



## Opening a New Business or Organization in Mount Pleasant?

Here is a step-by-step process of what you need to do to obtain zoning approval before you sign a lease or open your business in an existing building in the Town of Mount Pleasant zoning jurisdiction:

### STEP 1

Call the Planning Department at 704-436-9800 x1005 or email [burrise@mtpleasantnc.us](mailto:burrise@mtpleasantnc.us) to see if the proposed use is permitted in the zoning district for the property.

### STEP 2

Fill out a Zoning Permit Application and provide information about the proposed business and pay the application fee. (Required for all businesses)

- What is the property address?
- Is this a home-based business (home occupation)? If so, how much house area is being used, or is the business located in a detached structure like a garage or shed?
- Is it a retail use, service use, office use, institutional use, or industrial use?
- Is the use different than the use that was previously in that location (i.e. retail vs. office)?
- How many parking spaces are there available for the business?
- Are you installing a wall sign? A ground-mounted sign?
- Is there any outdoor display or storage?
- Is there a waste receptacle or dumpster for the business?

The \$50 application fee covers zoning approval of the use, the sign, and the Certificate of Compliance. The fee for home-based businesses (home occupations) is \$25.

Sometimes when there is change of use on a property, additional requirements will need to be met. This is especially the case when a property was previously a residential use and will now be used for commercial purposes. Depending on the location and current zoning, a Rezoning, Special Use Permit, or site upgrades (like parking and landscaping) may be required by the Mount Pleasant Development Ordinance (MPDO). For more information about which uses are permitted in the various zoning districts, view Article 4 and Article 5 of the MPDO online. Landscaping requirements are in Article 7, parking requirements are in Article 8, and sign requirements are in Article 12.

### STEP 3

Contact the Cabarrus County Fire Marshal's Office to schedule a fire inspection at 704-920-2143. (Not typically required for home-based businesses)

### STEP 4

If everything is in compliance, then a Certificate of Compliance will be issued and the business can open. (Not typically required for home-based businesses)

If you would like information about:

- Holding a **Grand Opening Ribbon Cutting** for your new business, contact Town Hall at 704-436-9800 (for new businesses only, not currently available for home-based businesses, business relocations, or expansions)
- Introducing your new business through **Pleasant Life**, social media and website for local economic development and tourism, email [pleasantlife@mtpleasantnc.us](mailto:pleasantlife@mtpleasantnc.us)
- Joining the **Mount Pleasant Small Business Association**, a group for local entrepreneurs to build relationships with each other and provide a means of support for ideas of growth, advertising and development within the community, email [mp.merchant.info@gmail.com](mailto:mp.merchant.info@gmail.com) and join Facebook group <https://www.facebook.com/groups/473219900882586>.

Additional resources for small businesses:

<https://cabarruscenter.com/starting-a-business-cc/>

<https://cabarruscenter.com/retail-lab/>

<https://www.rccc.edu/sbc/>