



## Your Guide for Doing Business in Downtown Statesville

**Downtown Statesville Development Corporation (DSDC)** is a nonprofit organization that exists to provide leadership dedicated to the historic preservation and enhancement of downtown Statesville. Our organization promotes downtown as the economic, social and cultural center of Statesville.

*Your Guide for Doing Business in Downtown Statesville* is our effort to provide quality customer service to our downtown community and to make it easier to expand, relocate or start a business by providing handy, valuable information – all in one place. As a general reference, you will find this guide useful in contacting the appropriate local, county, and state departments for your needs. It is meant to be a resource for obtaining contact information for permits, licenses and other information necessary for starting, expanding and conducting business. We want Downtown Statesville to be your location of choice. Please contact Marin Tomlin, Executive Director of Downtown Statesville Development Corporation at 704-878-3436 or [mtomlin@downtownstatesvillenc.org](mailto:mtomlin@downtownstatesvillenc.org) for more information.

## Preparing for Success in Downtown Statesville

*Downtown is a great environment with special operational challenges. Prior to leasing or purchasing a building, be sure to work with DSDC [www.downtownstatesvillenc.org](http://www.downtownstatesvillenc.org), the City of Statesville [www.ci.statesville.nc.us](http://www.ci.statesville.nc.us) and Iredell County [www.co.iredell.nc.us](http://www.co.iredell.nc.us) to check the following issues:*

### **Change of Use**

If a building is changing use from one activity to another, such as going from a retail shop to a restaurant, the space may require renovations to meet minimum NC building code requirements for the new use. This work may include additional restrooms, handicap access, fire sprinklers, or other life safety improvements. A request can be made for the inspections department to conduct a change of use inspection on site (see fee schedule). If the structure does not meet minimum standards for the new use plan review, inspections, and acceptance of alterations would then be required prior to occupation for the new use. Questions regarding change of use are addressed through the Iredell County Plan Review Department. For information and scheduling please contact Tracee Stikeleather (704-928-2021, Ext. 2021). See page 4 for additional steps regarding City of Statesville's Zoning requirements, Fire Inspection, and Iredell County building permits.

### **Parking**

Be sure to evaluate the parking needs for customers and employees as well as potential deliveries and loading issues before leasing or purchasing a building. The City of Statesville Police Department, located at 330 S. Tradd Street is responsible for enforcing the parking ordinances. A map showing the downtown public parking lots is attached.

### **Street or Curbside**

These are the most valuable spaces and should be left for customers, clients and visitors. The City of Statesville uses 2 hour time limits between the hours of 9 am – 6 pm to ensure these spaces are readily available for users.

### **Off-Street Lots**

Business owners and employees should park in all-day lots and avoid street parking.

### **Trash Removal**

The City of Statesville can provide commercial customers with a 96 gallon roll-out Toter for weekly or bi-weekly trash collection that occurs Monday through Saturday in Downtown. Effective July 1, 2012, the monthly rate for commercial roll-out cart service is \$10.70 per cart, serviced once per week. City Code allows a maximum of three roll-out containers for commercial customers. Additional carts may be allowed for special conditions in the downtown area. Commercial customers are serviced a maximum of twice weekly. Additional pickups may be allowed in the downtown area. Large waste generators such as restaurants may be required to use dumpsters. Dumpster service would be handled through a

private hauler. Private haulers offering service in the Statesville area include Benfield Sanitation Services, Waste Management and Republic Services. A restaurant or building that is being converted into a mixed-use or multi-tenant property must have a trash removal plan approved by the City. Please call Freddie Morrison, City of Statesville Sanitation Superintendent, at 704-832-3826 to discuss pricing and arrange for service.

### **Curbside Recycling**

The City of Statesville recycling program provides curbside recycling collection every other week. Curbside recycling collection is by automated truck and may not be available at all downtown locations. If the volume is such that collection is required more than every other week, you will have to coordinate with a private provider or carry your recycling to the other downtown locations described below. Please call Freddie Morrison, City of Statesville Sanitation Superintendent, at 704-832-3826 to discuss downtown recycling options.

### **Downtown Recycling Center**

Statesville has placed a recycling center in the parking lot of the Police Department at 131 E. Sharpe St. in downtown Statesville which accepts Steel food cans, All colors of food and beverage glass containers, All plastic containers, cardboard, food cartons, phone books, Mixed paper, and aluminum cans. The downtown recycling center is open 24 hours a day. These items do not need to be separated.

### **Cardboard Recycling**

DSDC provides two cardboard recycling dumpsters for downtown business use only. One dumpster is located in the parking lot behind CVS on N. Center Street and the other is located in the parking lot off E. Broad Street between Nu-Way Shoe Shop and the Clock Tower Building. These dumpsters are emptied twice a week. All cardboard must be flattened and placed inside the dumpster. The collecting company will not pick up cardboard left on the ground. If the containers are full please contact DSDC at 704-878-3436, but do not leave cardboard outside the containers.

### **Sidewalks & General Maintenance Issues**

It is the responsibility of the tenant/property owner to keep the sidewalk in front of his business establishment or building clean at all times including removal of snow and ice. Clean streets and sidewalks, attractive and well maintained storefronts make a great first impression to downtown visitors. We all share the responsibility for keeping downtown looking great. You can help by reporting problems or safety concerns such as overflowing trash containers, broken street benches, streetlights or parking lot lights not working and damaged/missing street signs to DSDC at 704-878-3436. We will forward this information to the appropriate City department. Businesses cannot use the litter containers on sidewalks to dispose of their trash and roll out Toters cannot be placed in front of any establishments.

### **Signage and/or Awnings**

Businesses shall meet with the City of Statesville Planning Department before ordering signage to understand what types of signs will be permitted in the downtown district, the amount of signage that will be allowed on your building and to understand the process required to obtain sign approval. A City of Statesville Zoning Clearance signed by City personnel shall be obtained indicating that your plans meet the City's zoning requirements. Once you have a signed Zoning Clearance, you shall apply for a building permit through Iredell County (only for certain types of signs.) There will be a fee to review your plans and a fee for the permit based on the cost of your project. Building permits shall be obtained at the Iredell County Building Standards Center at 349 N. Center Street. For information and permitting with Iredell County please contact Tracee Stikeleather (704-928-2021). A City of Statesville Zoning Clearance is required prior to purchasing or installing any outdoor signs. Some projecting signs depending on their size and awnings will require an Iredell County building permit. For more information, to arrange a meeting or to receive a copy of the Downtown Sign Ordinance, contact Marci Sigmon 704-878-3578 with the City of Statesville Planning Department. (*zoning ordinance 30.2.20 e-n*)

### **Temporary Signage**

Temporary signs and banners are permitted; however one must obtain a permit prior to having the sign made and installed. Please contact the City of Statesville Planning Office at 704-878-3578 to find out the specifics.

### **Sandwich Board Signs**

Sandwich board signs are an effective way to bring customers into your business. They can be used to announce an opening, a special or simply to direct potential customers into your shop, restaurant or office. Contact the Planning Office (704-878-3578) for a copy of the regulations governing sandwich board type signs and request an application.

### **Sidewalk Dining**

Sidewalk dining requires a City permit that must be renewed annually. Please contact Marci Sigmon in the Planning Office at 704-878-3578 to find out the specifics and complete an application.

## **Right of ways**

Be sure to check for easements or ownership records of alleys, lots and other properties to avoid conflicts with the legal rights of neighbors.

## **Festivals and Special Events**

Downtown is host to special events and festivals such as Art Crawls, Friday After Five Summer Concert Series, Statesville Criterium Bike Race, Statesville Pumpkin Fest, Shop & Strolls and others. These events draw thousands of people and can be an opportunity to promote your business; however there may be blocked streets and parking lots. Although the City and festival organizers do their best to notify affected businesses early in the planning process and avoid closing streets, events can disrupt normal business operations.

## **Graffiti**

Graffiti on downtown buildings is a visual blight that must be removed quickly by the property owner. As part of a program initiated for its constituents in coordination with the City of Statesville, DSDC has implemented a Graffiti Removal Policy for property located within the Downtown Municipal Service District. DSDC can assist in organizing the removal of graffiti that is on the outside of unpainted brick buildings and visible to the public right of way. Property owners are required to give their permission by signing a Graffiti Removal Agreement. The police may need to photograph the markings. To report graffiti or request a Graffiti Removal Agreement contact DSDC at 704-878-3436 or call the Statesville Police Department at 704-878-3406.

## **Downtown Resource Officer**

This special City of Statesville police officer focuses on the Downtown Municipal Service District and provides high visibility and special public safety tactics for Downtown businesses, workers, residents and visitors. Officer Tony Baity can be reached directly at 704-902-1141 or call the main number at 704-878-3406.

## **Panhandling**

In April 2008, the City banned “aggressive panhandling” via City Ordinance. Soliciting, begging, and/or panhandling for money, food, and/or other goods is prohibited on all streets, highways, roadways (including shoulder & median), sidewalks, alleys, or other public property unless written permission is obtained from the City or private property owner or other person of authority. Even with written permission (i.e. a solicitation license from the City), no person shall beg, panhandle, or solicit contributions in a manner so as to intimidate or accost another person, or during nighttime hours, or within 20 feet of an entrance/exit to a bank or ATM, or while sitting or standing on a roadway, shoulder, or median.

Unless emergency circumstances exist, officers have been educated to give the violator a documented one-time warning in order to gain their compliance. Persons with real needs for food or shelter will be provided with assistance via proper channels to obtain those needs. However, second and subsequent violations will be subject to charges. If panhandled, simply say no and walk away from the violator. Contact Office Prevette (704-902-1141) or the Police Department (704-878-3406) to make them aware of the matter so a proper warning can be administered.

## **Skateboarding and Bicycles**

In December 2008, the City of Statesville banned the use of skateboards, bicycles, coasters, and other similar devices on public sidewalks in the Downtown Statesville Tax District. This was done to ensure pedestrian safety and protect property from damage after voluntary compliance from violators was unsuccessful. Proper signage has been posted throughout the area. Citizens should contact Office Tony Baity (704-902-1141) or the Police Department (704-878-3406) to make them aware of the location of violators in order to take appropriate action, which can range from a verbal warning to a citation and seizure of device being used.

## **Permits, Inspections, Codes & Regulations**

Moving into, renovating or redeveloping an existing building in Downtown Statesville is a complex process. DSDC strongly recommends working closely with the City of Statesville Planning & Zoning, Iredell County Code Enforcement and possibly consulting with an architect who has experience with historic structures and the Rehab Code prior to purchasing or commencing with any work on your property.

## **City of Statesville Planning & Zoning**

A Zoning Clearance Form signed by City personnel is required indicating that the business you plan to open meets the City's zoning requirements for permitted uses and other pertinent information. Downtown Statesville has two zoning districts – Central Business District (CB) and the Central Business Perimeter District (CBP). It is important to verify which

zoning regulations apply to your proposed location. A preliminary meeting to review your plans is suggested before signing a lease or purchasing a building. The Planning & Zoning Department is located on the first floor of the Statesville City Hall building located at 227 S. Center St. Contact Elaine Anthony 704-878-3575.

### **Fire Inspection**

The Statesville Fire Marshal is available to tour properties and let you know any concerns they have regarding fire safety for a proposed building use. A Certificate of Occupancy may be obtained by meeting all fire and life safety codes and is also required before electricity can be obtained for a building. Please contact the Fire Marshal's Office to schedule a walk through or inspection 704-878-3401.

### **Iredell County Code Inspections Department**

Before signing a lease or purchasing a building, contact Iredell County Code Enforcement to determine if your business/building plan is compatible with a specific tenant space or building. Depending on the size of the space and/or extent of renovation, scaled drawings sealed by a licensed design professional may be required for plan approval prior to the issuing of building permits. It is important to provide adequate time to secure approvals from all departments and agencies having jurisdiction. Building permits (if required) will not be issued until all appropriate approvals have been secured by the owner. The Plan Review Department is located on the 3<sup>rd</sup> floor of the Iredell County Building Standards Center at 349 N. Center Street. For information, scheduling, and plan review submittal please contact Tracee Stikeleather (704-928-2021, Ext, 2021).

Per NC general statute, an Iredell County building permit is needed for all projects involving the construction, alteration, repair, removal, or demolition of any structure. Please request a copy of the Iredell County Code Enforcement Information Packet which contains plan review & permitting guidelines, commercial plan review application, staff directory, information sheet and permit fee schedule.

Information Packet:

<http://www.co.iredell.nc.us/Departments/Inspections/forms/Information%20Packet%20for%20Commercial%20Projects.pdf>

Plan Submittal Guidelines:

<http://www.co.iredell.nc.us/Departments/Inspections/forms/Plan%20Review%20Submittal%20Requirements.pdf>

### **Design Review Permit**

Any exterior changes you might be considering on a building must follow the Downtown Design Guidelines and you must receive approval from the City of Statesville Design Review Committee before any work begins. To obtain a copy of the design guidelines and information on the approval process, please visit

<http://www.ci.statesville.nc.us/Departments/PlanningampZoning/DesignReviewCommittee/tabid/305/Default.aspx>. If you have questions please contact the Marci Sigmon in the Planning Department 704-878-3578.

### **Signage and/or Awning Permits**

You shall obtain a zoning clearance and a building permit before any signs are created or installed. Businesses shall meet with the Planning Department first to understand what types of signs will be permitted in the downtown district, the amount of signage that will be allowed on your building and to understand the process required to obtain sign approval. Contact Marci Sigmon at 704-878-3578.

### **City of Statesville - Business Privilege License**

Anyone who conducts business in the City of Statesville must obtain a Privilege License, except for businesses that are specifically exempted by state or federal statute. You must have a signed Zoning Clearance Form from the Planning Department before you can apply for the Privilege License. You may apply for a Privilege License in person in the Collections Department located at 301 South Center Street from 8 am to 5 pm. Contact the Collections Department at 704-878-3564. Click here to download the Privilege License Application:

<http://ci.statesville.nc.us.dnnmax.com/Departments/Finance/UtilityRevenueCollections/PrivilegeLicense/tabid/222/Default.aspx>

### **City of Statesville - Commercial Utility Service**

Visit the City of Statesville website for a step by step list of items that are required:

<http://ci.statesville.nc.us.dnnmax.com/Departments/Finance/UtilityRevenueCollections/UtilityServices/tabid/218/Default.aspx> or contact the Collections Department for more information 704-878-3564.

### **Iredell County Environmental Health Department**

Restaurants and food related businesses must obtain permits from the Iredell County Environmental Health Department located at 318 Turnersburg Hwy. 704-878-5305

## **State and Local Licenses**

The NC Department of Commerce provides information on state/local licenses that may be appropriate for your business. For more information contact 800-228-8443 or [www.nccommerce.com](http://www.nccommerce.com).

## **Alcohol Sales**

The bureau of Alcohol and Beverage Commission (ABC) Permit Compliance Division reviews and processes applications to sell and serve alcoholic beverages. For more information contact 919-779-0700 or [www.ncabc.com/permits](http://www.ncabc.com/permits).

## **Financial Resources**

### **Banks and other Financial Institutions**

Many local banks and credit unions offer small business loans and assistance on how to best utilize your personal assets. Many also work directly with the Small Business Administration (SBA). Please contact your local banker for assistance and guidance.

### **Historic Tax Credits**

Many historic properties located within the Downtown Statesville Commercial District are eligible to receive a Tax Credit for Historic Rehabilitation. Under this program, owners of income producing properties that are considered contributing to the Commercial District may receive state and federal tax credits totaling 35% of the cost of the rehabilitation. For more information visit [www.hpo.ncdcr.gov](http://www.hpo.ncdcr.gov) and click on Tax Credits or contact Tim Simmons with the NC State Historic Preservation Office at 919-807-6585.

## **Other Business Resources**

### **City of Statesville**

#### **Larry Pressley, City Manager**

227 South Center Street  
PO Box 1111  
Statesville, NC 28687  
[www.ci.statesville.nc.us](http://www.ci.statesville.nc.us)  
Phone 704-878-3583  
Fax 704-873-4167

### **Greater Statesville Chamber of Commerce**

#### **David Bradley, President/CEO**

121 North Center Street, Suite 101  
Statesville, NC 28677  
[www.statesvillechamber.org](http://www.statesvillechamber.org)  
Phone 704-873-2892  
Fax 704-871-1552  
[dbradley@statesvillechamber.org](mailto:dbradley@statesvillechamber.org)

### **Downtown Statesville Development Corporation**

#### **Marin Tomlin, Executive Director**

112 South Center Street  
PO Box 205  
Statesville, NC 28687-0205  
[www.downtownstatesvillenc.org](http://www.downtownstatesvillenc.org)  
Phone 704-878-3436  
Fax 704-878-3476  
[mtomlin@downtownstatesvillenc.org](mailto:mtomlin@downtownstatesvillenc.org)

**Statesville Regional Development**  
**Russ Rogerson, Executive Director**  
116 North Center Street  
Statesville, NC 28677  
[www.greaterstatesville.org](http://www.greaterstatesville.org)  
Phone 704-871-0062  
Fax 704-871-0223  
[Russ@StatesvilleRegion.com](mailto:Russ@StatesvilleRegion.com)  
[Lisa@StatesvilleRegion.com](mailto:Lisa@StatesvilleRegion.com)

**Statesville Convention & Visitors Bureau**  
1551 East Broad Street  
Statesville, NC 28625  
[www.visitstatesville.org](http://www.visitstatesville.org)  
Phone 704-878-3480  
Toll-free 877-531-1819  
Fax 704-878-3489  
[info@visitstatesville.org](mailto:info@visitstatesville.org)

**Iredell County Government Center**  
**Beth Jones, Interim County Manager**  
200 South Center Street  
Statesville, NC 28677  
Phone 704-878-3483  
[www.co.iredell.nc.us](http://www.co.iredell.nc.us)

**Iredell County Building Code Enforcement**  
**Lynn S. Niblock, CBO**  
349 North Center St.  
Statesville, NC 28687  
Phone: 704-878-3120  
[www.co.iredell.nc.us/departments/inspections](http://www.co.iredell.nc.us/departments/inspections)

**Iredell County Public Library**  
**Steve Messick, Director**  
201 North Tradd Street  
Statesville, NC 28677  
Phone 704-878-3090  
[www.iredell.lib.nc.us](http://www.iredell.lib.nc.us)

**Mitchell Community College Small Business Center**  
**Suzanne Wallace, Director**  
701 West Front Street  
Statesville, NC 28677  
Phone 704-878-3227  
[www.mitchellcc.edu/cec/small-bus/index.cfm](http://www.mitchellcc.edu/cec/small-bus/index.cfm)