

New Business Regulatory Starter Checklist



value-added & alternative agriculture

Written by:

Annette Dunlap, MBA

Extension Associate in Value-Added and Alternative Agriculture

TO REGISTER AS A CORPORATION (S-CORP OR LLC):

NC Secretary of State: www.sosnc.com

Do this before applying for any tax ID numbers; Incorporation should be confirmed before doing anything else

Businesses that are going to operate as sole proprietorships, but will operate as a "d/b/a" (doing business as), should register their business names either in the county of operation at the county Register of Deeds office, or they can reserve the name for statewide use at with the NC Secretary of State's office (see URL above).

TO GET A FEDERAL TAX ID NUMBER:

(recommended even if operating as a sole proprietorship)
Internal Revenue Service: www.irs.gov

TO GET A STATE TAX REVENUE ID NUMBER:

NC Department of Revenue: <http://www.dor.state.nc.us>

TO FIND OUT ABOUT INSURANCE CARRIERS:

NC Department of Insurance: www.ncdoi.com

TO FIND OUT ABOUT BUSINESS LICENSE REQUIREMENTS:

NC Department of Commerce: <http://www.nccommerce.com/servicenter/blio/>

Or, Call 919-715-2864 or Toll-free (in NC) at 1-800-228-8443 or Send fax to 919-715-2855.

The Business ServiCenter provides free one-on-one counseling to assist people with licensing requirements.

A BUSINESS LICENSE DIRECTORY IS AVAILABLE AT:

<http://www.nccommerce.com/en/BusinessServices/StartYourBusiness/BusinessLicensesPermits/>

STEPS TO PERMITTING A WINERY:

<http://www.nccommerce.com/en/TourismServices/NurtureWineAndGrapeIndustry/StartingAWinery/>

RESTAURANTS, CATERING, SELLING CANNED GOODS:

Contact your county health department – make contact at the beginning of the planning stage!

TO START A PETTING ZOO:

<http://www.fair-safety.com/>
<http://www.ncleg.net/Sessions/2005/Bills/Senate/PDF/S268v4.pdf>

TO START A FOOD BUSINESS:

<http://www.ces.ncsu.edu/depts/foodsci/ext/programs/ncfood/pubs.html>
<http://www.ces.ncsu.edu/depts/foodsci/ext/pubs/regulatemyfoodbus.html>

The Value-Added and Alternative Agriculture Start-up Tool Kit