

## Contact Information: County

Mecklenburg County From within County, call 311  
[www.mecknc.gov](http://www.mecknc.gov)

Assessor's Office 704-336-4600  
700 East Stonewall Street  
Charlotte, NC 28202  
[www.mecknc.gov/AssessorsOffice](http://www.mecknc.gov/AssessorsOffice)

Land Use & Environmental Services 704-336-2831  
700 North Tryon Street  
Charlotte, NC  
[www.mecknc.gov/LUESA](http://www.mecknc.gov/LUESA)

Register of Deeds 704-336-2443  
720 East Fourth Street  
Charlotte, NC 28202  
[www.meckrod.manatron.com](http://www.meckrod.manatron.com)

Tax Collector's Office 704-336-6315  
700 East Stonewall Street  
Charlotte, NC 28202  
[www.mecknc.gov/taxcollections](http://www.mecknc.gov/taxcollections)

## 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



## Contact Information: Town of Matthews

Matthews Town Hall  
232 Matthews Station Street  
[www.matthewsnc.gov](http://www.matthewsnc.gov)  
704-847-4411

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

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

Matthews Planning & Development  
Mary Jo Gollnitz [mjgollnitz@matthewsnc.gov](mailto:mjgollnitz@matthewsnc.gov)  
704-708-1229  
FOR: *zoning verification, signage questions, temporary sign permits, downtown façade grants, zoning ordinance*



Matthews Town Clerk  
Lori Canapinno [lcnapinno@matthewsnc.gov](mailto:lcnapinno@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](mailto:rwooten@matthewsnc.gov)  
704-708-1240  
FOR: *garbage pickup, recycling*

# We Welcome Your Business to Matthews

A community connected to a wonderful quality of life.



Town of  
**Matthews**  
North Carolina

# 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](http://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](http://www.sba.gov)

NC Department of Commerce  
919-733-4151  
[www.nccommerce.com](http://www.nccommerce.com)

NC Small Business Network  
[www.ncsbc.net](http://www.ncsbc.net)

CPCC Institute for Entrepreneurship  
[www.cpcc.edu/einstitute](http://www.cpcc.edu/einstitute)

SCORE – Service Corp of Retired Executives  
704-344-6576  
[www.charlotte.score.org](http://www.charlotte.score.org)

SBTDC – Small Business and Technology Development Center  
919-715-7272  
[www.sbtcd.org](http://www.sbtcd.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](http://www.sosnc.com).

232 Matthews Station St.  
Matthews, NC 28105  
704-847-4411  
[www.matthewsnc.gov](http://www.matthewsnc.gov)

## 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](http://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.*