

MACON COUNTY North Carolina *GUIDE FOR NEW BUSINESS*

opportunity
adventure
success



*A Publication of the
Macon County Economic Development Commission
www.MaconEDC.com (828) 369-2306*

RESOURCE CHECKLIST TO START YOUR NEW BUSINESS IN MACON COUNTY, NORTH CAROLINA

Here to Help YOU Succeed in Business

The Macon County Economic Development Commission is here to assist you in starting, growing or relocating your business to Macon County. Our office is located in the Macon County Courthouse Annex at 5 West Main Street in Franklin, NC. You will also find a wealth of information on our website at www.maconedc.com.

We have compiled a step-by-step checklist to help you get your business up and running in Macon County, North Carolina. For more information email edc@maconedc.com or call (828) 369-2306.

BUSINESS PLAN

The first step to becoming a successful business owner is to develop and complete a business plan. These agencies will be glad to work with you to prepare your plan.

**Southwestern Community College Macon Campus
Small Business Center**
www.southwesterncc.edu
44 Siler Farm Road, Franklin, NC 28734
t_henry@southwesterncc.edu
(828) 339-7211

Mountain BizWorks
www.mountainbizworks.org
153 S. Lexington Avenue, Asheville, NC 28801
(828) 253-2834

Small Business Technology Development Center
www.sbtcdc.org
Western Carolina University
204 Forsyth Building, Cullowhee, NC 28723
(828) 227-3459

BUSINESS PLAN COMPLETED

NORTH CAROLINA BUSINESS ASSISTANCE

The State Business License Information Office is a one-stop source for information on your business licensing needs. This office serves as a bridge between businesses and State Government by researching and compiling State permit and licensing requirements for new businesses.

Business License Information Office
NC Department of the Secretary of State
www.blnc.org (800) 228-8443

CHECKED WITH STATE OFFICE

BUSINESS TYPE

Choosing the proper business type can reduce liability exposure, minimize taxes, and ensure that the business can be financed and run efficiently.

Sole Proprietorship **Partnership**
 Limited Liability Company **"C" or "S" Corp.**

See www.sba.gov - Go to Start Up Topics and then click on forms of ownership. *Tip: Review choice with a tax accountant and/or an attorney.*

BUSINESS TYPE SELECTED

FORMALIZING YOUR BUSINESS

North Carolina Secretary of State

- ♦ Filing of Articles of Incorporation or Organization
- ♦ Filing of Application for Certificate of Authority to transact business in North Carolina by out-of-state businesses.

www.secretary.state.nc.us/corporations (919) 807-2225

Federal - Go to www.irs.gov for Tax Form SS-4 Instructions (Federal Employee Identification Number).

BUSINESS FORMALIZATION COMPLETE

BUSINESS TAX CREDITS & INCENTIVES

Tax credits or incentives may be available for new or expanding businesses in manufacturing, warehousing, distribution, etc. For addition information contact:

Macon County Economic Development Commission
www.MaconEDC.com
5 West Main Street, Franklin, NC 28734
edc@maconedc.com (828) 369-2306

CHECKED FOR TAX CREDITS/INCENTIVES

BUSINESS FINANCING

Critical to having a successful business is having enough money to operate until your company is successful. For a list of local lending organizations visit our website at www.MaconEDC.com or call the Macon County EDC at (828) 369-2306.

BUSINESS FINANCE ARRANGED

REAL ESTATE DATA

When evaluating real estate, the Macon County Tax /Mapping Office can help you with land records, maps, aerial photography, and other specialty reports.

The Register of Deeds Office can identify possible deed or property restrictions.

Macon County Tax/Mapping Office
www.maconntax.com (828) 349-2144

Macon County Register of Deeds
www.maconncdeeds.com (828) 349-2095

REAL ESTATE RESEARCH COMPLETED

PROPERTY RESTRICTIONS RESEARCHED

BUSINESS LOCATION/ZONING

Macon County has two municipalities: the Town of Franklin and the Town of Highlands. Your business location will affect the steps to take with respect to zoning. The Town of Franklin has extraterritorial jurisdiction (ETJ).

Macon County Dept. of Planning, Permitting & Development
1834 Lakeside Drive, Franklin, NC 28734
www.maconnc.org (828) 349-2073

Town of Franklin Planning Department
91 East Main Street, Franklin, NC 28734
www.franklinnc.com (828) 524-2516

Town of Highlands Planning Department
North Fourth Street, Highlands, NC 28741
www.highlandnc.org (828) 526-2118

ZONING REQUIREMENTS COMPLETED

BUILDING PERMITS

Macon County issues building permits for all new construction, building or home renovations and change of building use.

Macon County Dept. of Planning, Permitting & Development
1834 Lakeside Drive, Franklin, NC 28734
www.maconnc.org (828) 349-2073

BUILDING PERMIT PROCESS COMPLETED

FOOD SERVICE

Businesses serving food requires an operations permit. These businesses include restaurants, hotels, caterers, food vendors, day-care centers, and B&B's.

Macon County Dept. of Environmental Health
1830 Lakeside Drive, Franklin, NC 28734
www.maconnc.org (828) 349-2490

FOOD SERVICE PERMIT COMPLETED

OVERNIGHT ACCOMMODATIONS

Businesses providing overnight accommodations such as hotels, motels, bed & breakfasts, cabins, etc., require an operations permit. (See Food Service)

Don't forget to complete and submit your room occupancy tax forms to the county and town(s) you serve.

HEALTH REGULATIONS/INSPECTIONS COMPLETED

REGISTERED ROOM OCCUPANCY TAX

BUSINESS SIGNAGE

Macon County as well as the Towns of Franklin and Highlands have ordinances in regards to signage and permits are required.

Macon County Planning Dept. (828) 349-2073
Town of Franklin (828) 524-2516
Town of Highlands (828) 526-2118

BUSINESS SIGNAGE COMPLETED

BUSINESS NAME REGISTRATION

Business name registration is not required but is recommended.

Macon County Register of Deeds
5 West Main Street, Franklin, NC 28734
www.maconnnc.org (828) 349-2095

BUSINESS NAME REGISTERED

BUSINESS LICENSE

The Towns of Franklin and Highlands require a business license.

Town of Franklin
91 East Main Street, Franklin, NC 28734
www.franklinnc.com (828) 524-2516

Town of Highlands
North Fourth Street, Highlands, NC 28741
www.highlandnc.org (828) 526-2118

BUSINESS (PRIVILEGE) LICENSE OBTAINED

BUSINESS TAXES

Check with Macon County and the Towns of Franklin and Highlands for tax information.

Macon County Tax/Mapping Office
www.maconnctax.com (828) 349-2144

Town of Franklin
www.franklinnc.com (828) 524-2516

Town of Highlands
www.highlandnc.org (828) 526-2118

Also Check With
NC Dept. of Revenue dor.state.nc.us
Federal Taxes www.irs.gov

BUSINESS TAX INFORMATION CHECKED



C E R T I F I E D
Entrepreneurial Community®

ADDRESS & UTILITIES

Businesses need a verified physical address and 911 registration prior to applying for utilities.

Macon County 911 (828) 349-2063

WATER & WASTEWATER TREATMENT
Town of Franklin (828) 524-2516
Town of Highlands (828) 526-2118

ELECTRICITY
Duke Energy (800) 777-9898
Town of Highlands (828) 526-2118
Haywood EMC (800) 951-6088

NATURAL GAS
Toccoa Natural Gas (828) 349-1222

TELEPHONE/FIBER OPTICS
Several carriers available. Contact the Macon County Economic Development Commission for a complete list.

ADDRESS OBTAINED/UTILITIES CONTACTED

ADDITIONAL RESOURCES

Workforce Training

Southwestern Community College offers training for employees of a variety of industry and business.

Contact:

**Southwestern Community College Macon Campus
Small Business Center**
www.southwesterncc.edu
44 Siler Farm Road, Franklin, NC 28734
t_henry@southwesterncc.edu
(828) 339-4211

AVAILABLE BUILDINGS & SITES

If you're looking for manufacturing or warehouse space to lease or buy, let us help you. Contact the Macon County Economic Development Commission at (828) 369-2306.

BUSINESS DEVELOPMENT CENTER

Macon County recognizes & values the importance of entrepreneurship in today's economy. The Macon County Business Development Center features over 14,000 square feet of business and light manufacturing space. Contact Macon County EDC.

MACON COUNTY GUIDE FOR NEW BUSINESS ADDITIONAL RESOURCES

Come discover what Macon County has to offer. Enjoy an unsurpassed quality of life while building your business in the beautiful mountains of western North Carolina.

High speed fiber connectivity, natural gas, modern airport facilities and an excellent 4-lane highway system make Macon County the perfect location - enabling today's entrepreneur the ability to truly compete in today's global economy. As a regional retail sales leader, Macon County provides a ready market for retailers. In addition, take advantage of the many business training opportunities available in our community.

Our Resource Checklist will help you navigate the path to building a successful business in Franklin or Highlands, North Carolina. Are you ready?

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BUSINESS RESOURCES

AdvantageWest

www.advantagewest.com (828) 687-7234

NC Dept. of Commerce

www.nccommerce.com (828) 654-9852

NC Dept. of Transportation

www.ncdot.gov (828) 586-2141

Southwestern Community College Macon Campus Small Business Center

www.southwesterncc.edu (828) 339-4211

Small Business Technology Development Center Western Carolina University

www.sbtcdc.org (828) 227-3459

Macon County Business Development Center

www.maconedc.com (828) 369-2306

Franklin Chamber of Commerce

www.franklin-chamber.com (828) 524-3161

Highlands Chamber of Commerce

www.highlandschamber.org (828) 526-5841

Franklin Main Street Program

www.renewingfranklin.org (828) 524-2516

Highlands Main Street Program

www.highlandsnsc.org (828) 526-2118

AREA INFORMATION

Franklin Chamber of Commerce

www.franklin-chamber.com
425 Porter Street, Franklin, NC 28734
(828) 524-3161

Highlands Chamber of Commerce

www.highlandschamber.org
PO Box 62, Highlands, NC 28741
(828) 526-5841

Franklin Main Street Program

www.renewingfranklin.org
PO Box 1479, Franklin, NC 28744
(828) 524-2516 ext. 304

Highlands Main Street Program

www.highlandsnsc.org
PO Box 460, Highlands, NC 28741
(828) 526-2118

Macon County EDC

www.maconedc.com
5 West Main Street, Franklin, NC 28734
(828) 369-2306

REFERENCE INFORMATION

Macon County Public Library

www.fontanalib.org/franklin
149 Siler Farm Road, Franklin, NC 28734
(828) 524-3600

Hudson Library (Highlands)

www.fontanalib.org/highlands
554 Main Street / PO Box 430
Highlands, NC 28741
(828) 526-3031