

In addition, new business owners **SHOULD** contact the following offices for the reasons stated below:

- ⇒ **Elizabeth City Chamber of Commerce**
502 E Ehringhaus Street
Elizabeth City NC 27909
252-335-4965
- ⇒ **Central Communications**
252-331-1500
Reason: To provide information on contacts in case of emergency.
- ⇒ **Employment Security Commission**
252-331-4798 email: www.ncesc.com
Reason: Inquiry on unemployment taxes for filing employee tax.
- ⇒ **Internal Revenue Service**
Memphis, TN email: www.irs.gov
Reason: To obtain Federal ID number and inquire about employee payroll taxes.
- ⇒ **NC Department of Revenue**
1-877-252-3052 email: www.dor.state.nc.us
Reason: To obtain a State Sales Tax ID and State Privilege License. Inquiry can be made on payroll taxes for employees.
- ⇒ **Pasquotank County Finance Department**
252-335-4580 email: www.co.pasquotank.nc.us/finance.htm
Reason: If Hotel/Motel/Inn or Bed & Breakfast must collect and remit Room Occupancy Tax.

WHO TO CONTACT WHEN STARTING A NEW BUSINESS



This brochure is supplied by the
City of Elizabeth City
Planning and Community Development Department
This guide is to assist new businesses.

City Departmental information may also be accessed through the City's website at www.cityofec.com

⇒ **Albemarle Regional Health Services**

PO Box 189
Elizabeth City NC 27907-0189
252-338-4490

Reason: To obtain a Sanitation Permit for lodging, the sale of food items or day care services.

⇒ **Alcohol Law Enforcement**

State of North Carolina
106 Tarheel Court
Elizabeth City NC 27909
252-335-2357

Reason: Alcohol and Beverage Commission (ABC) permit required for the sale of alcoholic beverages.

⇒ **Elizabeth City Customer Service Department**

306 E Colonial Avenue
PO Box 347
Elizabeth City NC 27907-0347
252-338-3981

Reason: To obtain Business Registration and to apply for utility service. ***Fee is required.***

⇒ **Elizabeth City Fire Department**

302 E Colonial Avenue
PO Box 347
Elizabeth City NC 27907-0347
252-338-3913

Reason: Businesses need fire inspection to ensure compliance with fire code.

⇒ **Elizabeth City Inspections Department**

302 E Colonial Avenue
PO Box 347
Elizabeth City NC 27907-0347
252-337-6868

Reason: To obtain necessary building and occupancy permits.
Fee may be required.

⇒ **Elizabeth City Planning and Community Development**

302 E Colonial Avenue
PO Box 347
Elizabeth City NC 27907-0347
252-337-6672

Reason: To make determination of conformity according to zoning regulations and to obtain necessary permits. ***Fee is required.***

⇒ **Elizabeth City Police Department**

302 E Colonial Avenue
PO Box 347
Elizabeth City NC 27907-0347
252-338-3981

Reason: To make determination of conformity according to City and State regulations.

⇒ **Elizabeth City Public Utility Sanitation and Solid Waste Division**

F.O.G.
410 Pritchard Street
Elizabeth City NC 27909
252-337-6825

Reason: Fats, Oil and Grease program for establishments serving food.

⇒ **OSHA**

1-888-756-2427

Reason: Standard Industrial Classification Number (SIC) needed for Business/Privilege License and for permits needed from City Planning Department.