



## Offices to Contact When Starting a New Business

When starting a new business the applicant **MUST** contact the following offices prior to issuing a business registration for the reasons stated.

OFFICES	REASON
<b>Planning &amp; Development</b> 805 West Broad St. Elizabethtown, NC 28337 (910) 862-2066	For sign permits and to make determination of conformity according to zoning regulations. All businesses must meet these standards for each type of business being conducted.
<b>Town of Elizabethtown Administration Office</b> 805 West Broad St. Elizabethtown, NC 28337 (910) 862-2066	All businesses must be registered with the Town of Elizabethtown prior to opening for business. This registration is annually renewed on July 1.
<b>Town of Elizabethtown Water Department</b> 805 West Broad St. Elizabethtown, NC 28337 (910) 862-2066	To obtain water and sewer services, dumpster/trash services,

In addition new business owners **SHOULD** contact the following offices for the reason(s) stated.

OFFICES	REASON
<b>Building Inspections Department</b> 450 Smith Circle Elizabethtown, NC 28337 (910) 862-6780	To obtain plan approval, building, electrical, plumbing, insulation, mechanical, mobile home, various miscellaneous permits and county contractor license.
<b>Register of Deeds</b> 166 E. Broad St. #118 Elizabethtown, NC 28337 (910) 862-6710	To register an assumed name. (GS 66-68) (Must be done in person). Corporations must register their business names with the NC Secretary of State.
<b>NC Department of Revenue</b> PO Box 25000 Raleigh, NC 27640 (877) 252-3052	To obtain a state sales tax number for the purpose of tracking sales tax.
<b>Bladen County Tax Administration</b> 166 E. Broad St. (2nd floor) Elizabethtown, NC 28337 (910) 862-6730	All businesses must list property for personal property tax in January of each year.
<b>Environmental Health/Protection</b> 450 Smith Circle Elizabethtown, NC 28337 (910) 862-6852	To obtain a sanitation permit for the sale of food items. To ensure business is in compliance with state law and local ordinances. (Painters, pressure washing, mobile auto detailing, car washing, carpet cleaning, restoration, lawn care, pushcarts, and carnivals).
<b>Internal Revenue Service</b> (800) 829-1040 or (800) 829-3676 www.irs.gov	To obtain Federal ID number.
<b>Elizabethtown Fire Department</b> 401 West Swanzy St. Elizabethtown, NC 28337 (910) 862-4586	Businesses need fire inspections to assure compliance with fire codes.
<b>Elizabethtown Police Department</b> 805 West Broad St. Elizabethtown, NC 28337 (910) 862-3125	To register alarms and to provide contact information for emergency situations.
<b>Alcoholic Beverage Control Commission (ABC)</b> 4307 Mail Service Center Raleigh, NC 27699-4307 (919) 779-0700 (919) 662-3583 <a href="http://www.abc.nc.gov">www.abc.nc.gov</a>	Alcohol and Beverage Commission (ALE) (ABC) permit required for the sale of alcoholic beverages. Elizabethtown Police Department must view actual permit prior to issuing local Beer/Wine License.

*This list was developed by the Town of Elizabethtown Planning Department. It is provided merely as a guide and does not represent an exhaustive list. It is the responsibility of the business owner to carefully investigate the regulations that affect your type of business.*

For assistance in determining requirements, please contact the Town of Elizabethtown at 910-862-2066.

## Beer and Wine License

If you are in the business of selling beer and wine, you must first obtain a permit from the North Carolina Alcoholic Beverage Control Commission (ABC). After obtaining this permit, you must apply for a beer and wine business privilege license from the Town of Elizabethtown. The Town of Elizabethtown Police Department must view actual permits prior to issuing local Beer/Wine License.

Alcoholic Beverage Control Commission (ABC)  
4307 Mail Service Center  
Raleigh, NC 27699-4307  
(919) 779-0700  
(919) 662-3583  
[www.abc.nc.gov](http://www.abc.nc.gov)

### Licensing Period

The license to sell beer and wine must be purchased annually. The business year for beer and wine business privilege licenses begins on May 1, and ends April 30 of the following year. A license to sell beer and wine must be renewed no later than May 1 of each year.

### Beer and Wine Business Privilege License Fees

The fee for On-Premises licenses (example: restaurants or lounges) is \$30.  
The fee for Off-Premises licenses (example: conv. or grocery store) is \$15.

## Cessation of Operations

North Carolina General Statute §105-366(d)(1)(a) requires notification to the Tax Collector 48 hours prior to going out of business or the transfer of or pending sale to another party. Businesses are requested to complete the Cessation form and submit to the Tax Collector's Office at 805 West Broad Street, Elizabethtown, NC 28337.

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