

Steps for obtaining a *Change Of Owner/ Business Name Permit & Privilege License to conduct business in the City of Monroe*

We are pleased that you have chosen the City of Monroe as the location of your business. Prior to opening your business, please complete the following process. If you have any questions, do not hesitate to contact the Permit Center with the information provided on the back of this brochure.

A *Change of Owner/ Business Name* permit is required for all new businesses or for an existing business that moves, change names, or adds a location.

1. Apply for a *Change Of Owner/ Business Name* Permit in the Permit Center located in the City Hall Building.
 - The permit application requires routing and may take 10-14 business days. (We recommend that you do not commit to a lease or invest money in altering the facility until your permit has been approved).
2. Obtain approval and apply for conditional utility service at our Customer Service Division located at 201 E. Windsor Street or 704-282-4511.
 - You will be required to have a copy of your checklist and a copy of your lease. All deposits and activation fees must accompany utility applications.

3. Schedule a fire inspection by calling (704) 282-4726.
 - The property must pass this inspection before the *Change of Owner/ Business Name* process can continue.
4. Return to the Permit Center with a copy of your fire inspection and pick up the completed Ordinance Compliance Checklist for Businesses.
 - You have now completed the Change of Owner/ Business Name process and are ready to go to our Collections Department and apply for your Privilege license, see below if required. Customer Service is located at 201 E. Windsor St.

A Privilege License is required for a taxi service in the City of Monroe. A Beer and Wine license is required if you will be selling any alcohol at your business location.

Please contact our Collections Department with any questions regarding your City privilege license or beer and wine license at 704-282-4516.

Offices To Contact When Starting A New Business

- Permit Center (City Hall)
704-282-4524
- Customer Service (Windsor St.)
704-282-4511
- Environmental Health
(Union County Courthouse)
704-283-3553
- Alcohol Law Enforcement
(400 E. Tryon Rd, Raleigh)
919-779-0700
- Register of Deeds
(Union County Courthouse)
704-283-3797
- N.C. Dept. Of Revenue
(500 W. Trade St, Charlotte)
704-519-3000
- Internal Revenue Service
800-829-1040
- Business Listing Department
(Union County Courthouse)
704-283-3849
- Monroe Fire Department Admin.
704-282-4726
- Monroe Police Department
704-282-4700

City of Monroe Planning and Development Department Staff

- Lisa Stiwinter, Planning Director
704-282-4569
- Doug Britt, Senior Planner
704-282-4568
- Keri Hutchins, Planner
704-282-5797
- Maryann Brown, Admin. Assistant II
704-282-4527
- Catherine Mullis, Lead Permit/ Com-
munity Enhancement Technician
704-282-4524
- Jessica Brummer, Permit Technician
704-282-4524
- Joann Juan, Permit Technician
704-282-4524



Change Of Owner/ Business Name Permit

Planning Department Permit Center

**PO Box 69
Monroe, NC 28111-0069
704-282-4524**

Email:

PermitCenter@monroenc.org