

- If you are making any renovations to an existing building or constructing a new one, you must obtain a building permit from the Development Services Department.
- If you are moving into an existing business, you must schedule an Occupancy Use inspection at the Development Services Department.
- Apply for utility service at our Finance Department.

### Additional Resources:

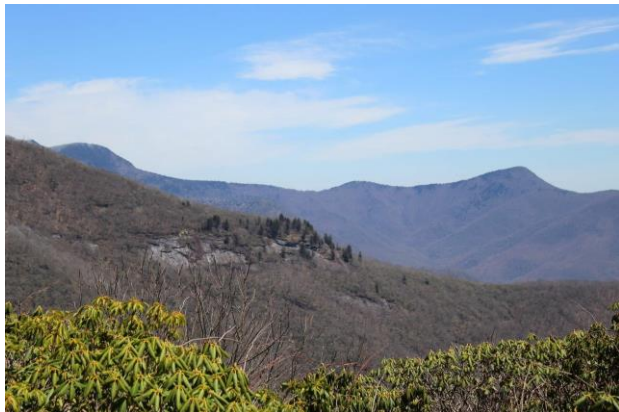
**Town of Waynesville website:**

<https://www.waynesvillenc.gov/>

**Town of Waynesville Code of Ordinances:**

<https://www.waynesvillenc.gov/code-ordinances>

Appendix A of the Ordinance- Land  
Development Standards



### Town Services:

**Waynesville Fire Department:**  
Station 1- 1022 North Main Street  
T: (828) 456-6151  
Station 2- 280 Georgia Avenue  
T: (828) 456 8648

**Police Department:**  
9 South Main Street, Suite 100  
T: (828) 456-5363

**Finance Department- applications for  
utilities, connect/disconnect services,  
billing:**  
280 Georgia Avenue  
T: (828) 456-3515

**Development Services- zoning, permits,  
inspections:**  
9 South Main Street, Suite 110  
T: (828) 456-8647

**Public Works:**  
129 Legion Drive  
T: (828) 456-3706

**Parks & Recreation:**  
550 Vance Street  
T: (828) 456-2030

## STARTING A BUISNESS??



### DEVELOPMENT SERVICES DEPARTMENT

9 South Main Street, Suite 110

Waynesville, NC 28786

T: (828) 456-8647

F: (828) 452-1492



## WELCOME

Thank you for choosing the Town of Waynesville for your business. Our staff welcomes you, and we are ready to assist you to ensure your business is successful.

## PERMITTED USES

The first step is to choose a location for your business. Waynesville provides a wide variety of options for commercial and industrial spaces.

Once you find a location, contact our office to check if your business use is allowed in the zoning district. You can also find this information yourself:

- Go to Haywood County GIS website: <http://maps.haywoodnc.net/gisweb/default.htm>
- Click on the Address tab above the search field. Enter your business address.
- After the results appear, go to Layers tab. Turn on the Zoning layer by clicking the box beside it.
- Your zoning district is color-coded and named.

Refer to our Table of Permitted Uses to determine if your type of business is allowed in the zoning district (Appendix A of the Waynesville Code of Ordinances, Section 2.5.3).

## BUSINESS LICENSE

**Generally, the Town of Waynesville does not issue business licenses.** Exceptions are **taxicabs** and **businesses that sell alcohol**. Contact our Finance Department at 828-456-3515 to confirm your individual requirements.

Please contact the official website of North Carolina for state licensing and registration requirements:

<https://www.nc.gov/services/starting-business-nc>

For **ABC Permit**, contact NC ABC Commission:

<https://abc.nc.gov/Permit/PermitTypes>

## OCCUPANCY USE INSPECTION

Fill out the Occupancy Use Inspection form available in our office or Town website:

<https://www.waynesvillenc.gov/sites/default/files/2019-08/current-occupancy-use-inspection.pdf>

Make sure to be as specific with your Proposed Use (business type) as possible. It helps us to determine the zoning compliance quicker.

It is not necessary to fill out the Zoning District, Historic District, or Floodplain fields of the form.

Submit the application to us. The fee is \$50 that can be paid in cash or check addressed to the Town of Waynesville. We are currently not taking debit/credit cards.

The final step is inspection to ensure the establishment complies with the NC State and local building codes and other Town regulations. It is a responsibility of an applicant to schedule an inspection at the time of submitting of an application or by calling our office.

## HOME OCCUPATION

**Home occupation** is an occupation or profession conducted within a dwelling unit by a residing family member that is incidental to the primary use of the dwelling as a residence.

**Home occupations** are small and quiet non-retail businesses generally invisible from the frontage, seldom visited by clients, requiring little parking, little or no signage (sign permit is generally required), and having only one or two employees and provide services such as professional services, music instruction, and hair styling.

Generally, home occupations do not require an occupancy use inspection. However, there are certain guidelines in the Town ordinance:

### A. General Standards.

1. The home occupation shall be clearly incidental and secondary to residential occupancy.
2. The use shall be carried on entirely within an enclosed structure on the premises.
3. The home occupation shall be operated by a resident of the dwelling.
4. A maximum of twenty-five (25) percent of the gross floor area of the dwelling unit may be used for the home occupation.
5. A maximum of two (2) full-time equivalent non-residents of the dwelling may be employed on the premises.

### B. Exterior Appearance.

1. The use shall not change the residential character of the dwelling.
2. Storage of goods and materials associated with the home occupation must be completely within an enclosed structure.
3. Parking must be provided so as not to create hazards or street congestion.
4. Only one (1) vehicle principally used in connection with the home occupation shall be parked or stored on the premises.
5. No display of goods, products, services, or advertising (except permitted signage as set forth in Chapter 11, Signs) shall be visible from outside of the dwelling.
6. No generation of dust, odors, noise, vibration, or electrical interference shall be perceptible beyond the property line.