



## *Steps to Opening a Business in Waxhaw*

### **Step 1: Contact the Town of Waxhaw for Permits and Requirements**

- Contact the Town of Waxhaw Planning Division who will assist you with zoning regulations and making sure that your business is permitted in your desired location, prior to operation in the own limits of Waxhaw.

Via Phone at (704) 843-2195 or via email at: [inspections@waxhaw.com](mailto:inspections@waxhaw.com).

- Property located Downtown?**

Contact the Downtown Development Manager, Ashley Nowell for additional information. Ashley may be reached by telephone at (704) 843-2195 ext. 250 or via email at: [anowell@waxhaw.com](mailto:anowell@waxhaw.com).

- Information about leasing or purchasing
- Lists of available properties
- Demographic data and market studies
- Technical assistance and referrals, etc.

### **Step 2: Zoning Use Submittal Processes and Review**

- Submit Zoning Use Permit for review and approval: fee \$33.00
- Fire Prevention Inspection for inspection of building/site: fee \$66.00

**\*\*Tenants are not permitted to occupy a building or suite without issuance of a Zoning Use Permit and a Fire Prevention Inspection having been conducted on site. Fees subject to changes - please refer to the most recently adopted Town of Waxhaw Fee Schedule\*\***

Planning and Inspections staff will review the proposed use or any building changes for zoning requirements. Staff will advise if additional regulations or approvals will apply.

The Zoning Use Permit will be routed to internal and outside agencies

- Union County Public Works Pretreatment Coordinator (704) 296-4246
- Union County Environmental Health (704) 283-3825
- Waxhaw Fire Marshall (704) 843-4001
- Waxhaw Chief Building Inspector ext. 255

### **Step 3: Additional Permits**

- Sign Permit (Permanent): fee \$44 per permit**  
(Temporary) 30 days with additional regulations: \$12.10 per permit

If applicable, additional permits and fees may apply for illuminated signs, monument signs, etc.

**\*\*Contact the Planning staff prior to placement of sign on building or wall.\*\***

#### **Step 4: Trade Work**

f construction, repairs or alterations are to be made, building code, inspections and permit questions should be directed to Building Inspections Department - Telephone: 704.843.2195 or email at [Inspections@waxhaw.com](mailto:Inspections@waxhaw.com).

**\*\*Once trade work is completed and inspected Certificate of Completion or Certificate of Occupancy can be requested.\*\***

#### **Step 5: ABC Products**

- If ABC products will be served on site, contact the Planning and Zoning Division and the Waxhaw Police Department for additional requirements. Permits, fees and inspections will be required through the town for these services.

#### **Step 6: Additional Requirements (if applicable)**

- Additional permits may be required (depending upon the nature of your business) through Union County or State agencies. The applicant will be responsible for securing these permits directly through the respective agency (i.e. grease trap permits, food permits, etc.).

#### **Step 7: Celebrate the Grand Opening!**

- Waxhaw Business Association:  
Contact Jimmy Grappone, President - Telephone (980) 298-9385
  
- Union County Chamber of Commerce  
Via Phone: (704) 289-4567 or via email at [info@UnionCountyCoC.com](mailto:info@UnionCountyCoC.com)

**Welcome to Waxhaw!**

**For any additional questions, please contact:**

The Waxhaw Planning and Inspections Department (704) 843.2195

Ashley Nowell, Downtown Development Manager

(704) 843.2195 ext. 250 [anowell@waxhaw.com](mailto:anowell@waxhaw.com)