

# Starting a Business in Greensboro, N.C.

- Greensboro Chamber of Commerce:** [www.greensborochamber.com](http://www.greensborochamber.com) (336)387-8301  
The Chamber works for your business through education, networking, legislative issues affecting business, newsletters, and a wide variety of other benefits: To become a member or learn about this dynamic business building organization. The Chamber of Commerce manages the Small Business Consortium which can refer businesses to the appropriate agency for the type of service a small business requires. **Grow your business and CALL TODAY!**

## LOCAL REQUIREMENTS

- City of Greensboro:** [www.greensboro-nc.gov/Businesses/privilegelicenses](http://www.greensboro-nc.gov/Businesses/privilegelicenses) (336) 373-2501

Any individual, partnership or corporation operating a business or engaged in business activity within the corporate limits of the City of Greensboro is subject to the business privilege license requirements set forth in Chapter 13 of the Greensboro Code of Ordinances. The Greensboro Code of Ordinances is available for public viewing, copying, etc. at the **Collections Division, Room P112 in the Melvin Municipal Office Building, 300 West Washington Street in downtown Greensboro.**

*A privilege license is required if you are planning to do business in Greensboro. Privilege license requirements are different for each city and town. Check with each city you intend on doing business in for specific requirements.*

For assistance from a Privilege License Specialist, call (336) 373-2501, contact the Business License Section of the Collection Division of the City of Greensboro to determine if your new business will require a privilege license

## COUNTY REQUIREMENTS

- Guilford County :** [www.co.guilford.nc.us/](http://www.co.guilford.nc.us/) (336) 641-2552  
Visit the Guilford County website above and find an extensive Resource Wizard for any business considering locating anywhere within the county. Additionally you will find information for minority business inclusion in county purchasing.

- Assumed Name:** [www.co.guilford.nc.us/departments/index](http://www.co.guilford.nc.us/departments/index)  
You can search for existing assumed names at Real Estate Index and Image System To register the name of your business in Guilford County you must contact the county **Register of Deeds** office located at:  
**Greensboro - 201 S. Eugene St, Rm LG 53 (336)641-7556**  
**High Point - 505 East Green Drive (336)845-7931**

- Food Service Establishments:** [www.gheh.org](http://www.gheh.org) (336)641-7777  
Contact the Department of Public Health for applications, requirements and questions regarding food service both for restaurant establishments as well as Temporary Food Service at Events. Visit the Restaurant rules website at [www.deh.enr.state.nc.us/ehs/rules](http://www.deh.enr.state.nc.us/ehs/rules) for further information.  
**North Carolina Restaurant Association:** [www.ncra.org](http://www.ncra.org) (919)844-0098

# STATE REQUIREMENTS

**The Business License Information Office:** [www.nccommerce.com/servicecenter/blio](http://www.nccommerce.com/servicecenter/blio)

North Carolina has no such thing as "a business license" that covers every business activity. North Carolina has over 700 business license requirements for certain types of businesses. There are also businesses for which there are no state license requirements. Call the Business License Information Office (BLIO) to determine your state license requirements. See the Attached North Carolina Licensing Boards to determine if your business will need to be licensed. If you are planning to establish a business in North Carolina, you are encouraged to call and speak to a BLIO License Consultant first. Speaking with a consultant is the best way to determine compliance with all state license and permitting requirements.

**Corporations Division, 111 Hillsborough St, Raleigh, NC 27603**

**1-800-228-8443**

**Sales and Use Tax Package:** [www.dor.state.nc.us/taxes](http://www.dor.state.nc.us/taxes)

**1-877-252-3052**

Issued by the Dept of Revenue required if collecting sales tax. Fill out the "NC/BR" form at [www.dor.state.nc.us/forms](http://www.dor.state.nc.us/forms) to receive your tax ID number.

**5 Centerview Drive, Lenoir Building, Koger Center, Greensboro, NC 27407**

**NC State Privilege License:** [www.nccommerce.com/servicenter/blio/forms](http://www.nccommerce.com/servicenter/blio/forms)

**1-800-228-8443**

Enables a retailer to purchase tax-free. Not everyone who has a business will need a Privilege License. If you are planning to establish a business in North Carolina, you are encouraged to call and speak to a BLIO License Consultant first. Speaking with a consultant is the best way to determine compliance with all state license and permitting requirements.

North Carolina Department of Commerce, Business License Information Office, 4344 Mail Service Center, Raleigh, North Carolina 27699-4344

**Employment Security Commission of NC:** [www.ncesc.com](http://www.ncesc.com) .....

**(336)334-5777**

If you will be hiring anyone in your business you must notify the ESC. They will inform you of what forms you need to file with their agency.

**Workman's Compensation:** [www.comp.state.nc.us](http://www.comp.state.nc.us)

**Alcohol Beverage Service:** [www.ncabc.com/permits/](http://www.ncabc.com/permits/)

**(919) 779-0700**

If you will be serving or selling alcoholic beverages in the course of doing business you must contact the Alcohol Beverage Control Board. The ABC Commission's Permit Compliance Division reviews and processes all permit applications for retail activity (restaurants, convenience stores, etc). The Division also processes applications for special occasion parties and other limited special functions like non-profit fund raisers.

# FEDERAL REQUIREMENTS

## ☐ Internal Revenue Service: [www.irs.gov](http://www.irs.gov)

1-800-829-1040

For information on federal tax regulations call the number given above. Employers are typically responsible for three types of federal collections & payments:

1. Income tax withheld from employees wages. Proprietorships, partnerships, and corporations with employees are required to file federal tax reports.
2. (FICA) Employer and Employee Social Security Taxes. Every business with one or more employees is required by law to withhold Federal Income tax as well as Social Security Taxes from the wages paid to employees.
3. (FUTA) Federal Unemployment Tax.

## ☐ U.S. Citizenship and Immigration Services: <http://uscis.gov/graphics/index.htm>

Every employer must have an eligibility Verification Form (I-9) completed and on file for each employee. For assistance or copies of this form call INS at **1-800-870-FORM**.

(Or download a PDF I-9 form here - <http://uscis.gov/graphics/formsfee/forms/files/i-9.pdf> )

## ☐ U.S. Dept of Labor: [www.dol.gov](http://www.dol.gov)

Minimum wage is currently \$6.15 per hour effective January 1, 2007. For additional information on covered employees, child labor, training, wages, tipped employees, polygraph testing, substance abuse, or hiring & firing contact:

**Wage & Hour Division:** [www.dol.gov/esa/whd](http://www.dol.gov/esa/whd)  
**2302 W. Meadowview Rd. Greensboro, NC 27407**  
**Raleigh, NC**  
**Employer Hotline**

**(336)547-4230**  
**1-866-487-9243**  
**(800)357-2099**

## ☐ Occupational Safety & Health (OSHA): [www.osha.gov](http://www.osha.gov)

(919)790-8096

OSHA requires that if your firm employs more than 10 people, you maintain a record of on the job injuries on OSHA Form 200, which must be available for inspection and retained for five years. For more information contact:

**OSHA, US Dept of Labor:**  
**300 Fayetteville St, Mall Room 104, Raleigh, NC**

## ☐ Patents, Trademarks & Copyrights:

For information on how to obtain patents, trademarks or copyrights go to [www.uspto.gov](http://www.uspto.gov)

# GENERAL REQUIREMENTS

## ❑ **Small Business Administration:**

A national organization with extensive online resources for any start up or expanding small business. Visit [www.sba.gov](http://www.sba.gov) for dynamic links and information to get your business off the ground.

## ❑ **Personal Credit:**

Before approaching a bank or investor for a loan, it is advisable to know the condition of your credit report. To check on your personal credit, you can order your free annual credit report online at [annualcreditreport.com](http://annualcreditreport.com), by calling 1-877-322-8228, or by completing the Annual Credit Report Request Form and mailing it to: Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348-5281. When you order, you need to provide your name, address, Social Security number, and date of birth. To verify your identity, you may need to provide some information that only you would know, like the amount of your monthly mortgage payment.

### **A Warning About "Imposter" Sites**

The Federal Trade Commission (FTC) advises consumers who order their free annual credit reports online to be sure to correctly spell [annualcreditreport.com](http://annualcreditreport.com), or link to it from the FTC's website to avoid being misdirected to other websites that offer supposedly free reports, but only with the purchase of other products. While consumers may be offered additional products or services while on the authorized website, they are not required to make a purchase to receive their free annual credit reports.

## ❑ **Credit Card Merchants:**

If you are interested in accepting credit cards from your customers you begin by contacting your bank's Merchant Bankcard Services, Retail banker. Your banker will instruct you on how to accomplish this. Many sales are lost each year by retailers who do not accept credit cards.

## ❑ **Free and Low-Cost Small Business Service Providers:**

The Greensboro area is home to numerous agencies and organizations that provide free and low-cost services to small businesses in areas of start-up, running and growing your business. See the attached chart for contact information and web address.

## ❑ **Minority/Women Business Enterprise Certification:** [www.ci.greensboro.nc.us/mwbe](http://www.ci.greensboro.nc.us/mwbe)

To become certified by the City of Greensboro, contact the M/WBE program **(336) 373-2674**

## ❑ **County Minority Business:** [www.co.guilford.nc.us/mwbe\\_cms/](http://www.co.guilford.nc.us/mwbe_cms/)

**(336) 641-3169**

Guilford County pledges through their MWBE Program to:

- Provide minorities and women equal opportunity to participate in all aspects of Guilford County's contracting and purchasing programs
- Prohibit discrimination against a person or business in pursuit of these opportunities on the basis of race, color, sex, religion or national origin
- To provide greater information, service, and responsiveness to MWBE's
- To increase communication between all Guilford County Departments and MWBE's

Our policy is not intended in any manner to require contracts be awarded to anyone other than the lowest responsive responsible bidder, not to supersede the requirement of any federal, state or local law or rules, regulations and policies adopted pursuant thereto.

Contact this department to see what opportunities there may be for your business.