When starting a new business, a prospective owner should contact the appropriate offices for the reason stated.

*The list below is not all inclusive*

<table>
<thead>
<tr>
<th>Sole Proprietorship, General Partnership</th>
<th>Corporation, LLC, LLP</th>
</tr>
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<tbody>
<tr>
<td><strong>Register of Deeds</strong> 720 E. Fourth Street Tel: (980) 314-4900 Hours: 8:30 a.m. to 4:30 p.m.</td>
<td><strong>North Carolina Secretary of State– Corporations</strong> 2 S. Salisbury Street Raleigh, NC 27601-2903 Tel: (919) 814-5400 – Hours: 8:00 a.m. to 5:00 p.m. To create a corporation, limited liability company, or a limited partnership.</td>
</tr>
<tr>
<td>To register an assumed name. (G.S. 66-68)</td>
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</table>

**Mecklenburg County Office of the Tax Collector**

Beer and Wine License, Taxi Cab License, Prepared Food & Beverage Tax, Room Occupancy Tax, NASCAR Hall of Fame Occupancy Tax, Vehicle Rental Tax, U-Drive-It Tax, Heavy Equipment Tax, and Garage/Attic Sale License

3205 Freedom Drive, Suite 3000 Charlotte, NC 28208 Tel: (980)314-4400 – Hours: 8:00 a.m. to 5:00 p.m.

**Zoning Department**

2145 Suttle Avenue, Charlotte, NC 28208 Tel: (704) 336-7600 or 311 – Hours: 8:00 a.m. to 5:00 p.m.

All businesses must receive zoning approval if located in the city limits of Charlotte.

**Internal Revenue Service**

Tel: (800) 829-1040 – Hours: 7:00 a.m. to 7:00 p.m.

To obtain a Federal Tax Identification/Employer Identification Number.

**N.C. Department of Revenue**

301 McCullough Drive, Suite 300 Charlotte, NC 28262 Tel: (704) 519-3000 (Option 3) – Hours: 8:00 a.m. to 5:00 p.m.

To obtain a state sales tax number and/or a state privilege license.

**Assessor’s Office – Business Listing**

3205 Freedom Drive, Suite 3500 Charlotte, NC 28208 Tel: (980) 314-4226 Hours: 8:00 a.m. to 5:00 p.m.

All businesses must list property for personal property tax in January each year.

**Environmental Health**

3205 Freedom Drive, Suite 8000 Charlotte, NC 28208 Tel: (980) 314-1620 – Hours: 8:00 a.m. to 5:00 p.m.

To obtain a sanitation permit for the sale of food items and business using chemicals (paint, car washing, lawn care, etc.)

**Mecklenburg County ABC Board**

3333 N. Tryon Street Charlotte, NC 28206 Tel: 704-731-5900 – Hours: 8:00 a.m. to 4:00 p.m.

**Charlotte Fire Department – Inspections**

500 Dalton Avenue, Charlotte, NC 28206 Tel: (704) 336-2101 – Hours: 8:00 a.m. to 5:00 p.m.

**Mecklenburg County Fire Marshal’s Office**

2145 Suttle Avenue, Charlotte, NC 28208 Tel: (980) 314-3070 – Hours: 8:00 a.m. to 5:00 p.m.

Businesses need fire inspection to assure compliance with fire codes for businesses located inside/outside Charlotte City limits.

**Mecklenburg County – Solid Waste Office**

2145 Suttle Avenue, Charlotte, NC 28208 Tel: (980) 314-3867 – Hours: 8:00 a.m. to 5:00 p.m.

To ensure business is in compliance with the Source Separation ordinance (recycling cardboard and office paper).

**Charlotte Police Department – Crime Prevention Unit**

601 E. Trade Street, Charlotte, NC 28202 Tel: (704)-336-7600 or 311 – Hours: 8:00 a.m. to 5:00 p.m.

To distribute CPD numbers to contact owners in case of emergency.