

Starting Your Business in Wayne County: “A Resource Guide”

Step 1: Creating your Business Plan

The first step to becoming a successful business owner is completing a business plan. The following providers will work with you in preparing your plan.

Wayne Community College Small Business Center
(919) 735-5151 www.waynecc.edu/continuing-ed/sbc.html

Small Business Administration
(828) 255-1884 • (910) 815-3188 www.sba.gov/nc

Small Business & Technology Development Center
(252) 328-6157 • www.sbtcdc.org

SCORE

(919) 856-4739 • www.raleighscore.org

Small Business Resource Center at Wayne Co. Public Library
(919) 735-1824 • www.wcpl.org

The Business ServiCenter, operated by the NC Dept. of Commerce (800) 228-8443 www.nccommerce.com/servicenter

Business Link North Carolina

www.blnc.gov

Step 2: Your Business Type

Your business may have several forms of organization. Visit www.sba.gov – Go to Small Business Planner, then choose a structure, click on Forms of Ownership

Business Name Registration is not a requirement but is recommended. If you are planning to operate your business under any name but your own or that of your partners, you may want to file an Assumed Name Certificate with the register of deeds. You will also want to register with the Register of Deeds Department to make sure no one else is using your proposed business name.

Register of Deeds

(919) 731-1449 • www.waynegov.com
224-226 E. Walnut Street • Goldsboro, NC 27530

Incorporated businesses must file the following documents with the North Carolina Secretary of State: Articles of Incorporation and an Application for Certificate of Authority to transact business in North Carolina by out-of-state businesses.

NC Secretary of State

(919) 807-2225 • www.secstate.state.nc.us
NC Secretary of State Corporate Division
PO Box 29622 • Raleigh, NC 27626

Step 3: Insurance, Business Tax, Tax Credits & Incentives

For businesses that employ three or more fulltime or permanent employees, Worker’s Compensation Insurance is a business expense. Contact the Wayne County Chamber of Commerce for a list of providers. (919) 734-2241 www.waynecountychamber.com
For more information regarding **Workers Compensation**, contact

NC Industrial Commission

(919) 733-4820 • 430 N. Salisbury St. • Raleigh, NC 27610

Any company employing one or more employees is required to provide unemployment insurance coverage for its workers.

Employment Security Commission (Unemployment Taxes)
(919) 560-6880 • www.ncesc.com

1105 Briggs Avenue • Durham, NC 27701

Business Taxes vary by type of ownership, use of employees, and type of product or service. Talk with an accountant to identify your tax responsibilities and deadlines.

Overnight Accommodations with five rooms or more must collect occupancy and sales tax.

Federal Taxes for small business and self-employed resources for Federal taxes. The SS-4 Form will need to be completed in order to obtain a Federal withholding tax I.D. number.

Internal Revenue Service

(800) 424-1040 • www.irs.gov

State Taxes- NC Dept. of Revenue

(919) 733-3661 • 501 Wilmington Street • Raleigh, NC 27604

Sales and Use Division-All retail sales in North Carolina are subject to sales tax unless specifically exempt by statute. Wholesale transactions with a registered merchant for the purpose of resale are not subject to this tax.

Corporate Income and Franchise Tax Division- Certain taxes must be withheld from an employee’s wages and submitted to the government. If you will be paying wages, you will need to complete an application for withholding identification number for your business with the NC Department of Revenue. Incorporated businesses must file annual franchise and income tax returns. Businesses must annually pay taxes on business equipment and property through Wayne County. The county processes the property taxes for the City of Goldsboro.

Wayne County Tax Department

(919) 731-1461 • www.waynegov.com
224 E Walnut Street • Goldsboro, NC 27530

Tax credits or incentives may be available for new or expanding businesses in manufacturing, warehousing, distribution, etc.

For more information contact:

Wayne County Development Alliance Office

(919) 731-7700 • www.waynealliance.org
PO Box 1280 • Goldsboro, NC 27533

Step 4: Business Financing

Critical to business success is having money to stay in business until your company is profitable. Contact the Wayne County Chamber of Commerce for a list of providers (919) 734-2241.

Small Business Administration

See contact information under Step #1

NC Technological Development Authority

Rural Loan Program • www.ncruralcenter.org

Neuse River Development Authority • www.nrda.org

The NC Micro Enterprise Loan Program - Wayne Community College’s Small Business Center (919) 735-5152 ext. 245

Step 5: Business Locations/Zoning

What type of business and where your business will be located will affect the steps to take with respect to zoning. Check local jurisdiction.

City of Goldsboro Planning Department

(919) 580-4333 • www.ci.goldsboro.nc.us/city_hall/planning.aspx
200 N. Center Street • Goldsboro, NC 27530

Wayne County Planning Department

(919) 731-1650 • www.waynegov.com
134 N. John Street • Goldsboro, NC 27530

Mt. Olive • 919- 658-9539 • www.townofmountolivenc.org

Pikeville • Town Administrator (919) 242-5126

Fremont • Town Hall (919) 242-5151

If you are looking for or evaluating real estate, the County Planning Department Office can help you with maps, aerial photography, topography, hydrology, footprints and some specialty reports. In addition to zoning requirements, sometimes property has deed or property restrictions. A qualified local realtor can help you locate and answer any questions you may have regarding property.

If you are looking for manufacturing or warehouse space to lease or buy contact **Wayne County Development Alliance Office**.

See contact information under Step #3.

If your business will be operated in the city from your home (no more than two employees and one has to reside there) and no customers will be coming to the premises, you may qualify for a Home Occupation Permit at no charge. Call the City Planning Department. Home-based businesses need to check subdivision ordinances/covenants.

Step 6: Permits

Building Permits are issued for all new construction, building or renovations, and change of building use.

City of Goldsboro Inspection Department

(919) 580-4385 • www.ci.goldsboro.nc.us/city_hall/inspections.aspx
200 N. Center Street • Goldsboro, NC 27530

Wayne County Inspections Department

(919) 731-1169 • www.waynegov.com/inspections
134 N. John Street • Goldsboro, NC 27530

See other town contact information under Step #5

Health Permit— businesses serving food, restaurants, hotels, motels, catering, food vendors, daycares, summer camps, cabins, room rentals and bed and breakfasts require a health permit.

Wayne County Environment Health Department

(919) 731-1174 • www.waynegov.com
134 N. John Street (third floor) • Goldsboro, NC 27530

Business Signage - City of Goldsboro requires a sign permit.

City of Goldsboro - Inspections Department

See contact information above

For signage in **Wayne County**, contact **Planning Department’s, Code Enforcement Officer** See contact information under Step #5

Step 7: Business (Privilege) License

In most cases, the City of Goldsboro requires a business license to conduct business.

City of Goldsboro - Inspections Department

See contact information under Step #6

County Privilege License is obtained at the Wayne County Tax Office. Contact information under Step #3

A State Privilege License and License Tax are applicable to most businesses in North Carolina. Licenses are issued annually and should be applied for before the commencement of any business activity. The State of North Carolina may require additional licenses.

NC Dept. of Revenue’s License and Excise Tax Division.

(919) 733-3673 • PO Box 25000 • Raleigh, NC 27640

North Carolina’s licensing requirements are numerous depending on your type of business.

NC Secretary of State Business License Information Office

(919) 733-0641 • (800) 228-8443
301 West Jones Street • Raleigh, NC 27603

See other towns contact information under Step #5

Step 8: Utilities

Physical Address/911 Registration

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

Wayne County Planning Department

See contact information under Step #5

After the utility accounts are set up, the business operation can begin. Contact Wayne County Chamber for list of providers.

For more detailed information and other resources available when starting a business contact Wayne County Chamber of Commerce (919) 734-2241 or visit www.waynecountychamber.com

A Chamber of Commerce is.....

*an association of business people
concerned about improving the area they
do business in, the area they have made
the greatest investment in,*

their area, their business.

*Its strength lies in the number and
diversity of its membership. Both large
and small businesses from virtually every
profession are represented and influence the
focus of the Chamber.*

The members are the Chamber.

*The more members the Chamber has the
better the representation in the overall
area. It accomplishes collectively what
no one business can do alone.*



Mission Statement: To advance the
general welfare and prosperity of
Wayne County so that its citizens and
all areas of its business community
shall prosper.

PO Box 1107

Goldsboro, NC 27533-1107

308 N William Street

Goldsboro, NC 27530

Phone: 919-734-2234

Fax: 919-734-2247

Email:

pattyg@waynecountychamber.com

***Bringing the BEST
Together***



***The Wayne County
Chamber is the
principal voice of the
local business
community and your
partner in business.***

Starting your Business in Wayne County