given above. Employers are typically responsible for three types of federal collections & payments:

1. Income tax withheld from employees wages. Proprietorships, partnerships, and corporations with employees are required to file federal tax reports.
2. (FICA) Employer and Employee Social Security Taxes. Every business with one or more employees is required by law to withhold Federal Income tax as well as Social Security Taxes from the wages paid to employees.
3. (FUTA) Federal Unemployment Tax.

- **U.S. Citizenship and Immigration Services:** [www.uscis.gov](http://www.uscis.gov)

Every employer must have an eligibility Verification Form (I-9) completed and on file for each employee. For assistance or copies of this form call INS at 1-800-870-FORM.

- **U.S. Dept of Labor:** [www.dol.gov](http://www.dol.gov)

Minimum wage is currently \$6.15 per hour effective January 1, 2007. For additional information on covered employees, child labor, training, wages, tipped employees, polygraph testing, substance abuse, or hiring & firing contact:

**Wage & Hour Division:** [www.dol.gov/esa/whd](http://www.dol.gov/esa/whd)  
**2302 W. Meadowview Rd. Greensboro, NC 27407**  
**Raleigh, NC**  
**Employer Hotline**

(336)547-4230  
1-866-487-9243  
(800)357-2099

- **Occupational Safety & Health (OSHA):** [www.osha.gov](http://www.osha.gov)

(919)790-8096

OSHA requires that if your firm employs more than 10 people, you maintain a record of on the job injuries on OSHA Form 200, which must be available for inspection and retained for five years. For more information contact:

**OSHA, US Dept of Labor:**  
**300 Fayetteville St, Mall Room 104, Raleigh, NC**

- **Patents, Trademarks & Copyrights:**

For information on how to obtain patents, trademarks or copyrights go to [www.uspto.gov](http://www.uspto.gov)



**The Carolina Corridor**  
Alamance County, North Carolina  
Chamber of Commerce

**Alamance County Area Chamber of Commerce**

615 S. Lexington Avenue ▲ P.O. Box 450 ▲ Burlington, NC 27216

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