



Business Development Guide

*Information for starting your
business in Apex, NC*



The **Apex Chamber of Commerce** is pleased to provide you with this planning guide for new business development. It is our hope that it will assist with the sometimes overwhelming task of starting a new business. This guide is designed to be a reference tool which provides contacts for the numerous business resources that are available. Since no single publication can address every business concern, we encourage you to research all issues thoroughly before making business decisions.

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APPROVALS

ZONING

The **Apex Planning Department** will help you determine whether the location of your proposed business is zoned properly for your particular type of business. The planning department also has a list of fees that certain businesses and developers are required to pay, such as transportation impact fees, water/sewer capacity fees, etc. Planning Department staff can assist you in determining which fees your particular business is required to pay.

Apex Planning Department
Apex Town Hall
73 Hunter Street, Apex, NC 27502
(919) 249-3426

www.apexnc.org/services/planning

NEW BUILDING

If you are planning to build a new structure, you will need to obtain site plan and construction plan approval. After construction plan approvals have been issued, you are required to obtain a building permit.

There are different site plan processes depending on the size of your building:

- Buildings less than 40,000 square feet are considered **Minor Site Plans**, are approved at Town of Apex staff level and do not require Town Council approval.
- Buildings totaling more than 40,000 square feet are considered **Major Site Plans** and require public hearings before the Public Board and Town Council.

Copies of the Minor or Major Site Plan applications are available from the Town of Apex Planning Department. [www.apexnc.org/services/planning/applications-schedules]

EXISTING BUILDING/SUITE/OFFICE SPACE

If you plan to locate in an existing building, suite, or office space (with or without plans for renovation), you will need approvals from the following Town of Apex departments:

Planning — (919) 249-3426: www.apexnc.org/services/planning

Inspections — (919) 249-3418: www.apexnc.org/services/construction-management/building-code-enforcement

Fire Inspection — (919) 249-1040: www.apexnc.org/services/fire-and-ems-department

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APPROVALS

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HOME-BASED BUSINESS

Home-based businesses require Planning Department approval with a Home Occupation Permit. There are several standards that must be met in order to obtain approval for home occupation. These standards are incorporated into the Home Occupation Permit Application:

www.apexnc.org/services/planning/applications-schedules

SPECIAL LICENSES AND PERMITS

In certain cases you will need to obtain specific industry licenses and permits, such as contractors' licenses and bonding or day care certificates of competency. You can also check to see if your proposed business name is available. To receive additional information visit www.sosnc.com, call (919) 807-2225, fax to (919) 807-2039, or contact the address below:

N.C. Secretary of State
P.O. Box 29622
Raleigh, N.C. 27640

STATE AND FEDERAL GENERAL INFORMATION

STATE OF NORTH CAROLINA

Call or visit the North Carolina Business ServiCenter website for information (919) 715-2864 or toll-free (800) 228-8443—NC only. www.nccommerce.com/servicenter/

For information concerning Occupational Safety & Health for your business activity, contact the Department of Labor toll-free (800) NCLABOR. www.nclabor.com

FEDERAL

Federal Information Center: www.info.gov

Internal Revenue Service: www.irs.gov

[Small Business Resource Guide CD (IRS Pub. 3207)]



STATE TAXES

NORTH CAROLINA DEPARTMENT OF REVENUE CONTACT INFORMATION

North Carolina Department of Revenue

P.O. Box 25000

Raleigh, NC 27640-0640

(919) 733-3661

www.dornc.com

[North Carolina requires employers to file for taxes with the federal and state government. To register with the federal government, an employer ID number (form SS-4) should be filled out and faxed to (859) 669-5760. To register with the State of N.C. you must complete an application for a withholding ID number (form NC-1) and submit it to the above address.]

SALES AND USE TAX

Most businesses are subject to sales tax regulations, in addition to state, local or federal license requirements. All retail sales made in North Carolina are subject to sales tax unless specifically exempt by a statute. To sell retail or wholesale, you must obtain a sales tax number or certificate of registration from the North Carolina Department of Revenue. Wholesale transactions to a registered merchant for the purpose of resale are not subject to sales tax.

FRANCHISE AND INCOME TAX

All corporations doing business in N.C. must file annual franchise and income tax returns with the state.

AD VALOREM TAXES

As a business owner, you are responsible for listing your business personal property in the county assessor's office in the county in which your business is located. Wake County entrepreneurs can call (919) 856-5400.

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STATE TAXES

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UNEMPLOYMENT INSURANCE TAX

Sole proprietorships, partnerships, or corporations are generally required to pay unemployment insurance coverage for its employees if the business has one or more employees for twenty or more weeks in a calendar year or pays \$1500 in wages during a calendar year. For more information contact:

Employment Security Commission
700 Wade Avenue
Raleigh, NC 27605
<http://www.ncesc.com/>

WORKERS COMPENSATION

If your company employs three or more employees, you will be required to provide workers compensation coverage. Contact the N.C. Industrial Commission for more information at:

N.C. Industrial Commission
430 N. Salisbury St.
Raleigh, N.C. 27610
(919) 807-2500
www.ic.nc.gov/employees.html

FEDERAL WITHHOLDING TAXES

The federal government requires that every employer who pays wages to one or more employees file an application for an employee identification number with the IRS. Apply online at www.irs.gov.

As a public service the IRS will assemble and forward to you a tax information kit that fits your particular business situation. This kit includes forms and publications that apply only to federal taxes. To receive this kit, call the IRS at (800) 829-3676.



ORGANIZATIONS THAT ASSIST SMALL BUSINESSES

WAKE TECH BUSINESS AND INDUSTRY CENTER

Offers technical and managerial assistance to prospective and current business owners through seminars and one-on-one assistance.

Wake Tech Community College
Small Business Center
3434 Kildaire Farm Rd., Room 207
Cary, N.C. 27511
(919) 335-1007

www.smallbusinesscenter.waketech.edu

U.S. SMALL BUSINESS ADMINISTRATION

Wake Tech Community College
Business and Industry Center
3434 Kildaire Farm Road, Room 205
Cary, NC 25711
(919) 335-1004

www.sba.gov

SCORE (Service Corps of Retired Executives)

A free service to business persons needing assistance with any area of running a small business.

Raleigh SCORE
Century PO Bldg., Suite 306,
300 Fayetteville Street Mall
Raleigh, N.C. 27602
(919) 856-4739

www.score.org

www.raleigh.score.org/chapters/raleigh-score

THE BUSINESS PLAN

*A business plan is a detailed description of the business, including the product, a market analysis, the management team, and financial projections. Whether you are buying, starting, or franchising your new business, a **business plan** is the foundation for launching your business. Your financing options are greatly enhanced if a business plan is submitted prior to or at the first meeting with a lending institution.*

A business plan that is well prepared helps secure financing by demonstrating technical competence, market knowledge, and organizational ability. It also serves as a valuable management tool to help you establish goals, identify risks, recognize financial and physical needs and provide benchmarks to evaluate performance.

Organizations listed on this page can help you with business plan development.

cont.



ORGANIZATIONS THAT ASSIST SMALL BUSINESSES

(continued)

THE SMALL BUSINESS & TECHNOLOGY DEVELOPMENT CENTER AT NORTH CAROLINA STATE UNIVERSITY

5 West Hargett Street, Suite 600

Raleigh, NC 27606

(919) 715-7373, ext. 627

www.sbtdc.org

COUNCIL FOR ENTREPRENEURIAL DEVELOPMENT

P.O. Box 13353

Research Triangle Park, N.C. 27709

(919) 549-7500

Fax: (919) 549-7405

www.cednc.org

MCNC

A resource center for all high-tech businesses

3021 E. Cornwallis Rd.

Research Triangle Park, NC 27709

(919) 248-1800

www.mcnc.org

RESEARCH TRIANGLE WORLD TRADE CENTER

Provides information on businesses interested in exporting

World Trade Center North Carolina

World Trade Park

1900 World Trade Blvd, Suite 112

Raleigh, NC 27617

(919) 281-2742

www.wtcnc.org



APEX CHAMBER OF COMMERCE

Helping Your Business Grow

When starting a new business, we encourage you to consider a membership with the **Apex Chamber of Commerce**. The mission of the Apex Chamber of Commerce is to advocate for the business community and promote a vibrant and engaged membership. Through our wide variety of services, programs, and activities, we work to advance the business interests of our members and provide tools to support, nurture and foster their success.

Advantages of Chamber membership include:

VISIBILITY AS A MEMBER

- Ribbon Cutting and Grand Opening Ceremonies with photo on the Chamber website, in our newsletter, the local paper and on Facebook.
- Free listing in the *Apex Magazine*
- Free listing on Chamber web site, linked to your company web site
- Free display of business cards and brochures in the Chamber Visitor Center



MARKETING OPTIONS

- Monthly newsletter advertising opportunities
- Sponsorship of and participation in Chamber events
- Mailing labels and membership lists available at reduced rates

COLLECTIVE REPRESENTATION

- Your business voice in local, state and national affairs.
- Ability to serve on task force committees striving to support education, governmental affairs, and special events.

NETWORKING OPPORTUNITIES

- AM Networking
- Business Expo and Trade Show
- Business After Hours
- Annual Golf Tournament
- Speed Networking

cont.



APEX CHAMBER OF COMMERCE

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CREDIBILITY FOR YOUR BUSINESS

- Affiliations with NFIB, NCEDA and other organizations supporting economic growth.
- Membership plaque and option to use Chamber logo on your website.

FACILITY RENTAL

The Apex Chamber office conference room can be rented for meetings or business events. There are 15 chairs, a board room table, an LCD projector and a separate entrance.

BUSINESS EDUCATION

- Seminars, breakfasts, special events – opportunities to meet and interact with other business people and exchange ideas on issues impacting the community.
- Chamber Newsletter – monthly publication which communicates to the membership
- Information Center – reference library of local and area maps, business literature, news and events
- Governmental Affairs – keeping the membership abreast of issues affecting businesses, and working to meet the needs of our businesses and use our one collective voice on issues that might affect our Chamber members



For more information on membership, please call us at (919) 362-6456.