

Starter Checklist



Zoning Verification

Please contact the City Planning & Development Director for verification of zoning for the location of your proposed business. Business which are Special Uses or Conditional Uses will require application of a Conditional Use or Special Use Permit to be approved by City Council. Contact the Planning Director prior to signing any leases or closing of escrow to ensure that the prospective business is either permitted or conditionally permitted for that location.

Business Use Permit Application

After zoning verification is obtained, the business use application will be processed by the Planning & Development Department. Information about the business will need to be provided. Applications are available in the Planning & Development Department.

Submit building and fire plans if needed

If renovations are proposed, then building and fire plans will need to be reviewed and approved. Depending on the proposed work, the State Building Code may require plans to be sealed by a licensed North Carolina Engineer or Architect professional.

Building & Fire Pre-Occupancy Inspections

Upon a successful inspection a Certificate of Compliance shall be issued after which your business license may be obtained and the building may be occupied for your intended purposes.

Privilege License Application

The City of Roanoke Rapids requires privilege licenses for anyone who is conducting business or has an establishment within the city limits. Even if your establishment is located in another city, but you are doing business within this city (i.e. construction work, mobile services, consulting, etc.) you need to obtain a business license to conduct that business within the city limits.

Still have Questions?

The City of Roanoke Rapids is committed to helping you achieve your entrepreneurial goals. If you have any questions about the information in this brochure, please contact any of the following City Staff.

Monday - Friday, 8:30 a.m. - 5:00 p.m.

PLANNING & DEVELOPMENT DEPARTMENT
(252) 533-2844

Zoning Verification & Signage

Kelly Lasky, Director

klasky@roanokerapidsnc.com

Building Code & Inspections

Brian Duhadaway, Building Inspector

briand@roanokerapidsnc.com

FIRE DEPARTMENT

(252) 533-2880

Fire Code & Inspections

Scotty Jean, Fire Marshal

scottyj@roanokerapidsnc.com

TAX DEPARTMENT

(252) 533-2842

Revenue / Tax Collector

Phyllis Hasty

phasty@roanokerapidsnc.com

CITY OF ROANOKE RAPIDS

Planning & Development Department

Starting a Business in Roanoke Rapids



CITY OF ROANOKE RAPIDS

PLANNING & DEVELOPMENT DEPARTMENT

1040 Roanoke Avenue

PO Box 38

Roanoke Rapids, NC 27870

Department Phone: 252-533-2844

Department Fax: 252-533-2870

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Starting a Business

Starting a Business in Roanoke Rapids ?

The Planning & Development Department has the responsibility of reviewing business use applications within the City of Roanoke Rapids' jurisdiction. The Director of Planning & Development will review the application for compliance with zoning regulations. Contact the Planning & Development Department at (252)533-2844 to confirm your location is zoned for the business and the use is permitted.

What is the Process ?

Pre-Submittal Meetings

Applicants are encouraged to meet with the Planning Director prior to submittal to determine what is required for each project. Pre-submittal meetings can be scheduled by calling the Planning & Development Department at (252)533-2844.

Procedural Guidelines and Requirements

There are numerous steps to take before starting or relocating a business in an existing building in Roanoke Rapids. New and relocating business owners should thoroughly investigate what actions will be necessary prior to opening for business. Such due diligence is encouraged especially before signing a lease or purchasing property.

In general, the same building code standards apply to existing buildings as they do for new construction. In addition, there are several options through the NC Building Code and/or the NC Rehabilitation Code available when renovating, altering or changing the use of an existing building. While the Rehabilitation Code is designed specifically for existing buildings such as those downtown, it does not alleviate the life safety requirements of the NC Building Code.

Submit building and fire suppression plans if needed

Some upfits or requests may, depending on the nature of the work proposed, require additional building, fire suppression or site and landscaping plans.

Coordination with Other Approvals*

Often, plans require additional approvals. The City has established a site plan review procedure which requires that proposals for certain kinds of nonresidential activities be reviewed and approved by municipal officials prior to the granting of required permits.

** Building plan review may be completed in conjunction with other City departments and applicable utility agencies (such as Dominion Power, Roanoke Rapids Sanitary District, North Carolina Department of Transportation). The purpose of this review is to ensure that development occurs in an orderly fashion, and in compliance with City ordinances, State policies, and previous development patterns. Review agencies initially require up to two (2) weeks to review the submitted construction or upfit plans. When the necessary approvals are obtained, you will receive a permit to begin work.*

Building and Fire Inspection

Business inspections are performed by the Building Inspector and Fire Marshal. Access to the building will have to be provided by the applicant. After inspectors view the building, any minimum requirements to bring the structure up to Code will be prepared and provided to the applicant.

Make All Necessary Improvements or Repairs

As required, all improvements must be completed prior to any occupancy or issuance of a business license.

Schedule a Final Inspection

Call the Planning & Development Department (252-533-2844) to schedule a final inspection.

Apply for your Privilege License and Pay License Fees

You may apply and pay for your City privilege license at the Tax Department located at City Hall.

In general, all development/business applicants should follow these basic steps:

STEP 1: PRE-SUBMITTAL MEETING

Set up a pre-submittal meeting or contact the Planning & Development Director at (252)533-2844.

STEP 2: APPLY FOR PERMITS

After you have completed the due diligence and met with the appropriate staff, the Planning & Development Department Staff can assist you in determining the plans required for submitting your permit application. All signs require a separate permit.

Business Use Permit (no proposed renovations).

1. Verify proposed use
2. Building and Fire pre-occupancy inspections
3. Obtain Privilege License (Tax Department)

Business Use Permit (proposed renovations).

1. Verify proposed use
2. Submit application for Commercial Building Permit, Review & Approval of building plans*
3. Complete Construction per approved plans
4. Building and Fire pre-occupancy inspections
5. Obtain Privilege License (Tax Department)

STEP 3: INSPECTIONS

Construction that requires a permit must be inspected and approved before the building is occupied. Call the Planning & Development Department (252-533-2844) to schedule inspections.

STEP 3: OCCUPANCY

A pre-occupancy inspection is required before the building may be occupied. When construction work is complete and inspected, the Planning & Development Department issues Certificates of Occupancy, which must be obtained before a building is occupied. Certificates of Occupancy cannot be issued until all of the required inspections are complete and the project passes its final inspection.

STEP 4: OBTAIN BUSINESS PRIVILEGE LICENSE

Apply for application and pay fee at Tax Department.