



January 29, 2018

1. Establish your new address. The City will assist you in this with E-911. Contact the City of Henderson Development Services at 252-430-5723 or email CWilliams@ci.henderson.nc.us
2. Zoning: Check for Zoning Compliance with the City of Henderson Development Services, located at 134 Rose Avenue. The City staff will determine if you need a Zoning or Special Use Permit for your business. Zoning Permit applications are available in the Planning and Zoning offices in City Hall located at 134 Rose Avenue, Henderson, NC. To provide you with the best service, please call one of the representatives to schedule a time to review your plans at 252-430-5722 (Planning) or 252-430-5723 (Zoning).

Zoning Permit Application Cost is \$100

Special Use Permit Cost is \$450

NOTE: If the business that you are going to open is a Change in Occupancy Classification for an existing building, you may be required to upgrade certain elements of the building to comply with local, State and Federal codes such as handicap accessibility, etc.

3. If you are a restaurant or business that has a commercial kitchen facility, you will be required to have a grease trap and it will need to be inspected to insure it is sized properly. **The cost of this permit is \$153.** Your business will be subject to a minimum of one inspection annually for compliance.
4. You will be required to submit a zoning application with a site plan drawn to scale for zoning approval that shows the building location including setbacks, drive way entrances and exits, etc.
5. Once you have received your zoning permit from the City of Henderson, you must take the permit to the Vance County Planning and Development Department located at 156 Church Street, Suite 3. The Vance County building permit application and site plan must be submitted for the building permit (commercial projects require 3 sets of sealed plans for review plans). In order to save time from the zoning approval to building permit issuance, the required drawings, plans and sketches for building permit approval may be submitted if completed at the point when the zoning application is submitted. See fee schedule for detailed cost breakdowns. Review time is typically 3 business days to 1 month depending on the complexity and type of project. The cost of the county building permit fee varies based on the project cost of the renovation.

Inspections: As requested by the Applicant, the inspections division within the Vance County Planning and Development Department will complete inspections at the necessary stages of construction. Typical inspections for the various phases of construction include footing inspections, under slab/plumbing and electrical in-ground inspections (as appropriate), foundation/floor system inspections, rough-in inspections, framing inspections, insulation inspections, temporary electric inspections, and final inspections. (See typical inspections sheet for description of each). Upon successful completion of a final inspection and issuance of an operational permit from the Environmental Health Department, the structure may be occupied.

6. **SIGN APPROVAL:** Signage for a business in historic downtown Henderson should respect the architectural and historic integrity of the building and compliment the special character of the downtown area. You may apply for a new sign permit when you apply for a zoning permit. The city staff will help you determine the permitted location and size for your business. THE COST OF THE SIGN PERMIT IS based on size as indicated below. You may be required to provide an elevation drawing of the structure that shows the location of signage. If you have a pedestal sign, you will need to indicate the size and location of the sign on the site plan. There is no fee for a sign on the window of your business.

City of Henderson Sign Permit Fees

- 0-50 sq. ft. \$25.00
- 51 – 100 sq. ft. \$50.00
- 101 – 200 sq. ft. \$75.00
- 201 sq. ft. and larger \$100.00

Signs in Historic Downtown Henderson also require a permitting from the Vance County Planning and Development Department. They can be reached at 252-738-2080 and are located at 256 Church Street, Suite 3. A drawing may be required by a licensed professional engineer for sign erection.

Vance County Sign Permit Fees

- Less than 10 feet.....\$55
- Over 10 feet.....\$150
- If sign has electricity.....(Add)\$55

- 7. **Fire Code Inspection:** You will be required to have the building inspected for fire code compliance by the City of Henderson Fire Marshall. The Fire Marshall will be checking fire extinguishers, emergency lighting, exit signs, sprinkler systems, alarm systems, etc. **The cost for this inspection is \$50.** You can contact the Fire Marshall at 252-431-6048.

You will also be asked for emergency contact names and telephone numbers.
- 8. **Water/Sewer Hook Up:** If this is an existing facility with the services already in place, you can reestablish water, sewer and waste disposal service at Customer Services Department located at 134 Rose Avenue. You will be required to supply a copy of your lease if you do not own the facility and a **deposit of \$20** will be required at the time you apply for service. You will need to apply in person to establish these services.
- 9. **Other Items:** You must list your real & personal property each year with the Vance County tax office at 252-738-2040.
Obtain sales tax, employer tax and income tax information from the North Carolina Department of Revenue. 919-713-3661.

NOTE: THE RELOCATION OF AN EXISTING BUSINESS IS REQUIRED TO FOLLOW THE SAME GUIDELINES AS A NEW BUSINESS.

*IT IS RECOMMENDED THAT IF YOU PLAN TO LEASE AN EXISTING BUILDING, **DO NOT SIGN A LEASE UNTIL YOU HAVE MADE CONTACT WITH ALL OF THE APPROPRIATE DEPARTMENTS**, IN DOING SO, YOU WILL KNOW UP FRONT WHAT THE PROJECTED COST ARE AND WHAT IS NECESSARY IN ORDER TO OPERATE YOUR BUSINESS IN THE CITY OF HENDERSON.*

The county will require you to fill out an application for your relocated business or for new construction of a new facility or renovation of an existing structure. You will be required to provide detailed plans and specifications for all commercial and industrial projects. The county has a code review process to make sure all elements of the new construction or remodeling complies with all building and safety codes.

*All fees are subject to change annually as approved during the annual budget.

The Henderson-Vance Downtown Development Commission has Incentive Programs to assist new businesses opening in Historic Downtown Henderson. Save all city permitting receipts. After you have been open for six months, you can submit these receipts for reimbursement from the DDC.

New Business Incentive Grants

- Full-time employees Incentive Grant
- Façade Incentive Grant (Pays up to \$2500 – 50% of total façade improvements)
- Signage Incentive Grant (Pays up to \$1500 – 25% of total sign expenses)
- Contact Downtown Development Director Kaine Riggan at 252-820-9785 or download the applications at www.DowntownDevelopment.org