

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 6.

Name of Business

Business Street Address

1. 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 or at City Hall

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

You will need:

- Type of business/proposed use
- Most recent use of the building

☐ **This step is complete!**

Planner Signature

2. Building and Fire Inspector Review

You will need to reach out to the Building and Fire Inspector prior to any next steps to confirm with them if the new occupancy of the building will require any upgrades to the interior or exterior of the structure. The building and fire inspectors will not draw or design plans based on comments they have provided. You will need to hire a professional to adhere to their comments.

Contact:
Kevin Pugh, Building
Inspector
(336) 570-6705
kpugh@cityofgraham.com

Beau Russel, Fire Inspector
(336) 570- 6707
brussel@cityofgraham.com

☐ **This step is complete!**

Building Official Signature

Fire Inspector 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 or at City Hall

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

You will need:

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

☐ **This step is complete!**

Pretreatment Coordinator Signature

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4. New Business Inspection

This is a basic inspection to ensure that the building meets applicable building and fire codes. Ensure that you have reached out to the Building and Fire inspectors prior to this stop to confirm if potential upgrades are required. To schedule an inspection, call or stop by the Inspections Dept. at (336) 570-6705 or 201 S Main St

Contact:

Jimmy Lloyd, Chief Code
Enforcement Officer
(336) 570-6705
jilloyd@cityofgraham.com

You will need:

- Previous use of the building
- Proposed use of the building
- Fee \$60

Date of Satisfactory Final Inspection

☐ **This step is complete!**

Building Official Signature

Fire Inspector Signature

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: \$200

☐ **This step is complete!**

6. Beer and Wine License

According to NCGS 105-113.70, each person who receives an ABC permit shall obtain the corresponding local license, if any, under this Article. Application can be obtained at City Hall at 201 S Main Street Graham, NC 27253

Contact:

Tax Collector
(336) 570-6700 x3107

You will need:

- Completed Application
- Copy of NC Temporary ABC Permit
- Fee based State classifications



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