

# Opening a Business in Waynesville

**Finance Department**  
*Hazelwood Office*  
280 Georgia Avenue  
(828) 456-3515  
8:30 am – 5:00 pm



**Development Office**  
9 South Main St.  
(828) 456-8647 \* (828) 452-0401  
8:00 am – 4:00 pm

Most professions that have a state licensing requirement are exempt from the town's business license requirement, but there are exceptions, most notably Contractors. Please contact the Finance Department to confirm your individual requirements. Even if a town business license is not needed, the other requirements must still be met.

## Is your new business located within the town limits?

### If Yes, You Must:

- Receive a Zoning Compliance Form. Byron Hickox, Land Use Administrator or Paul Benson, Planning Director in the Development Office can assist you. For more information call 828-452-0401.
- Have a fire inspection. The fee is \$50. Please contact Jason Rogers, Chief Building Inspector in the Development Office. 828-456-8647
- If you are making any renovations to an existing building or constructing a new one, you must also see the Building Inspector to get the necessary building permits.
- Apply for utility service at the Hazelwood Office. Depending on your credit history you may be required to give a commercial deposit of \$200 for electric service and \$40 for water and sewer service. For more information call 828-456-3515.
- Apply for a business license at the Finance Department (Hazelwood Office). The fee varies depending on the type of business. The application and fee must be turned in at the Hazelwood Office. For more information call 828-456-3515.

>>All of the above **MUST** be completed before a business license can be issued. <<

## If your business is not located within the Town limits but you will be doing business within the Town there are fewer requirements:

- Fill out a business license application and pay the business license fee. The fee varies depending on the type of business. The application and fee must be turned in at the Hazelwood Office. For more information call 828-456-3515.

**\*Exception:** Taxi companies which pick up fares within the Town limits must also register with the Waynesville Police Department and conform to the Taxi Cab Ordinance. Please call 828-456-5363 for more information.

Waynesville Development Services Department  
 9 South Main Street, Waynesville, NC 28786  
 Phone: 828-456-8647 Fax: 828-452-1492

<u>Office Use only</u>
Permit Number _____
District _____
Application Date _____
Permit Fee \$ _____

**Certificate of Land Development Standards  
 Compliance for Business Authorization**

PLEASE PROVIDE INFORMATION REQUESTED, INCOMPLETE APPLICATIONS CANNOT BE PROCESSED

**Property Street Address-**

Please Print Clearly	Name	Mailing Address
<b>Applicant</b>	Last-	
	First-	
<b>Property Owner</b>	Last-	
	First-	
<b>Business/ Trade Name</b>		
<b>Business Owner</b>		

**Type of Business-** \_\_\_\_\_

**Water Connection-** Public / Private      **Sanitary Disposal-** Public / Private

I hereby certify that I have the authority to make the foregoing application, that the application is correct, and that the proposed activity shall conform to the Waynesville Town Ordinances and all other applicable Codes and regulations, if any which may be imposed on the above property.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Print \_\_\_\_\_ Company \_\_\_\_\_

This authorization is required for new business locations or a change in business at an existing location within the Town of Waynesville Jurisdiction.

Itinerant peddlers, contractors and any other business traveling from place to place offering services or goods do not need this authorization. Existing businesses renewing licenses at an existing location with no change in operation do not need this authorization.

Office Use Only  
 This signature authorizes the use of the fore mentioned property for the proposed business. Any change in the business activities from the above noted use shall require reapplication.

Development Services Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

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Office Use only

Permit Number \_\_\_\_\_  
 District \_\_\_\_\_  
 Application Date \_\_\_\_\_  
 Permit Fee \$ \_\_\_\_\_

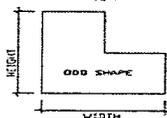
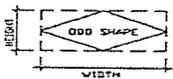
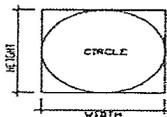
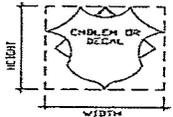
**Land Development Permit Application for Signs**

PLEASE PROVIDE INFORMATION REQUESTED, INCOMPLETE APPLICATIONS CANNOT BE PROCESSED

**Property Street Address-**

Please Print Clearly	Name	Mailing Address
<b>Sign Installer</b>	Last-	
	First-	
<b>Business Owner</b>	Last-	
	First-	

**Signage Area** Length \_\_\_\_\_ Width \_\_\_\_\_



Is the sign illuminated Y / N      Internal / External

**Sign Type:**

**Ground sign-**  
 Height above grade \_\_\_\_\_

**Attached to Building-**  
 (Includes canopy, projecting, and flag signs)

Area of wall:  
 Length \_\_\_\_\_ Width \_\_\_\_\_

**Window Sign-**  
 Area of window:  
 Length \_\_\_\_\_ Width \_\_\_\_\_

*All signs except political signs shall be accompanied by a scale drawing and explanation of the sign.*

**Political Sign- Y / N**

(Political signs shall have an application and a one hundred (\$100) dollar deposit that shall be returned to the applicant after the removal of all signs)

I hereby certify that I have the authority to make the foregoing application, that the application is correct, and that the proposed activity shall conform to the Waynesville Town Ordinances and all other applicable Codes and regulations, if any which may be imposed on the above property.

Signature \_\_\_\_\_  
 Print \_\_\_\_\_  
 E-mail \_\_\_\_\_

Date \_\_\_\_\_  
 Company \_\_\_\_\_  
 Phone \_\_\_\_\_

TOWN OF WAYNESVILLE  
COMMERCIAL APPLICATION FOR UTILITY SERVICES

APPLICATION DATE: \_\_\_\_\_ CONNECTION DATE: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_ FIN#: \_\_\_\_\_

PRINCIPAL OWNER: \_\_\_\_\_ SSN#: \_\_\_\_\_

CONTACT NUMBER(S): \_\_\_\_\_ (C) \_\_\_\_\_ (H) \_\_\_\_\_ (W)

SERVICE ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_ OWN \_\_\_\_\_ RENT \_\_\_\_\_ PROPERTY ON RENTED LOT

IF RENTING, NAME OF PROPERTY OWNER: \_\_\_\_\_

NAME OF PREVIOUS OCCUPANT: \_\_\_\_\_

TPYE OF HEAT: ELECTRIC/HEAT PUMP \_\_\_\_\_ GAS/OIL/WOOD \_\_\_\_\_

HAVE YOU HAD UTILITY SERVICE WITH THE TOWN BEFORE? \_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, WHEN/WHERE? \_\_\_\_\_

DO YOU HAVE A BUSINESS LICENSE WITH THE TOWN? \_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, WHAT IS YOUR LICENSE NUMBER? \_\_\_\_\_

PLEASE READ THE FOLLOWING CONDITIONS:

- UTILITIES ARE BILLED MONTHLY AND ARE PAYABLE WITHIN 25 DAYS FROM THE BILL DATE
- BILLS ARE PAST DUE AFTER 25 DAYS. A LATE PENALTY OF 1% IS ADDED AND A FINAL NOTICE IS MAILED THE FOLLOWING BUSINESS DAY.
- SERVICES WILL BE DISCONNECTED IF PAYMENT IS NOT RECEIVED BY THE DATE INDICATED ON THE FINAL NOTICE
- TAMPERING WITH METERS OR RELATED EQUIPMENT IS AGAINST THE LAW; SUBJECTS WILL BE PROSECUTED AND SERVICES WILL BE TERMINATED WITHOUT NOTICE
- DEPOSITS ARE REQUIRED TO BE PAID IN FULL PRIOR TO CONNECTION. DEPOSITS WILL BE APPLIED TO ANY FINAL BILLS AND THE BALANCE REFUNDED
- THERE WILL BE A \$25.00 NON-REFUNDABLE SERVICE CHARGE ON YOUR FIRST BILL
- A SIGNED LEASE AGREEMENT IS REQUIRED FOR ALL RENTAL PROPERTIES
- FAILURE TO RECEIVE BILLS/DELINQUENT NOTICES DOES NOT RELIEVE CUSTOMERS OF PAYMENT OR LATE PENALTIES ACCRUED

THE UNDERSIGNED AGREES TO THE ABOVE LISTED CONDITIONS FOR UTILITIES REQUESTED:

SIGNATURE OF APPLICANT \_\_\_\_\_

Town of Waynesville  
16 S. MAIN ST.  
WAYNESVILLE, NC 28786  
(828) 456-3515

## PRIVILEGE LICENSE APPLICATION

### SECTION A.) BUSINESS INFORMATION

DATE OF APPLICATION: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

BUSINESS LOCATION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TYPE OF OWNERSHIP: (CIRCLE ONE) INDIVIDUAL PARTNERSHIP CORPORATION

TYPE OF BUSINESS: \_\_\_\_\_

DO YOU OWN THE BUILDING WHERE BUSINESS IS LOCATED? YES \_\_\_ NO \_\_\_

FEDERAL TAX I.D. #: \_\_\_\_\_ PHONE #: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

\* PLEASE NOTE THAT IF YOUR BUSINESS REQUIRES A STATE LICENSE YOU MAY BE EXEMPT FROM A PRIVILEGE LICENSE. SEE THE EXEMPTION SCHEDULE IN THIS APPLICATION. ALSO IF YOUR BUSINESS IS AN ADULT ENTERTAINMENT A SEPARATE APPLICATION MUST BE COMPLETED. \*HOWEVER, ALL ZONING AND INSPECTION GUIDELINES MUST BE IN COMPLIANCE FOR ALL BUSINESSES THAT OPERATE IN THE LIMITS OF THE TOWN REGARDLESS OF THEIR EXEMPTION STATUS.

### SECTION B.) ZONING INFORMATION

IS THE BUSINESS PHYSICALLY LOCATED IN THE TOWN? YES \_\_\_ NO \_\_\_

IF YES, YOU WILL NEED COMPLIANCE FROM ZONING. IF NO, YOU WILL NEED TO HAVE THE ZONING OFFICER SIGN OFF AND CHECK THE BOX BELOW:

\_\_\_\_\_

THIS SIGNATURE ABOVE CERTIFIES THAT THIS BUSINESS IS NOT REQUIRED TO HAVE A ZONING COMPLIANCE FROM THE TOWN OF WAYNESVILLE

HAVE YOU OBTAINED COMPLIANCE FROM ZONING DEPT.? YES \_\_\_ NO \_\_\_

IF SO THE DATE OF COMPLIANCE ISSUED: \_\_\_\_\_

HAVE YOU OBTAINED COMPLIANCE FROM INSPECTIONS? YES \_\_\_ NO \_\_\_

\*THIS INCLUDES THE PROPER BUILDING PERMITS IF APPLICABLE AS WELL AS A FIRE INSPECTION. \*

IF SO THE DATE OF COMPLIANCE ISSUED: \_\_\_\_\_

\*IF YES, PLEASE SUBMIT A COPY OF EACH COMPLIANCE. IF THESE CONDITIONS HAVE NOT BEEN MET PLEASE NOTE THAT A PRIVILEGE LICENSE CAN NOT BE ISSUED UNLESS OTHERWISE AUTHORIZED BY ZONING, INSPECTIONS, OR TOWN MANAGER.\*

**SECTION C.) BUSINESS TYPE**

BUSINESS TYPE: SERVICE      RETAIL      (CIRCLE ONE)      MANUFACTURING      OTHER

BRIEFLY DESCRIBE THE NATURE OF YOUR BUSINESS:

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**SECTION D.) CONTRACTOR'S LICENSE & ABC PERMITS**

PLEASE COMPLETE IF APPLICABLE:

IF YOU ARE A LICENSE CONTRACTOR PLEASE SPECIFY STATE CONTRACTOR'S LICENSE #:

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PLEASE NOTE THAT THE N.C. GENERAL STATUTES G.S. 105-54 (G.S. 160A-211) LIMIT A \$10.00 LICENSE FEE ON STATE LICENSED CONTRACTORS ONLY. IF YOU DO NOT HAVE A STATE ISSUED CONTRACTORS LICENSE YOU WILL BE TAXED AS AUTHORIZED BY THE GUIDELINES OF THE TOWN OF WAYNESVILLE. IF YOU ARE A CONTRACTOR FROM ANOTHER STATE THE GENERAL STATUTE DOES NOT APPLY.

DOES YOUR BUSINESS SELL ANY ALCOHOLIC BEVERAGES? YES \_\_ NO \_\_

IF SO, PLEASE PROVIDE STATE LICENSE #: \_\_\_\_\_

PLEASE NOTE THAT A PRIVILEGE LICENSE WILL NOT BE ISSUED TO SELL ANY ALCOHOLIC BEVERAGES UNTIL YOU HAVE OBTAINED A STATE ABC LICENSE. IF THIS HAS BEEN OBTAINED PLEASE ATTACH A COPY WITH THIS APPLICATION.

**SECTION E.) OWNER INFORMATION**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_ PHONE #: \_\_\_\_\_

I INTEND TO DO BUSINESS WITHIN THE TOWN OF WAYNESVILLE. THIS IS MY APPLICATION FOR A PRIVILEGE LICENSE IN ACCORDANCE WITH THE ORDINANCES OF THE TOWN OF WAYNESVILLE. I UNDERSTAND AS A CONDITION OF UPON WHICH LICENSE MAY BE GRANTED, I (WE) AGREE THAT THE SAME MAY BE REVOKED AND CANCELED IF I (WE) ARE NOT IN ACCORDANCE WITH THE ORDINANCES OF THE TOWN OF WAYNESVILLE.

I ALSO UNDERSTAND THAT BY SIGNING THIS APPLICATION THAT THE ISSUANCE OF A PRIVILEGE LICENSE DOES NOT CONSTITUTE ACCEPTANCE OR APPROVAL OF THE USE OF THE ABOVE NAMED LOCATION AS HAVING COMPLIED WITH EXISTING BUILDING OR FIRE CODES. A LICENSEE SHALL REMAIN FULLY LIABLE AND RESPONSIBLE FOR BEING IN COMPLIANCE WITH ALL CODES THAT THE TOWN OF WAYNESVILLE MAY ENFORCE.

TO THE BEST OF MY KNOWLEDGE I CERTIFY THAT ALL THE INFORMATION PROVIDED IS CORRECT.

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SIGNATURE OF APPLICANT

## Privilege License Instruction Sheet

- 1.) Review Exemptions at the bottom of the Fee Schedule on the following pages and if all of your business activities fall in any of these categories, write "EXEMPT" in the Total Gross Sales Reported line. Complete the remainder of the basic information on the front page, sign, and return to the tax office.
- 2.) Review the Fee Schedule(s) "B" and "C" and put the applicable fees, if any, under Step 3 of your worksheet and list the license fee(s). Any remaining gross receipts other than these categories would be calculated under Schedule "A" Gross Receipts. If your business does not have any business activity to declare other than Schedule(s) "B" or "C" you can put N/A for Schedule "A" gross receipt amounts.

**Example 1:** If you own a Beauty Shop you would need to put under Step 3 of the worksheet how many chairs your shop has @ \$2.50 each. Also, if you are Manicurist, you would need to list each workstation @ \$2.50 each. If you sell beauty products to your customers, the gross receipts for that portion of the business would need to be calculated under Schedule "A" Gross Receipts since this does not fall under Schedule "B" or "C".

**Example 2:** If you are a General Contractor and all of the work you do is under a General Contractor's License by the state of North Carolina and you have no money to report from any other service(s) just complete the Schedule "B" portion of the worksheet and putting N/A under Schedule "A" and "C".

- 3.) Report Gross Receipts on Schedule "A" if applicable once it is determined if you have any categories under Schedule "B" or "C". You will need to exclude any income from these schedules and then report any remainder under Schedule "A". Please remember to report gross sales from business conducted within the town limits.
- 4.) Complete Privilege License Renewal Form using the information from your worksheet.
- 5.) Return the completed form(s) along with payment to:

**Town of Waynesville  
280 Georgia Ave.  
Waynesville, NC 28786  
Attn: Tax Collector**

## Privilege License Worksheet

Company Name: \_\_\_\_\_

*PLEASE NOTE: If your business falls completely within the categories listed in Schedule "B" or "C" or are exempt from the Privilege License Fee(s) (as described on the attached fee schedule) you may skip to Step 3. However, if any portion of your business falls under Schedule "A", you must complete Steps 1 and 2 for that portion of your business.*

Step 1: Enter your gross receipt amount to the nearest thousand from your 2012 tax return  
\$ \_\_\_\_\_

(EXCLUDE any gross sales receipts for categories in Schedule "B" and/or "C" and only report gross sales receipts for business conducted in the Town of Waynesville. DO NOT COMPLETE THIS SECTION IF YOUR BUSINESS ACTIVITIES ARE ONLY IN CATEGORIES SHOWN IN SCHEDULE "B" AND/OR "C").

Step 2: Determine your privilege license fee under Schedule "A".

1. Flat Fee Rate.....	\$25.00
2. Round Gross Receipts to nearest thousand.....	_____ .00
(Please enter the amount in Step 1)	
3. Subtract 1 <sup>st</sup> \$1,000,000 from <b>Line 2</b> .....	_____ .00
4. Total gross receipts.....	_____ .00
(If the gross receipts are less than the \$1,000,000 threshold the privilege license amount will be the flat fee of \$25.00)	
5. Divide <b>Line 4</b> by 1,000.....	_____ .00
6. Multiply by .50 (tax rate).....	_____ .00
7. Total Schedule "A" Fees.....	\$ _____ .00
(Add Line 1 and Line 6 to get total of Schedule "A" Fee)	

Step 3: Determine your privilege license fee under Schedule "B" and/or "C".

Please use the Fee Schedule on the previous pages to determine if there are applicable privilege license taxes.

**Business Activity**

**License Fee**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PRIVILEGE LICENSE FEE SCHEDULE 7/1/2013-6/30/2014**

Business License Fees must be paid before the beginning operation of all types of businesses located within the Town of Waynesville limits, except for those businesses that have been exempted by Federal, State, or local authority. Those businesses located outside the Town of Waynesville limits are also required to obtain a Privilege License. Listed below are three Fee Schedules "A", "B", and "C". Please review each section for the fees that may apply to your business activities.

*\*Note: Some businesses with various types of activities may be required to pay a fee under more than one section of this Privilege License Fee Schedule. You only need to report Gross Receipts under Schedule "A" only for business conducted inside the Town of Waynesville limits.*

**Schedule "A"- Gross Receipts-Business License Fees Based on Gross Sales/Receipts/Income**

**EXCLUDE ANY INCOME FROM BUSINESS ACTIVITIES TAXED UNDER SCHEDULE "B" and/or "C".**

*New Businesses:* Estimate gross receipts from your start date until June 30 of the following year and apply the estimated amount to the worksheet table in Step 1 on the Privilege License Worksheet.

*Renewals:* List the exact gross receipts as reported on your most recently completed tax return and apply the amount to the worksheet table in Step 1 on the following page.

**Fee Table for Schedule "A"**

Gross Sales/Receipts/Income  
\$0 to \$1,000,000

License Fee  
\$25.00

For Receipts over 1,000,000 use formula below:

\$25.00 for 1<sup>st</sup> \$1,000,000.00. Then divide \$.50 per additional \$1,000 (See worksheet for additional information).

Types of Gross Receipts Businesses: Any Retail, Wholesale, Manufacturing, and /or Service businesses, trades or professions, intended for profit or financial gain. Service establishments may include, but are not limited to the following types of business activities:

Advertising Agency	Delivery Service	Monument Dealers	Security Guard Service	*Any other business that is not listed and is not applicable under Schedule(s) "B" or "C".
Antique Gift Shops	Equipment Rental	Parcels/Package Delivery	Sign Installation	
Bakeries/Catering	Fitness Centers	Parking Lots	Software Development	
Book Stores	Florists	Printing Service	Stockbroker	
Building Mat./Lumber	Gas Distributors	Property Management	Storage	
Cabinet Shops	Landscaping	Public Relations Firm	Tattoo/Body Piercing	
Carwashes	Lounge	Rental Agency	Telegraph Service	
Concrete Dealers	Machine Shops	Repair Service (non-auto)	Trades	
Courier Service	Miscellaneous	Retail Stores	Trailer Parks	
Daycare Facilities	Mobile Home Dealers	School of Instruction	Transfer/Warehouse	

**Schedule "B"-Business License Fees Limited under General Statutes-Do not report Gross Receipts amount from this category (only pay the flat fee listed). Each activity is taxed separately under this law. Business conducting these activities are taxed under this schedule in addition to Schedule "A" or "C" if applicable.**

Advertising - Outdoor	35.00	Itinerant Photographer	100.00	Special Event-1 Day	5.00
Amusements	25.00	Itinerant Merchant/Peddler	100.00	Tobacco Products (Sundries)	4.00
Auto Dealers	25.00	Knives/Darts/Daggers	200.00	Undertakers-Coffin Sales	50.00
Auto Equipment-Retail/Wholesale	37.50	Laundromat	25.00	Vending Machines	5.00 per machine
Auto Supply	25.00	Loan Agencies	100.00	Wine-on premises	15.00
Auto Service Repairs	37.50	Motorcycle Dealers	12.50	Wine-off premises	10.00
AC/Refrig./Plumbing/Elec.	15.00	Motor Vehicle Dealers	25.00		
Barber Shop/Beautician	2.50	Movie Theaters	125.00 per room		
Beer-on Premises	15.00	Newspaper Publishers	100.00		
Beer-off Premises	5.00	News Stands	15.00		
Blank Cartridges/Pistols	50.00	Parking Lots	50.00		
Boarding Room Houses	10.00	Pawn Shops	275.00		
Bowling Alleys-per alley	10.00	Peddlers-on foot /vehicle	25.00		
Chain Stores	50.00	Popcorn/Peanuts/Snack Vendor	50.00		
Contractors-State licensed	10.00	Pianos/TV/Radios	5.00		
Dairy Products Delivery	25.00	Pinball/Video	5.00 per machine		
Dry Cleaners	50.00	Pool/Billiard Tables	25.00		
Flea Markets	100.00	Printing Company	50.00		
Fuel Oil Distributors	25.00	Produce Stands	25.00		
Hotels/Motels	25.00 min. 1.00	Service Stations	5.00		

**Schedule "C"-Flat Fees Charged by the Town of Waynesville**

Adult Entertainment- \$1,000 per dancer (Background check from Waynesville Police Department required, non-refundable).

Carnivals- \$100 per week.

Computer Gaming Establishments- \$1,000 per location/\$1,000 per machine. (Requires Waynesville Police Department inspection).

Precious Metals Dealers Permit \$180.00 (Must see Waynesville Police Department to obtain this permit).

Taxicabs \$15.00 per vehicle (Must see Waynesville Police Department for vehicle inspection before license can be obtained).

**Exemptions:** The following buisness activities are exempt per State statute from the Town of Waynesville Business License Fee. Exempt businesses engaging in other non-exempt business activities are TAXABLE. Example: The sale of computer hardware is not taxable; however, software sales, and service/repair receipts are taxable.

Accountants	Dentists	Opticians
Alarm Dealers	Embalmers/Mortician	Optometrists
Alarm Monitoring	Engineers	Osteopaths
Appliance Retail	Healers	Pest Control Applicator
Appliance Rental	Home Inspectors	Pharmacist
Architects	Insurance Co./Agents	Photographers
Attorneys	Land Surveyors	Physicians/Surgeons
Auctioneers	Landscape Architects	Private Detectives
Bail Bondsmen	Massage Therapist	Railway Companies
Banks	Motor Fuel Distributor	Real Estate Appraisers
Breweries	Motor Fuel Wholesale	Savings & Loan Association
Bus Companies	Non-Profit/Charitable	Telephone Companies
Chiropodists	Oculists	Trucking Companies
Chiropractors	Office Equipment Retail	Users of Newsprint
Computer Hardware Retail	Office Equipment Rental	Veterinarians
Computer Hardware Rental	Ophthalmologist	Wineries