

# So you want to start a business in downtown Kings Mountain?

**Start**

**Step 1:** Contact the Downtown Kings Mountain Main Street Program and sign up for a First Step Meeting .

**Required Step 2:** Check with the Building Codes & Zoning Enforcement Department to be sure your type of business is allowed in the location where you plan to lease or buy.

**Step 3:** Do you plan to change the exterior of the building?

YES NO

If you plan to change the exterior of the building, contact the Main Street Office for information on Grants and to obtain approval from the Downtown Review committee. Once approved you can get information on permits.

**Step 4:** Do you plan to install an exterior sign?

YES NO

If you plan to install an exterior sign, contact the Main Street Office for information on Grants and to get approval from Main Street Manager Jan Harris . Once approved, you can get information about permits.

**Step 5:** Do you plan construction, renovation, remodeling, or demolition of your building?

YES NO

If you plan to do any new construction, renovation, or demolition project, contact the City of Kings Mountain Building Codes & Zoning Enforcement Department to submit drawings.

**Step 6:** Do you plan to change the use of the location ? *For Example: Opening a restaurant where a retail store had been.)*

YES NO

If you plan to change the use of the location, contact the City of Kings Mountain Building Codes & Zoning Enforcement Department to submit an Appendix B and and/or additional drawings.

**Step 7:** Do you plan to sell alcoholic beverages at this location ?

YES NO

If you plan to sell alcohol you must Apply for a Privilege License from the Billing Department or from the Codes Department. Inspections are required from Building and Fire and must be signed off by The Zoning Officer. There is a \$50.00 fee for this inspection and form. You must supply the forms supplied to you by the state.

**Required Step 8:** Obtain your New Business Zoning Verification Form This is required by all businesses prior to changing the utilities or opening for business.

You can now apply for your New Business Zoning Verification by making contact with COKM Building Codes and Zoning Enforcement Department. There is a \$50.00 fee for this form. Zoning must be signed off on by the Zoning Officer.

**Congratulations!**  
You are ready for business!

## EIGHT STEPS TOWARD OPENING YOUR BUSINESS IN DOWNTOWN KINGS MOUNTAIN:



### Step 1

Contact the **Downtown Kings Mountain Main Street Program** for:

- Information about leasing or purchasing property in the area
- Lists of available properties
- Renovation grants
- Technical assistance for starting a new business... & much more!

### Step 2

Check with the **Building Codes and Zoning Enforcement Department** to be sure your type of business is allowed in the location where you plan to buy or lease. Please contact Peggy Henderson, Zoning Officer at (704) 730-2108, [peggyh@cityofkm.com](mailto:peggyh@cityofkm.com) or at 1013 N Piedmont Avenue.

### Step 3

Any change to the exterior of the building requires approval from the Downtown Review Committee. Once approved you will need to make contact with the **Building Codes and Zoning Enforcement Department**, permits can be applied for. Anyone can apply for structural work if the value is less than \$30,000.00, this Building Permit will not include any sub-contracting work, structural only. If you choose to have a North Carolina Licensed General Contractor pull the permit, they would be able to list any needed sub-contractors.

### Step 4

If you plan to install an exterior sign, contact the Main Street Office to obtain approval for your sign if your business is located in the downtown district. Once approved, you will need to get a permit for the approved signage. You will, at the very least, need to get a **zoning permit** and in some cases a **building permit** if the signage will require wiring or be attached to the building. Please contact the **Building Codes and Zoning Enforcement Department** to apply for the permit or if you have a sign company doing the work they can contact this Department about an application.

### Step 5.

If you plan to do any new construction, renovation, remodeling or demolition project (including electrical, plumbing, mechanical, sprinkler, hood system or fire suppression) inside the building, you will need to contact the City of Kings Mountain **Building Codes and Zoning Enforcement Department** and submit your drawings. Once approved, permits will need to be obtained.

- Submit four sets of construction drawings to the **Building Codes and Zoning Enforcement Department** . (Drawings to include all structural, fire alarms, sprinklers, kitchen hood systems to be installed, electrical, plumbing and mechanical work).
- Plans will be forwarded to the Fire Department (101 W. Gold Street 704/734-0555) for review.
- When all applications, drawings and plans have been reviewed and approved then a permit or permits can be issued. A Certificate of Occupancy and/or Certificates of Completion will be issued once the project is complete and final inspections are done by the building inspectors.

### Step 6.

If you plan to change the use or the occupancy of the location, (example: opening a restaurant where a retail store had been) contact the City of Kings Mountain **Building Codes and Zoning Enforcement Department** to submit your Appendix B and/or additional drawings.

### Step 7.

If you plan to sell alcohol you must Apply for a Privilege (Business) License from the Billing department or Codes Department. This form will also need signed off by the Zoning Officer and you will need to obtain the proper paperwork from the state for the required ABC inspection. Building and Fire must do inspection of building and sign off on. There is a \$50.00 fee for the required state inspection to be paid when ABC inspection is requested.

### Step 8.

Apply for your New Business Zoning Verification. There is a one time \$50.00 for this verification. You will need this form filled out, signed by the Zoning Officer and the fee paid prior to obtaining any utilities or opening for business.

# Congratulations! You are ready to start your business in Kings Mountain!

JAN HARRIS, Main Street Director  
City Hall; 101 W. Gold Street; Kings Mountain NC 28086  
Office Phone: (704) 730-2197; Cell Phone (704) 734-8676; [Jan.Harris@CityofKM.com](mailto:Jan.Harris@CityofKM.com)