



**TOWN OF FLETCHER**  
300 Old Cane Creek Road  
Fletcher, NC 28732  
828-687-3985 Fax: 828-687-7133

Office Use Only:
Tenant Repl _____ Home Occ _____
Zoning Approval _____
Bus Reg Account # _____

**BUSINESS REGISTRATION**

Legal Business Name \_\_\_\_\_

DBA Name \_\_\_\_\_

Description of Business \_\_\_\_\_

Circle one:  
**Retail/Wholesale/Mfg/Other**

Business Physical Address \_\_\_\_\_

Circle one:  
**Own/Lease property**

If leasing, Property Owner's Name \_\_\_\_\_ Their Phone \_\_\_\_\_

Your Business Mailing Address \_\_\_\_\_

\_\_\_\_\_ Federal Tax ID # \_\_\_\_\_  
City State Zip

Business Phone Number \_\_\_\_\_ Business Fax Number \_\_\_\_\_

Business Website/Social Media \_\_\_\_\_

**If Contractor:** State License # \_\_\_\_\_ (Please attach copy of state license to this application)

Circle one:  
**Owner/Manager** of This Business \_\_\_\_\_

**Owner/Manager's** Home Address \_\_\_\_\_

\_\_\_\_\_ City State Zip

Home Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

**EMERGENCY CONTACT INFO:**

Circle one:  
Monitored Security System on Premises? **YES/NO** Security Company Phone \_\_\_\_\_

Name of Security Company \_\_\_\_\_

Local Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

**This Business Registration does not constitute approval by other Town Departments or other outside agencies. It shall be the responsibility of the applicant to make sure that all required permits, inspections, etc. are obtained prior to commencement of business operations.**

**I certify that the statements made in the foregoing registration are true to the best of my knowledge and belief.**

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_



**Who Must Complete This Form** – This form is used for registration purposes of businesses within the Town of Fletcher jurisdiction. Any person who conducts business within the Town of Fletcher by maintaining a business location within the Town limits is required to register their business. This registration will also provide emergency contact information for the Town’s Public Safety organizations.

If a company or individual is engaged in more than one type of business activity within the Town, a separate registration is required for each type of business activity. Additionally, any person who engages in business in the Town for religious, educational, or charitable purposes must complete a Business Registration, at no cost, plus be registered with the Secretary of State’s office and supply non-profit certification designation.

**Registration** is required and registration fees must be paid before a business may begin operating within the Fletcher Town limits. All registrations expire on June 30th of each year. Renewal notices will be mailed on/after July 1st and fees are due within thirty days. If you do not receive a renewal notice, please call Town Hall at 828-687-3985.

**Fees** may be paid by cash, check, or money order made payable to the Town of Fletcher. Fees are \$25 per business, \$10 if a licensed contractor (must provide copy of current license), or \$2.50 per chair for a barber shop or beauty salon.

**Change in Place of Business** – In order for your business to receive renewal notices and other correspondence in a timely manner, please notify our office at 828-687-3985 or e-mail [info@fletchernc.org](mailto:info@fletchernc.org) if the location of your business or your business mailing address changes.

**Other Important Information** – It is the responsibility of each business to contact the **Town of Fletcher Zoning Department** in order to secure the required zoning permit(s) for their business prior to moving into a location. It is also the responsibility of each business to complete their Business Personal Property Listing with the **Henderson County Tax Accessor** prior to January 31st of each year. For more information on tax listings, contact the Henderson County Tax Accessor’s office at 828-698-3013 or visit <https://www.hendersoncountync.gov/tax/page/business-personal-property>.

**Reasons for Refusal or Revocation of a Registration** – The Town of Fletcher Tax Collector shall refuse to issue a Business Registration or shall revoke a Registration for any of the following reasons:

1. The applicant misrepresents a fact relevant to his/her qualifications for a registration.
2. The applicant refuses to provide information necessary.
3. The applicant has not been issued a zoning permit from the Planning Department as required by the Town Zoning Ordinance.

**Disclaimer** – The issuance of a Business Registration does not constitute acceptance or approval of the above-named location as having complied with existing building codes, fire prevention codes, health codes, zoning codes, Town ordinances, or North Carolina State law. A permit holder shall remain fully liable and responsible for bringing the premises in conformity with all applicable Town, County, and State Codes.

**Other Helpful Contact Information:**

Department of Revenue: Sales tax and legal questions 828-259-4000, Option # 3

Henderson County Register of Deeds: For assumed business names (828) 697-4901

For information about what is needed to operate a business in NC: <https://www.nc.gov/working/business-nc/start-my-business>

US Small Business Administration NC District Office: 704-344-6563 or <https://www.sba.gov/offices/district/nc/charlotte>