



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 Brittany Marlow, Executive Director of Downtown Statesville Development Corporation at 704-878-3436 or brittany@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 you have gone through the steps in the [Business Road Map: Before Signing a Lease or Buying a Building](#) Document.

City of Statesville - Commercial Utility Service

After signing a lease or purchasing a building, your first step will be setting up your utilities. This will be done through the City of Statesville located at 301 S. Center Street. Visit the City of Statesville website for a step by step list of items that are required: https://www.statesvillenc.net/departments/finance/utility_and_revenue_collections/utility_services

You will need:

1. Valid picture I.D. (a copy can be emailed to customerservice@statesvillenc.net)
2. Proof of ownership of the property (copy of "offer to purchase" or "closing documents") or a lease agreement
3. Connection fee of \$16.05 (this is a one-time fee)
4. Deposit - Must be paid in person with check, cash or credit card
5. Zoning Clearance – You should have already completed this with Marci Sigmon in the Planning Department at 704-878-3574 or msigmon@statesvillenc.net for more info.
6. Fire Marshall Inspection - Call 704-878-3401 for more info.
7. Backflow - Call 704-832-3847 for more info – this is the property owner's responsibility and you just need proof.

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 Marci Sigmon 704-878-3574 or msigmon@statesvillenc.net.

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.

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).

Review the requirements for Change of Use here: <https://www.iredellcountync.gov/DocumentCenter/View/16295/Change-of-Use-Inspections->

Download Change of Use Application here: https://assets.locable.com/pdfs/2916/attachments-original-1657113807-Change_of_Use_APPLICATION-2016.pdf?1657113807

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 3rd 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:

<https://www.iredellcountync.gov/DocumentCenter/View/293/Information-Packet-for-Commercial-Projects?bidId=>

Plan Submittal Guidelines:

<https://www.iredellcountync.gov/DocumentCenter/View/295/Plan-Review-Submittal-Requirements?bidId=>

Iredell County Environmental Health Department

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

Design Review Permit - Exterior changes to buildings need approval FIRST

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

<https://assets.locable.com/pdfs/826/attachments-original-1588886957-DTSV-design-guidelines.pdf?1588886957>

If you have questions please contact the Marci Sigmon in the Planning Department 704-878-3578 or email

msigmon@statesvillenc.net.

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.

All Guidelines for signage can be found in the Design Review Guidelines found here:

<https://assets.locable.com/pdfs/826/attachments-original-1588886957-DTSV-design-guidelines.pdf?1588886957>

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.

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.

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 <https://abc.nc.gov/Permit/WzHome>.

GENERAL INFORMATION

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. 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 Kevin Rankin, 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 Kevin Rankin, City of Statesville Sanitation Superintendent, at 704-832-3826 to discuss downtown recycling options.

Cardboard Recycling

DSDC provides two cardboard recycling dumpsters for downtown business use only. One dumpster is located in the parking lot behind Motorsports Gallery at 333 S. 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 on Wednesdays. 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 (clear of trash, cigarette butts, etc.) at all times including removal of snow and ice. The City recommends using 'concrete-friendly' de-icers. De-icers that contain Magnesium Chloride will melt snow and ice to sub-zero temps, but are less damaging to concrete and surrounding vegetation. Below is a link for 'concrete-friendly' de-icers <https://www.homedepot.com/p/50-lbs-Rock-Salt-Bag-4664/202523041>.

Clean streets and sidewalks, and 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.

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 5 Summer Concert Series, Wine Walk, Hops & Harmony Craft Brew Fest, Statesville Pumpkin Fest, Holiday 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 Solana Craig 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 Craig (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 Craig (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.

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 <https://www.nps.gov/tps/tax-incentives.htm> or contact Tim Simmons with the NC State Historic Preservation Office at 919-807-6585.

Vibrancy Grant

The Vibrancy Grant is offered by the Downtown Statesville Development Corporation to eligible businesses that would like to make proper improvements to the exterior appearances of their buildings that will help develop the appropriate image and improve the visual appearance of downtown. This includes but is not exclusive to: broken windows/doors, replacing or installing new signage, masonry, painting, etc. A full copy of the Vibrancy Grant Guidelines and Application can be found here: <https://www.downtownstatesville.com/business-resources/#sign-grant-program>

Other Business Resources

City of Statesville

Ron Smith, City Manager

227 South Center Street

PO Box 1111

Statesville, NC 28687

www.statesvillenc.net

Phone 704-878-3583

Fax 704-873-4167

Greater Statesville Chamber of Commerce

Shannon Viera, President/CEO

116 North Center Street

Statesville, NC 28677

www.statesvillechamber.org

Phone 704-873-2892

Fax 704-871-1552

sviera@statesvillechamber.org

Downtown Statesville Development Corporation

Brittany Marlow, Executive Director

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PO Box 205
Statesville, NC 28687-0205
Phone 704-878-3436
Fax 704-878-3476
www.downtownstatesville.com
brittany@downtownstatesvillenc.org

Iredell County Economic Development Corp.

Jenn Bosser, Executive Director

116 North Center Street
Statesville, NC 28677
Phone 704-871-0062
Fax 704-871-0223
www.iredelledc.com
jenn@iredelledc.com
Lisa@iredelledc.com

Statesville Convention & Visitors Bureau

Cindy Sutton, Executive Director

Phone 704-878-3480
Toll-free 877-531-1819
Fax 704-878-3489
<https://www.visitstatesville.com/>
cindy@visitstatesville.com

Iredell County Government Center

Beth Jones, County Manager

200 South Center Street
Statesville, NC 28677
Phone 704-878-3483
www.iredellcountync.gov

Iredell County Building Code Enforcement

349 North Center St.
Statesville, NC 28687
Phone: 704-878-3120
<https://www.iredellcountync.gov/234/Building-Standards-Division>

Iredell County Public Library

201 North Tradd Street
Statesville, NC 28677
Phone 704-878-3090
www.iredell.lib.nc.us

Mitchell Community College Small Business Center

701 West Front Street
Statesville, NC 28677
Phone 704-878-3227
mitchellcc.edu/small-business-center