

## Dear Business Owner:

Starting or opening a business is a challenging task. The Town of Fuquay-Varina's Planning, Inspections, Fire Marshal, Public Utilities, Engineering, and Economic Development Departments are here to assist you through every step of the way.

Information provided in this brochure is designed to guide business owners and operators through the required approval and permitting process needed to successfully establish and operate a business in Fuquay-Varina, North Carolina.

We look forward to assisting you and are very pleased that you have picked the thriving community of Fuquay-Varina to invest in!

Sincerely,

Town of Fuquay-Varina



The Town of Fuquay-Varina is committed to helping you achieve your goals!

**Economic Development Department**  
Jim Seymour, Economic Development Director  
919.753.1031 - jseymour@fuquay-varina.org

For project specific questions, please contact the following departments:

**Planning & Zoning**  
Mike Sorensen, Planning Director  
919.552.1409 - msorensen@fuquay-varina.org

**Building Code & Inspections**  
Chris Hinnant, Inspections Director  
919.552.1420 - chinnant@fuquay-varina.org

**Fire Marshal**  
Buddy Walters, Fire Marshal  
919.753.1014

**Public Utilities**  
Jay Meyers, Public Utilities Director  
919.567.3911 - jmeyers@fuquay-varina.org

**Public Works**  
Arthur Mouberry, PE, Public Works Director  
919.552.1402 - amouberry@fuquay-varina.org

**Engineering Department**  
Tracy Stephenson, Town Engineer  
919.753.1039 - tstephenson@fuquay-varina.org

**Signage**  
Dave Brook, Code Enforcement Officer  
919-753-1015 - dbrook@fuquay-varina.org

**Town of Fuquay-Varina**  
401 Old Honeycutt Road  
Fuquay-Varina, NC 27526  
919.552.1400 | Fuquay-Varina.org

# Starting a Business in Fuquay-Varina



Hon. John W. Byrne, Mayor

Jim Seymour  
Economic Development Director

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Town of Fuquay-Varina  
Economic Development Department  
401 Old Honeycutt Road  
Fuquay-Varina, NC 27526  
919.753.1031  
[www.fuquay-varina.org/ecodev](http://www.fuquay-varina.org/ecodev)

The **Economic Development Department** serves as the point of contact between Town government and the business community. **The Economic Development Department will coordinate predevelopment meetings with the Town departments responsible for helping businesses obtain the necessary permitting and zoning approvals required to establish and operate a business in Fuquay-Varina.**

**Whether a business or project is relocating to an existing building or is new construction, businesses should thoroughly investigate what actions will be necessary prior to opening a business. Due diligence is encouraged, especially before signing a lease or purchasing property.**

### **What is the Process?**

#### **Step 1: Predevelopment Meeting**

Business owners and their representatives are encouraged to meet with the Town prior to submittal of applications and plans to determine what is required for each project. Predevelopment meetings are scheduled by calling the Economic Development Department at 919.753.1031 or emailing, [jseymour@fuquay-varina.org](mailto:jseymour@fuquay-varina.org). The project address, proposed use, and contact information are necessary in order to schedule a predevelopment meeting.

At the predevelopment meeting, the following information and draft proposals should be prepared for discussion:

- General written description of project
- Proposed site & building information - address, square footage, elevations, # of floors, conceptual building plans, etc.
- Proposed construction, modifications, parking, layout (existing building/site conditions)
- Location of utilities, vehicular access/driveways, hydrants, grading, wetlands, etc.

#### **Step 2: Site Plan Submittal & Zoning**

After the predevelopment meeting has taken place, a business owner will submit a site plan to the Planning Department for review and approval. A site plan is a scaled drawing created by a North Carolina licensed engineer or architect, but in some cases may also be done by a North Carolina licensed surveyor.

A site plan includes all improvements and features of a project, excluding the interior of buildings. Most often, a site plan is required; however in some situations where no exterior improvements are required or proposed, this step is skipped.

The Planning Department reviews site plans for compliance with the Town Code of Ordinances, regulations, and policies, and ensures approvals have been granted by other State, Wake County, and governmental agencies. Site plan review typically takes 21 days. Reference the Town's Site Plan Application and Site Plan Review Checklist for more detailed information about this submittal, or call the Planning Department at 919.552.1429.

*Any specific zoning related issues associated with the project, such as zoning changes or special exceptions, will need to be approved through the Planning Department and appropriate Boards prior to site plan approval.*

#### **Step 3: Building Plan Submittal & North Carolina State Building Code**

Once the site plan has been approved by the Planning Department, a business owner or representative will submit building plans to the Inspections Department for review and approval. Building plans include all improvements and features of a building. The Town of Fuquay-Varina's Inspections Department enforces the North Carolina State Building Code, and instructs business owners on permitting required for construction and rehabilitation of buildings. Compliance with the Building Code is evaluated through the building plan review. Building Plan review typically takes 10 days. For additional information, contact the Inspections Department at 919.552.1433.

#### **Step 4: Preconstruction Meeting**

Once site plan, building plan, and all other applicable agency approvals have been granted, but prior to construction of a project, it is the business owner's responsibility to schedule a preconstruction meeting. The Town will make every effort to coordinate this meeting with Wake County, for the convenience of the business owner. Call the Town's Public Works Department at 919.753.1019 to schedule a preconstruction meeting.

#### **Step 5: Building & Fire Permits & Inspections**

Inspections are performed by the Building Inspector and Fire Marshal to ensure construction is being performed as approved on the building plans. The business owner, or representative, is responsible for scheduling inspections and ensuring all requirements are met in order to pass inspections. All construction and improvements must be approved before the building is occupied. Call the Town's Inspections Department at 919.552.1407 to schedule inspections.

**\*Businesses are responsible for setting up predevelopment and inspection meetings**

### **Quick Guide to Development Process:**

#### **STEP 1: PREDEVELOPMENT MEETING**

Set up a predevelopment meeting to discuss the proposed project with Town Staff by contacting the Economic Development Department at 919.753.1031.

#### **STEP 2: SITE PLAN SUBMITTAL**

A complete site plan application package is made by the business owner or representative in order for Town Staff to review the project for compliance with Town Code and regulations. The Planning Department Staff, available at 919.552.1429, can assist you with specific questions regarding the plan submittal and review process.

#### **STEP 3: BUILDING PLANS SUBMITTAL**

The business owner or representative must submit a complete building plan application in order for Town Staff to review the project for compliance with the North Carolina State Building Code. The Inspections Department, available at 919.552.1433, will review this submittal and can assist with questions regarding the submittal and review process.

#### **STEP 4: PRECONSTRUCTION MEETING**

A preconstruction meeting is scheduled, after approvals have been granted, by contacting the Public Works Department at 919.552.7481.

#### **STEP 5: BUILDING PERMITS & INSPECTIONS**

All construction must be inspected as it is performed. The Inspections Department issues building permits and performs inspections. Call the Inspections Department at 919.552.1407 to schedule all inspections.