

Steps to Starting a Business in Wilkesboro

Step 1

ZONING COMPLIANCE

A Zoning Certificate of Compliance is required. All proposed uses must comply with the Town of Wilkesboro zoning, watershed, and flood damage standards and ordinances to protect the public health, safety and welfare of the citizens of the town and extraterritorial jurisdiction (ETJ).

FORM NAME:

Application for Zoning Certificate of Compliance

WHERE TO FIND FORM:

www.wilkesboronc.org
-see *For Business* Tab

WHO TO CONTACT:

Andrew Carlton, Director
Planning & Community
Development
203 W. Main Street
P.O. Box 1056 (mailing)
Wilkesboro, NC 28697
T (336) 838-3951 ext. 241
F (336) 838-7616
planning@wilkesboronc.org

Step 2

SIGN PERMIT

A building permit is required for a ground sign. All sign permit applications must be completely filled out, contain supporting paperwork and be signed prior to Town review.

Please verify the following information has been included on an attached drawing:

- Location of sign on property
- All sign dimensions: length, width & height
- All graphics, colors & fonts
- Length of street frontage
- Sign is located out of public right-of-way
- Freestanding signs have no more than two sides
- Height above the ground
- Verify that there is remaining allowable sign area at the proposed location

FORM NAME:

Sign Permit Application

WHERE TO FIND FORM:

www.wilkesboronc.org
-see *For Business* Tab

WHO TO CONTACT:

Andrew Carlton, Director
Planning & Community
Development
203 W. Main Street
Wilkesboro, NC 28697
T (336) 838-3951 ext. 241
planning@wilkesboronc.org

Step 3

FIRE INSPECTIONS

Wilkesboro Fire Inspector's Office is a division of Town of Wilkesboro Fire Department. This office is designed to provide Wilkesboro's business, industries, churches and the public with basic information about fire code prevention.

The staff conducts fire inspections on all commercial and some residential occupancies. The staff issues required fire permits and conducts plans review for new construction. All Inspectors are certified through the NC DOI and NC Code Officials Qualification Board.

WHERE TO REQUEST INSPECTION ONLINE:

www.wilkesboronc.org
-see *For Business* Tab

WHO TO CONTACT:

Jason Smithey, Fire Chief
Wilkesboro Fire Dept.
400 South Cherry St.
Wilkesboro, NC 28697
T (336) 667-6228
firechief@wilkesboronc.org

Step 4

UTILITY BILLING

New accounts CANNOT be setup over the telephone. You will need to bring the following with you into Town Hall.

1. All new customers must provide the following:
 - Telephone number
 - US Government photo ID
 - Social Security Card or Federal Tax ID (*business*).
2. Payment is required before utilities can be connected.
 - Activation Fee \$15.00
 - Residential \$75 *
 - Commercial \$125 *If above Identification cards / FID number is not provided, the *refundable deposit will increase to following rates:
 - Residential \$150*
 - Commercial \$300*

WHERE TO FIND MORE UTILITY INFORMATION:

www.wilkesboronc.org
-see *For Business* Tab

WHO TO CONTACT:

Kathy Bare, Admin.
Utilities Billing
203 W. Main Street
P.O. Box 1056 (mailing)
Wilkesboro, NC 28697
T (336) 838-3951 ext. 233
F (336) 838-7616
kbare@wilkesboronc.org

Step 5

PRIVILEGE LICENSE

The name Privilege License can be misleading, it is your business license to have the privilege to conduct business within our town limits.

WHO IS REQUIRED:

Businesses or its agents operating or performing services or who does wholesale/retail sales within the town limits and/or uses a company vehicle to make deliveries within the town limits are required to obtain a Town of Wilkesboro Privilege License.

FORM NAME:

Privilege License Application

WHERE TO FIND FORM:

www.wilkesboronc.org
-see *For Business* Tab

WHO TO CONTACT:

Kathy Bare, Admin.
Privilege License
203 W. Main Street
P.O. Box 1056 (mailing)
Wilkesboro, NC 28697
T (336) 838-3951 ext. 233
F (336) 838-7616
kbare@wilkesboronc.org

EXCEPTIONS:

- **Taxi Cab Company**
- **Precious Metal Dealer**

Wilkesboro Police Dept.

Robert Bowlin, Police Chief
100 West Street
Wilkesboro, NC 28697
T (336) 667-7277
www.wilkesboronc.org

- **ALL Building Inspections**

Wilkes Co. Bldg. Inspections

Keith Walsh, Director
110 North Street
Wilkesboro, NC 28697
T (336) 651-7300
www.wilkescounty.net

Materials Prepared by:



Town of Wilkesboro

203 West Main Street
P.O. Box 1056
Wilkesboro, NC 28697
T (336) 838-3951
F (336) 838-7616
www.wilkesboronc.org

OTHER AGENCIES FOR HELP & RESOURCES

Wilkes Community College Small Business Center

Dan Little, Director
T (336) 838-6166
www.wilkescc.edu

Wilkes EDC

213 Ninth Street
North Wilkesboro, NC 28659
T (336) 838-1501
www.wilkesedc.com

Wilkes Chamber of Commerce

717 Main St, Ste 1,
North Wilkesboro, NC
T (336) 838-8662
www.wilkesnc.org/

NC SBTDC

130 Poplar Grove Road
Boone, NC 28608-2114
T (828) 262-2492
www.sbtfdc.org

Advantage West (EDC)

134 Wright Brothers Way
Fletcher, NC 28732
T (828) 687-7234
www.advantagewest.com/

The Rural Center (EDC)

4021 Carya Drive
Raleigh, NC 27610
T (919)250-4314
www.ncruralcenter.org



Starting a Business in Wilkesboro

