
Step 1: Business Planning
The first step in becoming a successful business owner is completing a business plan. The following providers will work with you in preparing your plan.

AchTech Small Business Center
(828) 254-1917 • www.achtech.edu/csb

Mountain BizWorks
(828) 255-2844 • www.mountainbizworks.org

NCOSL
(828) 271-4798 • www.ncoslinfo.org

Small Business Administration
(828) 255-1884 • www.sba.gov

Small Business & Technology Development Center
(828) 251-6025 • www.tbdc.org

Step 2: NC State Business Assistance
The Business ServCenter, operated by the NC Department of Commerce, is a one-stop information and data provider for all your business information needs about licenses, permits, programs, resources, and all business-related questions. It serves as a bridge between businesses, both existing and prospective, and State government. (800) 228-8443

The Business ServCenter can be contacted at the following locations:

- Asheville Chamber of Commerce 38 Montford Ave., Asheville, NC 28801 • (828) 255-6116 • www.ashevillechamber.org

- Buncombe County Economic Development Asheville Chamber of Commerce 38 Montford Ave., Asheville, NC 28801 • (828) 255-6116 • www.ashevillechamber.org

- Business Financing
Critical to business success is having enough money to stay in business until your company is profitable. Check local banks or use alternative lending organizations listed below.

- Asheville-Buncombe Development Corp. (828) 258-6116

- Mountain BizWorks
(828) 255-2844 • www.mountainbizworks.org

- On Track Financial Education and Counseling (828) 255-5166 • www.ontracknc.org

- Self-Help Credit Union 34 Wall St., Asheville, NC 28801 • (828) 255-5251 • www.salfi.org

- Small Business Administration (828) 255-1894 • www.sba.gov

Step 3: Registering Your Business
Incorporated businesses must file the following documents with the North Carolina Secretary of State:

- Articles of Incorporation
- Application for Certificate of Authority to transact business in North Carolina by out-of-state businesses.

NC Secretary of State
(919) 807-2225 • www.secstate.state.nc.us

NC Secretary of State Corporate Division
PO Box 35026 • Raleigh, NC 27635
Go to www.nccompanies.gov to file your Form 4 and 4 1/2 systems.

Step 4: Real Estate Data
If you are looking for property or evaluating real estate, the County Tax Assessor’s Office can help you with maps, aerial photography, topography, hydrology, footprints and some specialty reports. In addition to zoning requirements, sometimes property has to deal with property restrictions. Visit Buncombe County Tax Assessor at www.buncombecounty.org and follow the following links:

- Department of General Information
- Access GIS Information System
- A qualified local realtor can help you locate and answer any questions you may have regarding property questions.

If you are looking for manufacturing or warehouse space to lease or buy contact Advantage West.

(866) 672-7234
www.advantagewest.com

Step 5: Business Tax Credits & Incentives
Tax credits or incentives may be available for new or expanding businesses in manufacturing, warehousing, distribution, etc. For more information contact:

- Buncombe County Economic Development 30 Valley Street, Asheville, NC 28801 • (828) 250-5360

To download applications and for more information visit:

www.buncombecounty.org/business/construction/permits.htm

Step 6: Business Locations/Zoning
Swannanoa Valley has two zoning administrators: The Town of Black Mountain and Buncombe County. Where your business will be located will affect the steps to take with respect to zoning.

For zoning information in the Town of Black Mountain contact:

- Black Mountain Zoning Department
102 Montreat Rd, Black Mountain, NC 28711 • (828) 669-6437 www.blackmountainnc.gov

- Buncombe County Tax Assessor
200 County Office Building
Black Mountain, NC 28711 • (828) 669-6437 www.buncombecounty.org

- Buncombe County permits can be obtained from the Permits & Inspections Department located at:

Permits and Inspections Department
Asheville, NC 28801 • (828) 250-5360

- For county signage in Buncombe County, permits can be obtained from the Permits and Inspections Department:

www.buncombecounty.org/business/construction/permits.htm

Step 7: Building Permits
The Town of Black Mountain issues building permits for all new construction, building or renovation and change of building use.

Building Inspector
Black Mountain City Hall
102 Montreat Rd
Black Mountain, NC 28711 • (828) 669-6437 www.blackmountainnc.gov

Step 8: Business Signage
The Town of Black Mountain and Buncombe County require a sign permit.

- Town of Black Mountain
102 Montreat Rd
Black Mountain, NC 28711 • (828) 669-0079 www.townofblackmountain.org

For county signage in Buncombe County, permits can be obtained from the Permits and Inspections Department:

www.buncombecounty.org/business/construction/permits.htm

Step 9: Business Name Registration
Business name registration is not a requirement but is recommended.

- Register of Deeds
35 Woodfin St.
Asheville, NC 28801 • (828) 250-4300

Step 10: Building Permits
If your business is looking for building permits, for all new construction, building or renovation and change of building use.

Building Inspector
Black Mountain City Hall
102 Montreat Rd
Black Mountain, NC 28711 • (828) 669-6437 www.blackmountainnc.gov

Step 11: Building Permits
The Buncombe County Finance Department 35 Woodfin St. Asheville, NC 28801 • (828) 250-4130 www.buncombecounty.gov/governing/depts/ Administration/Finance/PropTax/propTax.htm

Step 12: Business Taxes/Insurance
Required business taxes vary by type of ownership, use of employees, and type of product or service. Talk with an accountant who focuses on small businesses to identify your tax responsibilities and deadlines.

Federal Taxes
Internal Revenue Service 301 North Lasalle St. 
Chicago, IL 60601 • 1(800) 829-1040
www.irs.ustreas.gov

- Buncombe County Finance Department 35 Woodfin St. Asheville, NC 28801 • (828) 250-4130 www.buncombecounty.gov/governing/depts/ Administration/Finance/PropTax/propTax.htm

Step 13: Business Signage
The Buncombe County Finance Department 35 Woodfin St. Asheville, NC 28801 • (828) 250-4130 www.buncombecounty.gov/governing/depts/ Administration/Finance/PropTax/propTax.htm

Step 14: Business Name Registration
Business name registration is not a requirement but is recommended.

- Register of Deeds
35 Woodfin St.
Asheville, NC 28801 • (828) 250-4300

Step 15: Business Signage
The Town of Black Mountain in most cases requires a business license to conduct business.

Black Mountain City Hall
102 Montreat Rd
Black Mountain, NC 28711 • (828) 669-8732

Buncombe County requires a privilege license for the sale of beer and wine, pawn shops, and installing insulation. Contact: (828) 250-4910 www.buncombecounty.gov/business/taxes/ privilegeLicense.htm

Step 16: Business Signage
The Buncombe County Finance Department 35 Woodfin St. Asheville, NC 28801 • (828) 250-4130 www.buncombecounty.gov/governing/depts/ Administration/Finance/PropTax/propTax.htm

Step 17: Business Taxes/Insurance
Prior to business operation utility accounts must be set up.

Water & Wastewater
Black Mountain: (866) 869-8732 Buncombe Co.: (828) 251-1122

Electricity
Progress Energy: (800) 452-2777

Natural Gas
PSNC Energy: (877) 776-2427

Propane/LP Gas
Multiple providers: Yellow Pages

Telephone/Internet:
AT&T: (877) 760-6180
Charter: (800) 955-7766

Satellite Internet Providers:
Charter Communications: (877) 728-3126
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Step 18: Business Signage
Buncombe County requires a privilege license for the sale of beer and wine, pawn shops, and installing insulation. Contact: (828) 250-4910 www.buncombecounty.gov/business/taxes/ privilegeLicense.htm

Step 19: Building Permits
If your business is looking for building permits, for all new construction, building or renovation and change of building use.

Building Inspector
Black Mountain City Hall
102 Montreat Rd
Black Mountain, NC 28711 • (828) 669-6437 www.blackmountainnc.gov

Step 20: Business Signage
The Town of Black Mountain in most cases requires a business license to conduct business.

Black Mountain City Hall
102 Montreat Rd
Black Mountain, NC 28711 • (828) 669-8732

Buncombe County requires a privilege license for the sale of beer and wine, pawn shops, and installing insulation. Contact: (828) 250-4910 www.buncombecounty.gov/business/taxes/ privilegeLicense.htm

Step 21: Physical Address/911 Registration
Businesses need a verified physical address and 911 registration prior to applying for utilities. Assistance or questions may be addressed by calling (828) 255-3836.
We appreciate that you are considering locating or starting a business in Swannanoa Valley. Swannanoa Valley is located within Buncombe County and it contains the city of Black Mountain as well as several unincorporated townships. The location of your business will determine whether you need to contact county or city officials when following this step-by-step guide, Starting a Business in the Swannanoa Valley: A Resource Guide.

The Swannanoa Valley Certified Entrepreneurial Community is here to assist you in starting, growing or re-locating your business. For more information contact:

Black Mountain/Swannanoa Chamber of Commerce
201 East State St.
Black Mountain, NC 28711
(828) 669-2300
info@blackmountain.org
www.blackmountain.org

Black Mountain and The Swannanoa Valley

The Swannanoa Valley is comprised of the communities of Black Mountain, Montreat, Swannanoa, and Ridgecrest. The Swannanoa River and its bubbling creeks gently curve through lush pastures, quiet neighborhoods, and bustling downtowns.

We welcome entrepreneurs to our mountain home with our vibrant economy that thrives on an eclectic community of businesses. We have much to offer entrepreneurs with conference centers, colleges, large state facilities, thriving arts scene, premier health centers, and corporate offices. The Beautiful Swannanoa Valley is comprised of Lake Tomahawk and the Swannanoa River. There is an abundance of outdoor activities, and you will be enthralled with our majestic Valley.

The Swannanoa Valley is located near the crossroads of two major interstate systems, Interstate 40 (I-40) and Interstate 26 (I-26). Black Mountain and Swannanoa are immediately east of the Asheville metropolitan area, at I40 exits 64 and 59. The Swannanoa Valley communities are readily accessible to the Regional Airport.

Government
Town of Black Mountain. (828) 669-9102
www.townofblackmountain.org

Buncombe County (828) 250-8000
www.buncombecounty.org

Employment
Swannanoa Valley offers highly productive workers both skilled and unskilled. Our labor force is ready willing and able to support your business in this “right-to-work state.”

NC Employment Security Commission JobLink
48 Grove St., Asheville, NC 28801
(828) 251-6000 • Jobs Line (828)251-6030
(919) 807-2500
www.dol.state.nc.us

Swannanoa Valley Certified Entrepreneurial Community

Starting a Business in Swannanoa Valley:
A Resource Guide