Contact Information: County

Mecklenburg County From within County, call 311
www.mecknc.gov

Assessor’s Office
700 East Stonewall Street
Charlotte, NC 28202
www.mecknc.gov/AssessorsOffice

Land Use & Environmental Services
700 North Tryon Street
Charlotte, NC
www.mecknc.gov/LUESA

Register of Deeds
720 East Fourth Street
Charlotte, NC 28202
www.meckrcod.manatnon.com

Tax Collector’s Office
700 East Stonewall Street
Charlotte, NC 28202
www.mecknc.gov/taxcollections

Contact Information: Town of Matthews

Matthews Town Hall
232 Matthews Station Street
www.matthewsnc.gov
704-847-4411

Matthews Economic Development
Becky Hawke bhawke@matthewsnc.gov
704-708-1231
FOR: economic development incentive grants, available commercial properties

Matthews Finance Department
Lindsey Wiggs lwiggs@matthewsnc.gov
704-708-1238
FOR: business/privilege licenses, cessation of operations

Matthews Planning & Development
Mary Jo Gollnitz mgollnitz@matthewsnc.gov
704-708-1229
FOR: zoning verification, signage questions, temporary sign permits, downtown façade grants, zoning ordinance

Business Resources

Electricity: Duke Energy  800-769-3766
Natural Gas: Piedmont  704-725-7504
Water/sewer: Charlotte Mecklenburg Utilities (CMU) 311 or 704-336-7600

Phone/cable/internet:
Spectrum  877-566-4892
Windstream  866-971-9463

Trash & Recycling  704-708-1240
Garbage/recycling services provided for small businesses by the Town via Republic Services/Allied

Matthews Post Office  704-847-9184
301 East John Street, Matthews

Matthews Chamber of Commerce  704-847-3649
210 Matthews Station Street, Matthews

We Welcome Your Business to Matthews

A community connected to a wonderful quality of life.

Matthews Town Clerk
Lori Canapinno lcanapinno@matthewsnc.gov
FOR: ABC permits, closing-out sales

Matthews Police Department
1201 Crews Road
704-847-4069
FOR: security alarm registration, peddler/solicitor/itinerant merchant permits

Matthews Public Works
1600 Tank Town Road
Rosalind Wooten rwooten@matthewsnc.gov
704-708-1240
FOR: garbage pickup, recycling
Matthews Rising

Welcome to the Town of Matthews, a community connected to a wonderful quality of life. Matthews is in a prime location near Charlotte and its regional amenities, within a few hours of the Blue Ridge Mountains and the Carolina coast while providing close access to transportation networks (I-485, U.S. 74), Amtrak service, and both regional and international airports. Matthews is known for its well-attended special events and family festivals, food truck Fridays, new restaurants and more. These activities are bringing more people to downtown and more customers into our local stores.

Matthews is home to vibrant national and international businesses with available land, office space and infrastructure in place. If you are already doing business in Matthews we are available to assist you with any expansion or improvements to your operations.

Finding a Suitable Location

The Town of Matthews is pleased to offer a searchable map-based database of available properties in and around the Town. Listings are verified and updated regularly. Visit www.matthewsnc.gov for more information.

Please take advantage of the advanced search capabilities to narrow the listings to specifically meet your needs. Broker contact information is included on each listing. This mapping is part of a joint effort by The Quad, a regional economic development coalition made up of the Towns of Matthews, Mint Hill, and Stallings.

Getting Started

Here are some helpful resources to get you started:
US Small Business Administration
800-827-5722
www.sba.gov

NC Department of Commerce
919-733-4151
www.nccommerce.com

NC Small Business Network
www.ncsbc.net

CPCC Institute for Entrepreneurship
www.cpcc.edu/einstitute

SCORE – Service Corp of Retired Executives
704-344-6576
www.charlotte.score.org

SBTDC – Small Business and Technology Development Center
919-715-7272
www.sbtdc.org

Making Your Business Official

There are various ways in which a business can organize itself. The structure of your business affects taxation, legal and financial liability, decision-making authority and more. You should consult with your business attorney and accountant before making this important decision.

Sole proprietorships and partnerships must be filed with the Mecklenburg County Register of Deeds, which can be contacted at 704-336-2443. Business name research can be conducted in person at this office. You will also have to register in any other counties in which you will operate.

Corporations must file a form called the Articles of Incorporation with the North Carolina Secretary of State Corporations Division: 919-807-2255 or www.sosnc.com.

Other Things to Consider

Signs
TEMPORARY SIGNS are regulated and permitted by the Town of Matthews. Contact Matthews Planning and Development for the required permit.

PERMANENT SIGNS are regulated by the Town of Matthews and permitted by Mecklenburg County. Contact Matthews Planning and Development with questions and contact Mecklenburg County Land Use and Environmental Services for the required permit.

Home Business
Home businesses, or customary home occupations, are regulated by the Town of Matthews and Mecklenburg County. Contact Matthews Planning and Development.

Selling/Serving Alcoholic Beverages
ABC permits are regulated by Matthews, Mecklenburg County and the State of North Carolina. Contact: Alcoholic Beverage Control (ABC) Commission http://abc.nc.gov/Permit 400 East Tryon Road Raleigh, NC 27610 919-779-0700

Health Occupational Permits
Certain businesses must obtain special health occupational permits from Mecklenburg County. These business types include, but are not limited to: restaurants, mobile food units, caterers, child care facilities, tattooing, motels and more. Contact: Mecklenburg County 700 North Tryon Street Charlotte, NC 704-336-5100 ext. 311 www.mecknc.gov/healthdepartment/environmentalhealth

Licensing and Permitting
Most businesses are required to obtain some kind of license or permit to operate – local, state and/or federal – and sometimes multiple permits are required. Zoning approvals regarding land use may be required. If property is being improved, building and land development permits are necessary.

Please note that this information is provided only as a guide. It is the responsibility of the business owner to carefully investigate all regulations regarding the business location in question.