



CITY OF OXFORD, NORTH CAROLINA

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NEW BUSINESS CHECKLIST

Welcome to Oxford, and thanks for choosing downtown as the location of your new business! Now that you have made all your plans, identified vendors, chosen a site and physical layout, talked to service companies, picked out colors and a name, etc. here's a checklist of things you need to do before you actually proceed to set up your business. The agencies listed below should be able to provide you with good professional service as you work through the process. Good luck on your new endeavor.

1. **Downtown Development Director - Tanya Weary (603-1102)**

- The reason to start here is that Ms. Weary will be able to assist you as you plan your business and give you an introduction to Oxford if you are new to the area. She can also put you in contact with other members of the Downtown Oxford Economic Development Corporation.

2. **Business accountant (your choice)**

- Make this selection early and choose someone whom you like and trust. Your accountant can start the process of applying for federal and state employer identification numbers that are required for all businesses, as well as inform you about the issues surrounding incorporation, should you be considering this option. Processing and forms can take several weeks, so you want to start the process early.

3. **City Planning Director - Cheryl Hart (603-1117)**

- Ms. Hart can tell you if the business you propose is within the guidelines of the zoning ordinances, and whether any proposed alterations to your building are appropriate. She can also inform you about parking ordinances.

4. **County Planning Director - (603-1331)**

- Director has jurisdiction over county ordinances similar to the city level.

5. **North Carolina Department of Revenue (693-6611)**

- The Oxford hours of this office are limited to 8:00 a.m. - 12:00 noon on the first and second Wednesdays of the month. The phone message gives other times and locations for assistance. This office registers a business for N.C. sales tax.

6. Granville County Register of Deeds – (919) 693-6314

- Bring your certificate of assumed business name to this office located in the Granville County Courthouse. The certificate is issued through Vance Granville Community College, (252-492-2061)

7. City Privilege License – Phyllis Blackwell (603-1191)

- Ms. Blackwell will register you as a business and issue you a privilege license for the conduct of business.

8. Water Works – (603-1120)

- If your business is within the city, contact Water Works for the purposes of water, sewer and garbage service.

9. County Tax Collections Department - (693-7714)

- This department issues the county privilege license.

10. Health Inspector – (693-2688)

- The Health Inspector will advise you and inspect your facility if you will be serving food in your business.

11. Director of Development Services – Scott Phillips (603-1326)

- Mr. Phillips will inspect your facility and advise you of any ways that your building does not meet building code specifications.

12. Fire Department - (603-1140)

- The Oxford Fire Department will advise you of the services available to you from the Fire Department, as well as inform you of fire code as it relates to any building alterations.

13. Police Department – Chief John Wolford (693-3161)

- Chief Wolford will advise you of the protection and other services afforded you by the Oxford Police Department. The Police Department has recently implemented a number of programs designed to ensure a high quality of life in Oxford, and you as a businessperson will want to know about these important community efforts.

14. Alcohol Enforcement Officer - (693-3213)

- The Alcohol Enforcement Officer will issue you a permit if appropriate should you plan to sell beer and wine at your place of business.

15. Progress Energy - (1-800-452-2777)

- Progress Energy is the provider of electrical power for the City of Oxford. The business office can put you in contact with a local agent if necessary.

16. Public Service Gas Company of North Carolina - (877-776-2427)

- All businesses in the downtown business district have access to natural gas lines and most other areas in the City also have access.

17. Financing through Kerr-Tar Regional Council of Governments - (252-492-8561)

- In addition to conventional bank financing, the Kerr-Tar COG maintains a revolving loan fund which offers small businesses financing at very affordable rates. Call the KTRCOG for full details.

18. Director of Small Business Center, Vance-Granville Community College - (252-492-2061)

- If you are going into business for the first time, or if you are starting a new business that you have never undertaken before, or if you simply need to acquire new skills because of advancing technology or methods, VGCC Small Business Center can let you know what courses are available to assist you.