



Town of Smithfield
350 E. Market St Smithfield, NC 27577
PO Box 761, Smithfield, NC 27577
Phone: 919-934-2116
Fax: 919-934-1134

NEW BUSINESS WORKSHEET

Thank you for choosing Smithfield, North Carolina as a place to do business. All new businesses or relocating businesses require a zoning permit and safety inspections prior to conducting business at a given location. Permit approval is based on the nature of the business considered and zoning classification of the property. Below is a simple 5 step process that must be completed before business can be conducted at the requested location.

Please complete each step before advancing to the next. See the location map on the back of this form for the location of each step. All steps are within walking distance of Smithfield Town Hall. Keep this worksheet with you until all steps are completed. You may contact each department at the phone numbers listed below for information regarding fees and required deposits.

- 1. Zoning Permit** for your business is issued by the Town of Smithfield Planning and Zoning Department. A completed zoning permit application must be provided for full consideration. Planning Department personnel can assist you by calling 919-934-2116 or visit us at Smithfield Town Hall located at 350 East Market Street.
- 2. Building Safety Inspection** of the work space you plan to use for business purposes may be required. You must contact Johnston County Building Inspections at 919-989-5060 to schedule this inspection or visit Johnston County Land Use Center at 308 East Market Street.
- 3. Fire Safety Inspection** of the work space you plan to use for business purposes may be required. You must contact the Smithfield Fire Department at 919-934-2452 or visit them at 111 South Fourth Street.
- 4. Business Licenses** are only required for businesses involved in the sale of alcohol. Finance Department personnel can assist you by calling 919-934-2116 ext. 1135 or visit us at Smithfield Town Hall located at 350 East Market Street.
- 5. Utility Services** can be established once the above steps have been completed by contacting a utility customer service representative at 919-934-2116 ext.1105 or visit us at Smithfield Town Hall located at 350 East Market Street.

Proposed Business Name: _____

Type of Business (Describe business activity): _____

Business Address: _____ Phone #: _____

Email Address: _____ Previous use of building (if known): _____

Number of on-site parking spaces devoted to use: _____ Square footage of unit/building: _____

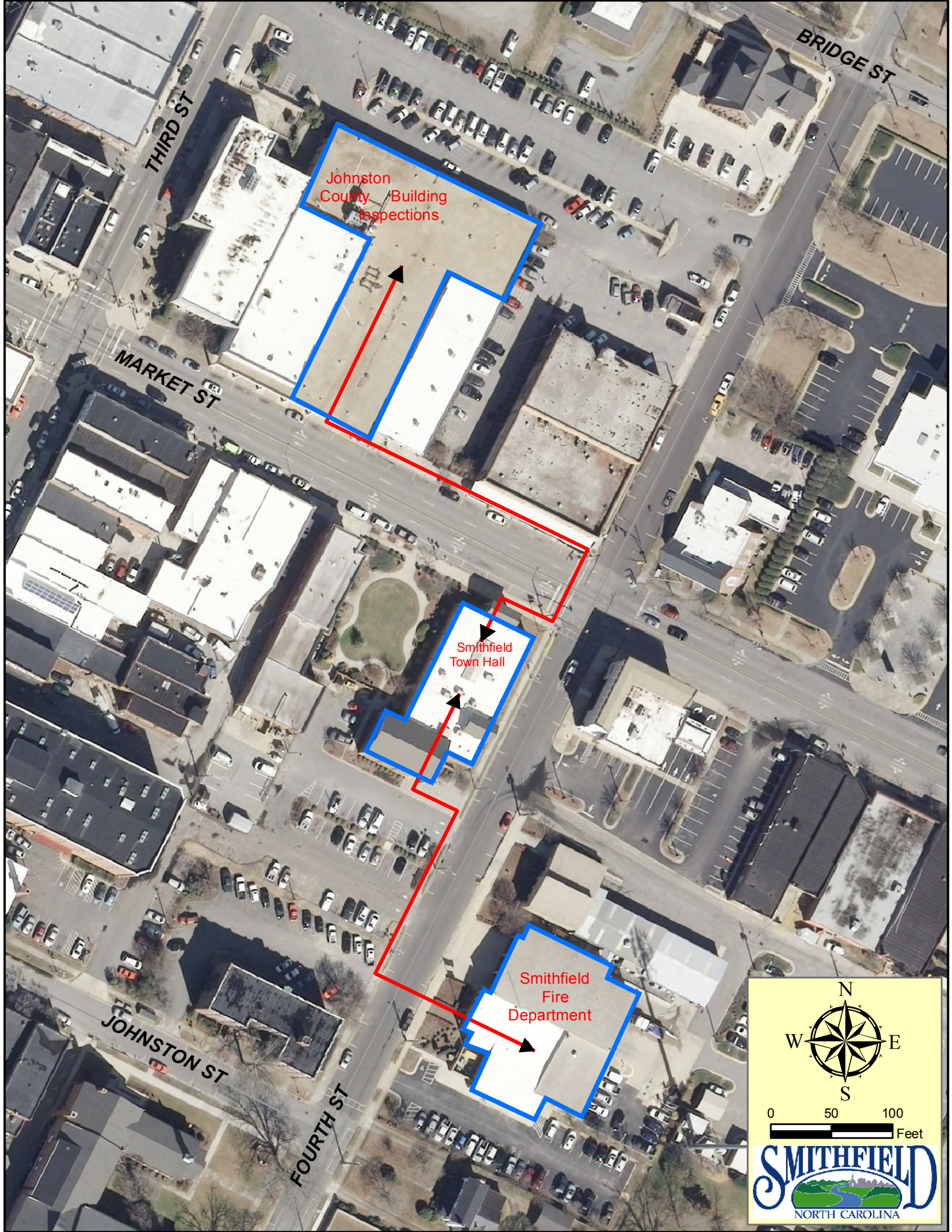
Business Owner Name: _____ Phone #: _____

Property Owner Name: _____ Phone #: _____

By my signature, I certify that I fully understand that this worksheet does not authorize the use or construction activity described herein until this request has been evaluated and appropriate permits have been issued by the Town of Smithfield and Johnston County Building Inspections. All applications for utility service shall be considered temporary until compliance with all applicable Federal, State, and Municipal Regulations has been determined.

Signature _____ Date _____

Zoning Permit ____ Fire Safety ____ Building Safety ____ Business License ____ Temp Utility Account Authorized ____



Johnston
County Building
Inspections

Smithfield
Town Hall

Smithfield
Fire
Department

THIRD ST

MARKET ST

JOHNSTON ST

FOURTH ST

BRIDGE ST

0 50 100 Feet

SMITHFIELD
NORTH CAROLINA