

A Step-By-Step Guide: Opening A New Business



CITY OF REIDSVILLE
**Department of Planning &
Community Development**

Scenarios & Steps for Opening a New Business

Scenario 1: Developing Vacant Land

Step 1: Selecting a Parcel

Contact the City of Reidsville Department of Economic Development at 336-347-2307 or assistance in selecting an available parcel of land to develop for your business.

Step 2: Verification of Parcel Zoning & Permitted Use

In the process of reviewing land for development, always contact the Department of Planning & Community Development at 336-349-1065 to ensure your proposed business type is an approved permitted use for the parcel's zoning district. A best practice is to do a zoning check early in the site selection process and prior to any offers being made or contracts signed.

Step 3: Purchasing your Selected Parcel

Once you have discussed your proposed land use/business type with the Department of Planning & Community Development and you are ready to move forward, you will need to purchase the selected parcel.

Step 4: Site Plan Review

Depending on the extent of the proposed development, you may need to submit a site plan drawn to scale of your proposed new construction to the Department of Planning & Community Development for review by the City's Technical Review Committee. Once your site plan is approved, we can issue the zoning compliance permit to proceed with the project.

[Steps 3 & 4 are interchangeable and may be applied on a situational basis.](#)

Step 5: Obtaining a Zoning Compliance Permit

Visit the City of Reidsville website to apply for your Zoning Compliance Permit.

www.reidsvillenc.gov homepage -> [government](#) -> [permits](#) -> [zoning permit](#)

Provide your personal information as the applicant and the property owner. Under project description, detail the proposed business type and/or provide a brief description of any construction to be done for your new business. Submit your permit with any required uploads/supporting documents. You can contact the Department of Planning & Community Development at 336-349-1065 for assistance determining what documents you may need to attach to your application. The fee for a Zoning Compliance Permit without site plan review is \$20 and with site plan review is \$150. This fee can be paid online after your application has been reviewed. Lastly, contact Inspections at 336-349-1065 to schedule your non-residential inspection.

[A Zoning Compliance Permit must be acquired prior to obtaining any building permits!](#)

Scenarios & Steps for Opening a New Business

Step 6: Business Registration, Garbage Pickup, and Utilities

After you have obtained your Zoning Compliance Permit you will need to contact the City of Reidsville Finance Department at 336-349-1000 to complete your Business Registration and to setup water services for your business. You will also need to contact the City of Reidsville Public Works Department at 336-349-1070 to setup sanitation services.

Scenario 2: Opening a Business in an Existing Building (that you do not own)

Step 1: Verification of Parcel Zoning & Permitted Use

Once you have selected a property, contact the Department of Planning & Community Development at 336-349-1065 to ensure your proposed business type is an approved permitted use for the property zoning district.

Step 2: Permission from the Owner

Once you have verified that the property is compatible with your proposed business type, contact the property owner to begin the process of leasing the building for your business.

[Steps 1 & 2 are interchangeable and may be applied on a situational basis.](#)

Step 3: Obtaining a Zoning Compliance Permit

Visit the City of Reidsville website to apply for your Zoning Compliance Permit.

www.reidsvillenc.gov homepage -> government -> permits -> zoning permit

The permit is fillable. Provide your personal information as the applicant. Provide the property owners information in the owner section. Under project description, detail the proposed business type. Submit your permit with any required uploads/supporting documents. If the property is existing, a parking plan may be required. You can contact the Department of Planning & Community Development at 336-349-1065 for assistance determining what documents you may need to attach to your application. The fee for a Zoning Compliance Permit is \$20 and can be paid online after your application has been reviewed. Lastly, contact Inspections at 336-349-1065 to schedule your non-residential inspection.

If renovations of the property are required, contact the Department of Planning & Community Development at 336-349-1065 to inquire about our building & trade permits.

[A Zoning Compliance Permit must be acquired prior to obtaining any building permits!](#)

Step 4: Business Registration, Garbage Pickup, and Utilities

After you have obtained your Zoning Compliance Permit you will need to contact the City of Reidsville Finance Department at 336-349-1000 to complete your Business Registration and to setup water services for your business. You will also need to contact the City of Reidsville Public Works Department at 336-349-1070 to setup sanitation services.

Scenarios & Steps for Opening a New Business

Scenario 3: Opening a Business in an Existing Building (that you do own)

Step 1: Verification of Parcel Zoning & Permitted Use

If you own a property you would like to use for your proposed business, contact the Department of Planning & Community Development at 336-349-1065 to ensure your proposed business type is an approved permitted use for the property zoning district.

Step 2: Obtaining a Zoning Compliance Permit

Visit the City of Reidsville website to apply for your Zoning Compliance Permit.

[www.reidsvillenc.gov/homepage -> government -> permits -> zoning permit](http://www.reidsvillenc.gov/homepage->government->permits->zoning%20permit)

The permit is fillable. Provide your personal information as the applicant and the property owner. Under project description, detail the proposed business type. Submit your permit with any required uploads/supporting documents. If the property is existing, a parking plan may be required. You can contact the Department of Planning & Community Development at 336-349-1065 for assistance determining what documents you may need to attach to your application. The fee for a Zoning Compliance Permit is \$20 and can be paid online after your application has been reviewed. Lastly, contact Inspections at 336-349-1065 to schedule your non-residential inspection.

If renovations of the property are required, contact the Department of Planning & Community Development at 336-349-1065 to inquire about our building & trade permits.

[A Zoning Compliance Permit must be acquired prior to obtaining any building permits!](#)

Step 3: Business Registration, Garbage Pickup, and Utilities

After you have obtained your Zoning Compliance Permit you will need to contact the City of Reidsville Finance Department at 336-349-1000 to complete your Business Registration and to setup water services for your business. You will also need to contact the City of Reidsville Public Works Department at 336-349-1070 to setup sanitation services.

Scenarios & Steps for Opening a New Business

Scenario 4: Opening a Home Occupation

Step 1: Verification of Proposed Home Occupation Type

The City of Reidsville Zoning Ordinance provides a list of allowed and non-allowed permitted Home Occupation types in Article V, Section 2: “Notes to the Table of Permitted Uses” Note 2 with regulations regarding Home Occupations. Contact the Department of Planning & Community Development at 336-349-1065 to verify your proposed Home Occupation type is permitted and determine what restrictions, if any your business must follow.

Step 2: Obtaining a Zoning Compliance Permit

Visit the City of Reidsville website to apply for your Zoning Compliance Permit.

[www.reidsvillenc.gov/homepage -> government -> permits -> zoning permit](http://www.reidsvillenc.gov/homepage->government->permits->zoning_permit)

The permit is fillable. Provide your personal information as the applicant and the property owner. Under project description, detail the proposed business type. Submit your permit with any required uploads/supporting documents. You can contact the Department of Planning & Community Development at 336-349-1065 for assistance determining what documents you may need to attach to your application. The fee for a Zoning Compliance Permit is \$20 and can be paid online after your application has been reviewed. Lastly, contact Inspections at 336-349-1065 to schedule your non-residential inspection, if necessary for your Home Occupation.

Step 3: Business Registration, Garbage Pickup, and Utilities

After you have obtained your Zoning Compliance Permit you will need to contact the City of Reidsville Finance Department at 336-349-1000 to complete your Business Registration and to setup water services for your business. You can contact the City of Reidsville Public Works Department at 336-349-1070 to setup sanitation services.

Scenarios & Steps for Opening a New Business

Scenario 5: Opening as a Mobile Food Vendor Business

Step 1: Determine Your Mobile Food Vendor Type

The City of Reidsville Zoning Ordinance defines two types of Mobile Food Vendors; Motorized or Pushcart. Determine which of these two categories your business will fall under.

Mobile Food Vendor, Motorized: A person utilizing a motorized vehicle, or trailer, operating for the purpose of preparing food and or selling food to the general public and is to be readily moved.

Mobile Food Vendor, Pushcart: Any non-motorized piece of equipment from which a vendor prepares and or sells food to the general public. Food pushcarts are limited to forty-five (45) inches in width, seventy-two (72) inches in length and sixty (60) inches in height. Canopies/umbrellas must be a minimum of seventy-eight (78) inches from the ground at the lowest point. Food pushcarts shall not be motorized or propelled in any manner other than the walking motion of the person operating the pushcart.

Step 2: Obtaining a Mobile Food Vendor Permit

Visit the City of Reidsville website to apply for your Mobile Food Vendor Permit.

[www.reidsvillenc.gov/homepage->government->permits->mobile food vendor permit](http://www.reidsvillenc.gov/homepage->government->permits->mobile%20food%20vendor%20permit)

The permit is fillable. Provide your personal information as the applicant and owner. Indicate whether or not you will be operating a motorized food vendor vehicle or a pushcart. Under project, provide a description of the consumables to be sold and describe the appearance of your vehicle or pushcart. Additionally, you will need to provide a picture of your vehicle or pushcart, a copy of your health rating provided by the Rockingham County Department of Health and Human Services, and a permission letter signed by the property owner of the location in which you intend to operate. If you wish to operate on public property owned by the City of Reidsville, you will need to obtain a permission letter from the City Mangers office and provide a copy of your insurance policy. This policy shall provide a minimum limit of one million dollars of coverage, and shall identify the City as an additional name insured. You can contact the Department of Planning & Community Development at 336-349-1065 for assistance determining which documents you may need to attach to your application. The fee for a Mobile Food Vendor Permit can be paid online after your application has been reviewed. Your fee will be determined during the application review period. Your Mobile Food Vendor Permit is valid for a period of one year following the City's fiscal calendar, July 1st - June 30th. Mobile Food Vendor Permits must be renewed annually on or after July 1st of each year.

Disclaimer: Additional steps may be required depending on the proposed project. This document includes generic scenarios and is intended for informational purposes ONLY. This document shall not be construed to be a legal document. The City of Reidsville shall not be held liable for any inconsistencies found herein upon notice of further information. For the best, and most accurate, information for your proposed project: please contact the Department of Planning & Community Development at 336-349-1065.