



Starting a Business in Fuquay-Varina

Mayor Blake Massengill

Tiffany McNeill, CEcD
Economic Development Director

134 N. Main Street
Fuquay-Varina, NC 27526
(919) 552-1400
fuquay-varina.org

Dear Business Owner,

Starting or opening a business is an exciting and 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 process.

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!**

Development Liaison

Kathy Carlisle, Development Liaison
(919) 281-9259, kcarlisle@fuquay-varina.org

Economic Development Department

Tiffany McNeill, CEcD, Economic Development
Director
(919) 753-1031, tmcneill@fuquay-varina.org

Dawn Russell, Downtown Development
Manager

(919) 753-1040, drussell@fuquay-varina.org

Planning and Zoning

Pam Davison, PLA, Planning Director
(919) 753-1870, pdavison@fuquay-varina.org

Building Code and Inspections

Chris Hinnant, Inspections Director
(919) 552-1413, chinnant@fuquay-varina.org

Fire Marshal

Buddy Walters, Fire Marshal
(919) 753-1014, bwalters@fuquay-varina.org

Public Utilities

Michael Wagner, Public Utilities Director
(919) 567-3911, mwagner@fuquay-varina.org

Public Works

Tracy Stephenson, PE, Public Works Director
(919) 753-1039, tstephenson@fuquay-
varina.org

Engineering Department

Matt Poling, PE, CFM, Engineering Director
(919) 753-1035, mpoling@fuquay-varina.org

Signage

Rich Johnson, Code Enforcement Officer
(919) 753-1872, rjohnson@fuquay-varina.org

A Quick Guide to the Development Process

A site plan is required for construction of new commercial or industrial development, building expansions and additions meeting certain criteria, as well as other specific circumstances outlined by the Town's Land Development Ordinance (LDO).

Please visit the Town's Development Liaison webpage to schedule any of the meetings described below.

Pre-Development Meeting

The Town encourages a pre-development meeting prior to submitting a site plan application. This meeting provides assistance with the review process and schedule, outlines the proposed scope of work and development, and familiarizes applicants with the provisions of the LDO.

Pre-Submittal Meeting

The Town requires a pre-submittal meeting prior to submitting a site plan. This meeting is scheduled once a project has gone beyond the due diligence stage and the applicant provides a full plan set for discussion. Town Staff can offer assistance during the meeting in order to expedite the formal staff review process.

Site Plan Submittal

The formal site plan review process begins when the application package is submitted to the Planning Department. Site Plan review is an administrative, staff-level approval process. The Site Plan Checklist provides a list of all required submittal materials, as well as a general outline of the review and approval process. Site plans are "construction drawings" which means that a full site development package is required. Submittals are accepted on a rolling basis as the Town does not have specific submittal deadlines.

Town Staff will provide comments once the site plan review is completed, generally within 21 business days of processing, unless otherwise notified. Revised plans are submitted at the will of an applicant, at which time, the 21-business day

review cycle begins again. Plans are approved once a site plan is deemed to be in compliance with Town requirements.

Exempt Plat Submittal

If applicable, any additional easements and dedication of right required through the Site Plan Review must be submitted for review and approval as an Exempt Plat. The approved plat for easements and dedication must be recorded prior to approval of the Site Plan.

Building Plan Submittal

Building plans are reviewed by the Town's Inspections Department. Building plans can be submitted after the site plan has been approved. Please note that the building plans will not be approved until the site plan has been approved.

Pre-Construction Meeting

Prior to the start of construction a pre-construction meeting is scheduled through the Town's Engineering Department. Scheduling information is provided with the Site Plan Approval. This meeting allows for coordination of inspections, construction process review, and collection of required fees.

Construction of Infrastructure & Building(s)

Construction of infrastructure (streets, utilities, etc.) is inspected by the Town's Engineering Department.

Building construction is inspected by the Town's Inspections Department. Inspections related to site stabilization and zoning compliance are performed by the Town's Planning Department and are scheduled through the Inspections Department.

FAQs

Do I need the Town's permission to open a business?

Yes. A zoning compliance letter from the Planning Department is required. The purpose of the letter is to allow the Town to verify that new businesses are permitted and have approval for the location in question. Sometimes lending institutions and other government agencies may also require a property owner to obtain a zoning compliance letter. To request a zoning compliance letter, please submit a completed zoning compliance letter application to the Planning Department. There is a fee associated with the application. Processing time is typically 2-3 business days from the date of application submittal. Payment is required prior to pick-up of the letter and can be paid at Town Hall located at 134 N Main Street.

Where can I locate my business?

Please refer to the Town's Land Development Ordinance for a comprehensive list of permitted uses and the zoning districts in which they apply. To explore zoning districts in Fuquay-Varina, please visit the Fuquay-Varina interactive GIS map found on the Planning Department page of the Town's website.

What if I want to operate a business out of my home?

A home occupation permit is required to operate a business out of the home and there is an associated permit fee. This permit is not transferable and cannot be used at an address other than the one listed on the permit. The application for a home occupation permit can be found on the Planning Department's website, www.fuquay-varina.org/planning.