

A Resource Guide to Starting a Business in Transylvania County, North Carolina

Here to Help YOU Succeed

We appreciate the fact that you are considering Transylvania County to locate or start a business.

The Transylvania County Economic Development Office is here to assist you in starting, growing or re-locating your business. For more information, call (828) 884-3205, e-mail us at econdev@transylvaniacounty.org, stop by our office at 98 East Morgan Street in Brevard or check out our website: econdev.transylvaniacounty.org.

Below is a checklist to help you get started.

Business Plan

The first step to becoming a successful business owner is completing a business plan. The following contacts will work with you in preparing your plan.

Contacts

Blue Ridge Community College (828) 694-1766
Small Business Center www.blueridge.edu

Mountain BizWorks - Asheville (828) 253-2834
Hendersonville (828) 692-5826
www.mountainbizworks.org

SCORE (Brevard Branch) (828) 883-3325
www.score.org

Senior Resource Network (828) 884-3205

Small Business Administration www.sba.gov

Small Business & Technology (828) 251-6025
Development Center www.sbtcd.org

Business Plan Completed

NC State Business Assistance

The State Business License Information Office is a one-stop information depot for your business licensing needs. This office serves as a bridge between businesses and the State Government by researching and compiling State permit and licensing requirements for new businesses.

Business License Information Office
NC Dept of the Secretary of State
PO Box 29622
Raleigh, NC 27626
(919) 715-2864 or 1-800-228-8443

www.nccommerce.com/servicenter/blio

Checked with the State Office

Business Type

Sole Proprietorship Partnership
 Limited Liability Company "C" or "S" Corporation

See www.sba.gov - go to Start Up Topics and then click on Forms of Ownership.

Business Type Selected

Formalizing Your Business

North Carolina Secretary of State
• Filing of Articles of Incorporation or Organization
• Filing of Application for Certificate of Authority to transact business in North Carolina by out-of-state businesses.

NC Secretary of State (919) 807-2225
Corporation Division www.secstate.state.nc.us

PO Box 29622
Raleigh, NC 27626-0622

Go to www.irs.gov for Tax Form SS-4 instructions

Business Tax Credits & Incentives

Tax credits or incentives may be available for new or expanding businesses in manufacturing, warehousing, distribution, etc. For more information contact:

Transylvania County Economic Development Office
PO Box 1578
Brevard, NC 28712
(828)884-3205

e-mail: econdev@transylvaniacounty.org
econdev.transylvaniacounty.org

Checked out Tax Credits and Incentives

Business Financing

Critical to business success is having enough money to stay in business until your company is successful. For a list of local lending organizations, visit our website at econdev.transylvaniacounty.org or call (828) 884-3205.

Business Financing Arranged

Real Estate Data

If you are looking for property or evaluating real estate, the Transylvania County Tax Assessor's Office can help you with maps, aerial photography, topography, hydrology, footprints and some specialty reports. In addition to zoning requirements, sometimes property has deed or property restrictions.

Transylvania County Tax Assessor (828) 884-3200
12 East Main St.
Brevard, NC 28712

www.transylvaniacounty.org

Real Estate Research Completed
 Property Restrictions Researched

Business Location/Zoning

Transylvania County has two municipalities: the City of Brevard and the Town of Rosman. Where your business will be located will affect the steps to take with respect to zoning.

Transylvania county and the Town of Rosman do not have zoning ordinances and do not require zoning approval.

The City of Brevard and its extraterritorial jurisdiction (ETJ) require an application for Zoning Site Approval. The application is available at the Planning Office or online.

Brevard City Planning (828) 885-5630
95 West Main St.
Brevard, NC 28712 www.cityofbrevard.com

Zoning Requirements Completed

Building Permits

Transylvania County issues building permits for all new construction, building or home renovations and change of building use, whether in Brevard, Rosman or the County. You can contact them at the address and phone number listed below. Prior to permitting, buildings in Brevard and its ETJ require a City of Brevard Application for Zoning Site Plan Approval. Contact Brevard City Planning at the above address and phone number.

Transylvania County (828) 884-3209
Building Permitting & Enforcement Department
98 East Morgan St.
Brevard, NC 28712 www.transylvaniacounty.org

Building Permit Process Completed

Food Service

Businesses serving food: restaurants, hotels, caterers, food vendors, day cares, summer camps and bed and breakfasts require a health permit.

Transylvania County (828) 884-3139
Environmental Health
98 East Morgan St.
Brevard, NC 28712 www.transylvaniacounty.org

Health Regulations & Inspections Completed

Overnight Accommodations

Businesses providing overnight accommodations: hotels, motels, bed and breakfasts, cabins and room rentals require a health permit (see Environmental Health). Don't forget to complete and turn in your county room occupancy tax registration form. Forms are available at the Environmental Health Office or the County Administration Finance Office. For more information call (828) 884-3104.

Health Regulations & Inspections Completed
 Registered with County Room Occupancy Tax

Business Signage

The City of Brevard and Transylvania County require a sign permit. The Town of Rosman does not. Businesses requesting signage inside the City of

Brevard and its ETJ require a City of Brevard Application for Sign Permit. You may download the application at Brevard's website.

Yes, I want a sign in the City of Brevard.

Brevard City Planning Department (828) 885-5630
95 West Main St.
Brevard, NC 28712

www.cityofbrevard.com

Yes, I want a sign in Transylvania County
Transylvania County (828) 884-3209
Building Permitting & Enforcement Department
98 East Morgan St.
Brevard, NC 28712

www.transylvaniacounty.org

Business Signage Completed

Business Name Registration

Business name registration is not a requirement but is recommended.

Transylvania County Register of Deeds*
7 East Main St.

Brevard, NC 28712

(828) 884-3162

www.transylvaniacounty.org

Business Name Registered

* Handles deed and property restrictions

Business (Privilege) License

The Town of Rosman and Transylvania County do not require a business license to conduct business. The City of Brevard requires a business (privilege) license.

Yes, I want to open a business in Brevard.

Brevard City Clerk (828) 884-4080
Brevard City Hall
95 W. Main St.

Brevard, NC 28712

www.cityofbrevard.com

Business Taxes

Businesses annually pay taxes on business equipment and property through the Transylvania County Tax Collector's Office. The county processes the property taxes for the City of Brevard and the Town of Rosman.

Transylvania County Tax Collector's Office
7 East Main St.

Brevard, NC 28712

(828) 884-3197

www.transylvaniacounty.org

Also check with:

State Business Tax Information (828) 667-0597

www.dor.state.nc.us

Federal Business Tax Information
(800) 829-4933

www.irs.gov

Business Tax Information Checked

Physical Address and 911 Registration

Businesses need a verified physical address and 911 registration prior to applying for utilities.

Transylvania County Communications Dept.

207 South Broad St.

Brevard, NC 28712

(828) 884-3108

www.transylvaniacounty.org

Address and 911 Registration Completed

Utilities

Water & Wastewater Treatment
City of Brevard www.cityofbrevard.com (828) 883-8461

Water & Wastewater Treatment
Town of Rosman (828) 884-6859

Electricity
Duke Power www.duke-energy.com (828) 883-8255
Haywood Electric www.haywoodemc.com (828) 966-4215

Natural Gas
PSNC Energy www.psnenergy.com 877-776-2427

Telephone/Internet Service
Citizens Telephone www.citcom.net (828) 884-9011

Cable TV
Sylvan Valley CATV, Brevard, NC (828) 884-2671

Utilities Contacted