

# Putting It All Together

A Guide to Holly Springs Permitting Process  
for New & Expanding Businesses

*"We're glad you're here!"*



**Town of Holly Springs**  
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## Quick Reference Guide

	Zoning Compliance	Site Evaluation	Development Plan	Construction Drawings	Building Permit	Obtaining a CO	Privilege License
Building a New Building	R	R	R	R	R	R	R
Renovating an existing building	R	M	M	M	R	R	R
Expanding an existing building	R	M	M	M	R	R	R
Leasing in a new space	R	n/a	n/a	n/a	M	R	R
Home Based Business	R	M	n/a	n/a	n/a	M	R

R – Required

M - May be Required

n/a - not applicable

Thank you for choosing the Town of Holly Springs as the home for your new business. Whether you are relocating, expanding or starting a new business, our goal is to assist you throughout the development process. Depending on the nature of your new business, federal, state and local permits and licenses may be required.

This guide is designed to make the process of opening or expanding a business in the Town of Holly Springs timely and efficient. The guide provides information on the departments



involved and the specific permitting and licensing required for opening your business. Feel free to ask questions of each department as they arise. Not asking questions or seeking clarification may result in unnecessary aggravation and delays.

It is recommended that potential investors contact the Economic Development Department. The department can provide you with demographic information, building and site availability, and community and economic data necessary to assist you with choosing a location.

The following is a quick summary of those steps that you need to go through in order to gain approval of your business.

### **Step 1 Determine Zoning Compliance**

Contact the Department of Planning & Zoning to determine if your proposed business is allowed “by-right” or if it requires special procedures (rezoning or special exception use). A *Development Plan* will be required for the construction of a new building.

If you are expanding, renovating or moving into an existing space, Town staff will determine if your site is zoned to accommodate the use or expansion and will also determine if your use or expansion requires an amendment to an existing *Development Plan* to show required additional parking, landscaping, façade treatments, or

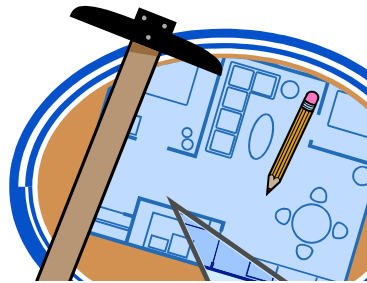
other site improvements. If your business is allowed “by-right” in an existing building, proceed to Step 5. Check with the Engineering Department if wastewater generated will be other than domestic.

### **Step 2 Site Evaluation** *(if applicable)*

Perform a site evaluation to determine utility service issues, special assessments or municipal improvements required. For assistance with this step contact the Engineering Department. These topics will need to be addressed on the *Development Plan*.

### **Step 3 Development Plan / Special Exception Use** *(if applicable)*

Schedule a Concept Plan Review meeting through the Department of Planning & Zoning. During this meeting you will meet with various Departments who will guide you through the Development Petition process. It is strongly recommended that you retain the services of a licensed engineer, landscape architect or other professional to prepare the specific plans. Upon submittal of a complete development petition, expect approximately sixty to ninety days for review and a decision from Town Council.



### **Step 4 Construction Drawings and Grading/ Erosion Control Plans** *(if applicable)*

After gaining approval from the Town Council of your Development Petition, submit construction drawings and grading/erosion control plans to the Engineering Department for review and approval. These plans must be approved by a licensed engineer. Expect approximately forty-five to sixty days from initial submittal to final approval.

### **Step 5 Building Permits**

Submit building plans to the Building Code Enforcement Department for review and approval. Building Plans must be completed by a license engineer. Expect approximately two to five weeks for issuance of the permit to commence construction. The time frame for issuance of permit is dependent of the type of permit required. Throughout the building process, a building inspector will conduct periodic inspections to assure compliance with North Carolina Building Codes.

An inspection of Life Safety Systems (Fire Alarms, Cooking System, etc.) must be obtained for all Commercial projects prior to opening the business. A regular fire inspection must be completed within thirty (30) days after opening and then according to on-site mandatory schedule. Schedule these inspections by contacting the Building Codes Department.

### **Step 6 Obtaining the Certificate of Occupancy (CO)**

In general, a CO will be issued when all of the standards and / or regulations applicable to your business are obtained and approved by the appropriate departments; final inspections are required by Building Code Enforcement, Engineering, Planning & Zoning and Fire. A privilege license is required prior to obtaining a CO. (See *Other Information Privilege License* for more information.)

### **Step 7 Open for Business!**

Congratulations you are ready to open your business! Ribbon cuttings and / or Grand Openings can be arranged with the Holly Springs Chamber of Commerce (919) 567-1796. With proper permits, the Town allows for additional temporary signage during your grand opening. Contact the Department of Planning & Zoning for more information.



## Special Business Types

### Home Based Business

Home based businesses or home occupations are generally allowed in Holly Springs. All home occupations are required to be registered with the Department of Planning & Zoning. The home occupation must be conducted within the dwelling unit and shall not occupy more than 20% of the dwelling. There are three easy steps to follow when registering your home based business:

#### **First**

Verify with your Home Owner's Association that a home based business is permitted in the subdivision.

#### **Second**

Contact the Department of Planning & Zoning to determine that the proposed business is a permitted home occupation. You will need to complete a *Home Occupation Registration* with the Department of Planning & Zoning. Please see the *Home Occupation Registration Packet* for a complete list of guidelines for home occupations. The packet is available at the Department or on the department's web site.

#### **Third**

Obtain a *Privilege License* from the Finance Department.

#### *Additional information regarding Home Occupations*

- Any home based businesses that will have clients/ customers coming to the residence will require a fire inspection from the Towns' Fire Department. Certain home based businesses with client/customers coming to the residence may be required to meet ADA requirements for handicapped accessibility.
- If you are planning an in-home day-care a *Special Exception Use* Permit is required to be requested from the Town Council, contact the Department of Planning & Zoning for additional information. There are additional permits required from the State to operate an in-home day-care.

## **Other Information**

### **Peddler's License**

A peddler's license / solicitors permit is required for all companies and individuals who solicit business in the Holly Springs town limits by going door-to-door including those whose activity is limited to leaving promotional / advertising material. A peddler's license is issued by the Town Clerk's office. Applications and instructions are available by contacting their office. The permit is valid for twelve (12) months and can be used for up to ten (10) individuals listed on a single application. Expect approximately five to seven business days from submittal to final approval on the license.

Those engaged in going door-to-door taking orders and accepting money for products with future delivery must provide a performance bond to the Town of Holly Springs along with peddler's license permit. Those who deliver products on the spot or who do not accept money (cash or credit) do not have to provide a performance bond.

A privilege license is required. For more information regarding the privilege license, contact the Town Clerks office at (919) 557-3900.

### **Privilege License**

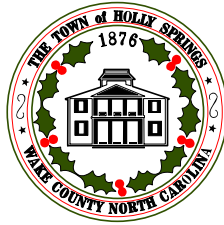
A privilege license is required for operation of a business located within the Holly Springs town limits. Privilege license fees are charged to businesses for the privilege of conducting business within the Town. The license is valid from July 1 through June 30 and is renewable every year. For more information regarding the privilege license, contact the Finance Department.

### **Signage**

The Town of Holly Springs regulates the number, size and placement of signs used to advertise your business. Contact the Department of Planning & Zoning for information regarding signage.

### **State and Federal Licenses**

To find out about state and federal permits and licenses that may be required, contact the Business ServiCenter at the NC Department of Commerce at (919) 715-2864 or (800) 228-8443.



## Town of Holly Springs Development Phone Numbers

<i>Department</i>	<i>Main Number</i>
Building Code Enforcement	(919) 557-3914
Economic Development	(919) 557-3923
Engineering	(919) 557-3938
Finance	(919) 557-3925
Planning & Zoning	(919) 557-3908

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