

1121 N. Lake Park Blvd  
Carolina Beach, NC 27529  
Phone: (910) 458-2999  
Fax: (910) 458-2997



Permit # \_\_\_\_\_

Registration #: \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

## TOWN OF CAROLINA BEACH BUSINESS REGISTRATION FORM

Applicants must submit this completed form to The Town of Carolina Beach Planning Department **prior to the opening of a new business, when a business has changed ownership, when a business moves to a new building, or when a change of use occurs.** A site plan and floorplan should be submitted with all new applications. All applicants are encouraged to contact The Town's Zoning, Inspections, Operations, and Fire Departments to determine which regulations may apply to particular businesses. An approval form, with phone numbers, is attached for your convenience.

**Any business operating without a current issued Business Registration on file will be fined \$50 a day.**

PLEASE PRINT CLEARLY

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

SSN/FID: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

Business to be conducted: \_\_\_\_\_

After Hours Emergency Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

*I affirm that the statements made in the foregoing application are true to the best of my knowledge.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**FIRE INSPECTOR must be contacted to schedule an inspection  
prior to the submittal of this form.**

**910-458-2985.**

**Fee Schedule** (Check all that apply):

<b>Description</b>	<b>General Statute</b>	<b>Rate (\$)</b>	<b>Check if Applies</b>	<b>Number involved</b>	<b>Tax Amount</b>
<b>Annual Business Registration</b>					
New Business		20.00			
<b>Existing Business, Annual Re-Registration</b>					
Bar/Tavern		10.00			
Hotel/Motel		10.00			
Manufacturing/Warehouse		10.00			
Office (i.e., Contractors, Real Estate)		10.00			
Recreation/Amusements (i.e., Beach Rentals, Arcades, Water Oriented Businesses)		10.00			
Restaurant		10.00			
Retail		10.00			
Service Business (i.e., Salons, Auto Repair/Service Station)		10.00			
Trailer Park		10.00			
<b>Beer/Retail:</b>					
Off Premises		5.00			
On Premises		15.00			
<b>Beer/Wholesale</b>	105.113.79	37.50			
<b>Taxi Cabs</b>	20.97	15.00/Vehicle			
<b>Wine/Retail:</b>					
Off Premises Fortified and Unfortified	105.113.77	10.00			
On Premises Fortified and Unfortified	105.113.77	15.00			
<b>Wine/Wholesale</b>	105.113.77	37.50			

**DEPARTMENT INSPECTIONS AND APPROVALS** *are required for all new businesses.*

**Section A- ZONING OFFICIAL TO COMPLETE**

Zoning: Structure/Business is in  Compliance  Non-Compliance  Not Applicable

Zoning Official's Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_ Fee \$ \_\_\_\_\_

Phone: 910-458-2991

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**Section B - BUILDING INSPECTOR TO COMPLETE**

Building Code: Structure is in  Compliance  Non-Compliance  Not Applicable

Building Inspector's Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_ Fee \$ \_\_\_\_\_

Phone: 910-458-8238

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**Section C - FIRE INSPECTOR TO COMPLETE**

Fire Code: Building is in  Compliance  Non-Compliance  Not Applicable

Fire Inspector's Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_ Fee \$ \_\_\_\_\_

Phone: 910-458-2985

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**Section D- OPERATION'S/UTILITIES DEPARTMENT TO COMPLETE**

Utility: Building is in:  Compliance  Non-Compliance  Not Applicable

Utility's Inspector's Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_ Fee \$ \_\_\_\_\_

Phone 910-458-8291

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**Section D- POLICE DEPARTMENT TO COMPLETE- Taxi and Towing**

Operations: Building is in:  Compliance  Non-Compliance  Not Applicable

POLICE OFFICER Inspector's Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_ Fee \$ \_\_\_\_\_

Phone 910-458-7061