

**WANT TO OPEN YOUR OWN BUSINESS IN MAIDEN? IT'S EASIER AND LESS  
EXPENSIVE  
THEN YOU THINK. JUST FOLLOW THESE FIVE SIMPLE STEPS BEFORE YOU  
BEGIN.**

**Step 1.** The Town of Maiden Planning Department (828) 428-5034 located in Town Hall, 113 W. Main St. Maiden.

- All businesses within the corporate limits of the Town must receive a zoning permit, inspections, industrial waste survey and Certificate of Occupancy before opening. The Certificate of Occupancy is your Town of Maiden Business License.
- What you will need: Location you wish to open at, type of business, business name, your contact information, any other state or federal forms required for your specific business, if construction will be required before you open. The Town of Maiden regulates certain types of businesses to protect the public's health, safety and well being.
- You will receive the following items: Zoning Permit, Inspection Signoff (Blue Sheet), Utility Application, recycle bin if requested, and other simple forms as required.

**Cost \$30.00 + utility deposit if required**

**Step 2.** The Catawba Co. Permit Center (Building Inspection, Fire Marshals, & Public Health) (828) 465-8399.

- With your issued Zoning Permit and other documents visit either Catawba Co. Building Services location (Catawba Co. Governmental Center 100 a South West Blvd. Newton or Hickory City Hall 76 North Center St. Hickory, NC)
- New businesses will at a minimum require a safety inspection and fire inspection. Note: most construction in a commercial or industrial building requires a building permit. If you're not sure if the work you wish to complete will require a permit please check with Catawba Co. Building Services at (828) 428-5034.

**Typical Cost: \$84.00 Safety Inspection + \$75.00 Fire Inspection**

**Step 3.** TAX ID numbers are available from the North Carolina Department of Revenue (NCDOR) (828) 327-7474, located in the old Social Security Building at 112 Second St. Pl. SE. Hickory. Most retail businesses are required to obtain a tax number. For more information on tax ID numbers call the Hickory office at (828) 327-7474. A tax ID number form may be downloaded at [www.DORNC.com](http://www.DORNC.com) most retail business require application # NCBR.

-Sole proprietorship: bring form # NCBR and your Social Security card to the Hickory office (NOTE: most sole

proprietorships do not require a Federal Tax ID number. Please check with NCDOR for specific regulations).

- Partnerships, Incorporations and other types of businesses typically require a Federal Tax ID number issued by the IRS 1-800-829-1040. For more information on Partnerships, Incorporations and LLCs please contact NCDOR.

**North Carolina Department of Revenue Cost: FREE!!**

**Step 4.** Other Local, State and Federal requirements:

- Some types of businesses have additional requirements. For example: To open a used car lot NCDMV requires a zoning confirmation letter issued by the Maiden Planning Department. These letters are issued at **no charge**.

**Step 5.** Return your Inspection Signoff (Blue Sheet) to the Town of Maiden Planning Department. The Planning Department will then issue your Certificate of Occupancy.

**Cost: FREE!!**

**CONGRATULATIONS YOUR NOW OPEN FOR BUSINESS**

For more information on starting a successful small business visit CVCC's Small Business Center for classes and **FREE**

assistance (828) 327-7000 Ext. 4177 or

[http://www.cvcc.edu/Workforce\\_Development/Small\\_Business\\_Center](http://www.cvcc.edu/Workforce_Development/Small_Business_Center)