

# *New Business Checklist*

## *Welcome to Graham!*

We are glad to welcome your **new business** to our community. To help you get your business started on the right foot, we have put together a list of steps with the City that will ensure your

business follows all of our regulations. Please use this as a checklist of things to do, from step 1 to 5.

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*Name of Business*

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*Business Street Address*

## **1. Downtown Development**

The Downtown Development Coordinator can assist with grant opportunities and assist you through each step of the process so that the opening of your business goes smoothly and so you have a realistic timeframe to expect all items to be completed.

Contact:  
Mary Faucette,  
Downtown Development  
Coordinator  
(336) 266-2248  
[mfaucette@cityofgraham.com](mailto:mfaucette@cityofgraham.com)

You will need:

- Describe type of business
- Most recent use of the building
- No fee for consultation

☐ **This step is complete!**

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*Downtown Development  
Coordinator Signature*

## **2. Zoning and Sign Permits**

This verifies that your business is a permitted use and that your new signs, if desired, meet the Development Ordinance requirements. If your business is a new use of the building or you are expanding or building new, you may have to meet other requirements such as parking and landscaping. If your business is not a permitted use, you may consider requesting a rezoning or a special use permit. For a Zoning Permit application, go to [www.cityofgraham.com/departments/planning](http://www.cityofgraham.com/departments/planning) or at City Hall

Contact:  
Cameron West, Planner  
(336) 570-6705  
[cwest@cityofgraham.com](mailto:cwest@cityofgraham.com)

You will need:

- Type of business/use proposed
- Most recent use of the building
- No fee for zoning. \$50 fee for sign permit review.

☐ **This step is complete!**

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*Planner Signature*

## **3. Wastewater Survey**

This tells the City what types of wastewater your business will discharge. For a Wastewater Survey Short Form, go to [www.cityofgraham.com/departments/utilities](http://www.cityofgraham.com/departments/utilities) or at City Hall

Contact:  
Shelby Smith, Pretreatment  
Coordinator  
(336) 570-6721  
[ssmith@cityofgraham.com](mailto:ssmith@cityofgraham.com)

You will need:

- Describe business activities
- Signature of Authorized Representative
- No fee

☐ **This step is complete!**

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*Pretreatment Coordinator Signature*

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## **4. Building and Fire Inspection**

This is a basic inspection to ensure that the building meets applicable building and fire codes. If your business is a new use of the building, it may require building modifications to meet code. To schedule an inspection, call or stop by the Inspections Dept. at (336) 570-6705 or 201 S Main St

For questions, contact:

Jimmy Lloyd, Chief Code

Enforcement Officer

(336) 570-6705

[jlloyd@cityofgraham.com](mailto:jlloyd@cityofgraham.com)

You will need:

- Previous use of the building
- Proposed use of the building
- Fee \$50

☐ **This step is complete!**

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*Building Official Signature*

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*Fire Inspector Signature*

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*Date of Satisfactory Final Inspection*

## **5. Water Service**

A water service application can be obtained at City Hall at 201 S Main St

Contact:

Water Billing

(336) 570-6700

You will need:

- Tax ID number
- Deposit: \$100

☐ **This step is complete!**

**OPEN FOR BUSINESS**



*For additional information about starting a business, you may wish to consult the Alamance County Area Chamber of Commerce at [www.alamancechamber.com](http://www.alamancechamber.com) or (336) 228-1338.*