



Steps to Opening a Business in Waxhaw

STEP 1-CONTACT THE TOWN OF WAXHAW DOWNTOWN DEVELOPMENT MANAGER FOR:

- Information about leasing or purchasing in the area
- Lists of available properties
- Demographic data and market studies for the area
- Technical assistance and referrals for starting a new business... & much more!

STEP 2-CONTACT THE PLANNING AND ZONING DIVISION FOR REGULATIONS:

- Ensure the zoning in the location where you plan to buy or lease will allow the type of business you would like to open.
- Find out any site specific requirements. Certain changes may require a conditional use permit, certificate of appropriateness, zoning use permit or other review process before approval. If you plan to change the occupancy of the building (opening a restaurant where a retail store had been), that should be noted.
- If you plan to install an exterior sign, contact the Planning Division before designing it to learn about allowable sign type, size, location, materials, lighting, etc... Be sure to review temporary signage (ex. banners) requirements as well.

STEP 3-CONTACT THE PERMIT TECHNICIANS FOR REQUIRED BUILDING AND OTHER PERMITS

- Determine what permits may be required based on planned construction or alteration of your building/location. New construction, renovation, remodeling, demolition, including interior work, electrical, mechanical, plumbing, hood systems, etc. may require a permit.
- Contact Union County for Environmental Health (Food Service) permitting.
- Complete Town of Waxhaw Beer/Wine License Application if serving alcohol.
- Request inspections until final approval and Certificate of Occupancy is issued.

STEP 4-CELEBRATE THE OPENING OF YOUR NEW BUSINESS

- Contact the Waxhaw Events Division to schedule a ribbon cutting event for your new business.
- Connect with local business groups, such as the Waxhaw Business Association and Union County Chamber of Commerce.

QUESTIONS OR ASSISTANCE?

Contact Curt White, Downtown Development Manager
704-843-2195, ext. 250