



Garland Business Center



CONTACT INFORMATION:

**North Carolina Business License Office:**

<http://www.blnc.gov/start-your-business/business-licenses-permits>

**North Carolina Secretary of State Office:**

<http://www.secretary.state.nc.us/international/faq.aspx>

**Gaston County Register of Deeds:**

[http://207.235.60.99/departments/register-of-deeds/filing-an-assumed-name-\(dba-forms\)](http://207.235.60.99/departments/register-of-deeds/filing-an-assumed-name-(dba-forms))

**Gaston County Environmental Health**

<http://www.gastongov.com/departments/health/environmental-health/food-lodging>

**City of Gastonia Fats, Oil & Grease Programs (FOG)**

Coordinator: 704-854-9996

**North Carolina Department of Insurance, State Fire Marshalls Office:**

[http://www.ncdoi.com/OSFM/Engineering/engineering\\_home.asp](http://www.ncdoi.com/OSFM/Engineering/engineering_home.asp)

**North Carolina Department of Revenue:**

<http://www.dor.state.nc.us/index.html>

**City of Gastonia Downtown Incentive Program**

704-866-6749 – Rachel Bagley:

<http://www.cityofgastonia.com>



City Of Gastonia

# Starting a Business in Gastonia



Building Support & Zoning Services  
Neighborhood Development Department

704•866•6729

[codeenf@cityofgastonia.com](mailto:codeenf@cityofgastonia.com)

150 S. York Street, Gastonia, NC 28052

## Where to Begin?

Some businesses, trades, or contractors are required by the State of North Carolina to be certified by an approved State Agency. If you need information on these requirements please contact the North Carolina Business License office at the following web address:

<http://www.blnc.gov/start-your-business/business-licenses-permits>, or by phone at 1-800-228-8443. Some examples of this requirement would be a plumbing contractor, day care operator (home or commercially), or beautician/barber.

If you plan to open an establishment which sells or prepares food please contact the Environmental Health Department at 704-853-5200 to schedule an inspection with the Health Inspector prior to visiting building services.

Once you have decided on a business location, whether located in your home or a commercial location, you will need to visit the City of Gastonia Building Services. Our office will supply you with information regarding zoning, building and privilege license requirements.

We are located in the Garland Business Center, first floor, 150 S. York Street, Gastonia, 28052



## What is Next?

If you are located within the **Central Business District of Downtown Gastonia** you will need to call 704-866-6952 to schedule an appointment to meet with appropriate officials. Due to the historic nature of these structures there are special provisions that may apply; to better serve your needs a personal meeting is requested with the owner/manager and prospective occupant.

If you are located either in your home or in other areas of Gastonia you may visit our office and apply for a Zoning Certificate of Occupancy. The cost of this permit is \$36.75. This permit will provide necessary documentation for code officials to conduct a thorough review of your request. As a result of this review you will be notified if the business is allowed in the zoning district in which you have chosen, as well as obtain vital information regarding signage, parking and other necessary zoning and building regulations. This review is conducted within 1 to 3 days of your submittal.

## Inspections or Permits?

The North Carolina State Building Code may require a Change of Use permit and inspection. If this inspection is required the code official will make you aware at the completion of the zoning review at that time you may apply through the Building Services Division. The inspection will be scheduled at a convenient time for you or your contractor to meet on site. The cost of this inspection is \$52.50. Another type of inspection that may be required, depending upon condition, type of occupancy, and length of time since the building was last occupied, is a miscellaneous inspection. This cost is also \$52.50.

## Just in Case...

There are times the zoning application is reviewed but the application cannot be processed due to certain restrictions. If this is the case, you may be forwarded to our Planning Division to obtain additional information regarding a conditional use or other types of special processes.

In some instances, the zoning application may be reviewed and approved; however, the inspection conducted as a result of the change of use or miscellaneous permit will result in the need for certain alterations or repairs in order to conform to the North Carolina Building Codes.

A design professional is required to draw and design an engineered set of plans and submit them for review with the Building Services Division. The North Carolina Building Code does contain some exceptions that will allow the owner/occupant to submit sketch drawings. To name a few: the total valuation of the structure must be less than \$90,000; the building must be less than 2500 square feet; and, you are not altering any exit paths or egress.

Once these plans are submitted and approved, the owner or general contractor, depending upon the dollar amount to be spent on construction, will receive an up-fit or remodeling permit to complete the alteration or repairs.

Finally, once all of the inspections for these repairs or alteration have been made by the Building Services and Fire Inspectors, the applicant will receive a Certificate of Occupancy for the building and a Zoning Certificate of Occupancy. The next step will be to obtain your privilege license.