



Thank you for choosing Harrisburg to start your business. We've compiled a list to help in the beginning of this process.

Before leasing or purchasing a property, you should contact the Planning Department to discuss your plans. Please call (704) 455-5614 to make an appointment with a planner.

## Small Business Start-Up Checklist

- Conduct the appropriate research on your industry and develop a [Business Plan](http://sbtcdc.org) <http://sbtcdc.org>
  
- Select a Business name and Register that name.  
Visit the [North Carolina Office of the Secretary of State](http://www.secretary.state.nc.us/) website to browse their database and research business names already established in the state. Try to choose a name that is different from any other business name already registered in the state. <http://www.secretary.state.nc.us/>
  - Registering the name of your business  
Once you've selected a name that distinguishes your company from others, you'll need to register it.  
To file for a sole proprietorship or general partnership, contact the [Cabarrus County Register of Deeds Office](#) or call 704-920-2112, to file an Assumed Name form.  
To file a Corporation, LLC, LLP, or Limited Partnership: Contact the [North Carolina Secretary of State Office Corporations Division](#) or call 919-807-2225.
  - Register in any other counties in which you will operate. Corporations must file an Articles of Incorporation form with the [North Carolina Secretary of State Corporations Division](#): 919-807-2255 <http://www.secretary.state.nc.us/Corporations/>
  
- Obtain a [Zoning Permit](#) from the Town of Harrisburg at Town Hall. (4100 Main Street, Harrisburg, 28075)
  - Due to changes in state law, a business privilege license is no longer required. The privilege license will be replaced by an annual business registration process, renewable each calendar year. Registration forms and fees will be published, pending legislation approval, by January 1, 2016. For more information, contact Customer Service at 704-455-5614 or [http://customerservice@harrisburgnc.org](mailto:customerservice@harrisburgnc.org).
  - Home-based businesses are regulated by the Town of Harrisburg's Unified Development Ordinance. Not all home occupations require that you obtain a home occupation permit, refer to Article 5 of the Unified Development Ordinance for more information on the requirements for home occupations.
  
- Obtain a Certificate of Occupancy for your business location. Contact the [Harrisburg Fire Department Office of the Fire Marshal](#) to schedule an inspection. 704-454-5475



- Verify any operating restrictions that your business may have, including Landlord restrictions, covenant and other town/county ordinances.
- For any interior modifications or construction you must contact the [Cabarrus County Construction Standards Department](http://www.cabarruscounty.us) for a permit. <http://www.cabarruscounty.us>
- Obtain a sign permit application from the Town of Harrisburg Zoning Office 704-455-0708.
- If you have or plan to have employees you must complete several requirements. [Business Link North Carolina](http://blnc.gov) provides instructions on how to register as an employer, unemployment insurance and worker's compensation insurance. This includes applying for federal and state withholding numbers. <http://blnc.gov>
  - For Federal Identification Numbers (EINs) contact the Internal Revenue Service or call (800) 829-4933 If necessary, acquire a Federal Employer Identification Number through the [Department of Revenue \(IRS\)](http://irs.gov) <http://irs.gov>
  - For State Sales Tax and State Withholding Tax Numbers contact the North Carolina [Department of Revenue](http://www.dor.state.nc.us/taxes/sales/) or call (877) 252-3052 <http://www.dor.state.nc.us/taxes/sales/>
- Obtain the necessary tax information. Taxation for small businesses may be simple or complex, depending on the size and business structure. The tax liability for each business will be different and you should consult your attorney and accountant regarding comprehensive tax planning. Go to the [Business Link North Carolina](http://blnc.gov) website to help identify tax requirements. <http://blnc.gov>
- Identify sources of financing. Use trusted sources to review funding options for your small business, the [Business Link North Carolina](http://blnc.gov) website is a good place to start.

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