

STARTING, EXPANDING, OR RELOCATING A BUSINESS

A LOCAL REGULATIONS GUIDE AND CHECKLIST

<input type="checkbox"/>	<p>ZONING</p> <p>Before signing a lease, purchasing a building, or entering into a land agreement, contact the Hillsborough Planning Department to describe the business you plan to open. Staff will help determine the type of use your business is according to the Hillsborough Unified Development Ordinance and the zoning districts most appropriate for that use.</p>	<p>CONTACT:</p> <p>Town of Hillsborough Planning Department- Zoning 919-296-9472</p>
<input type="checkbox"/>	<p>SITE/BUILDING LOCATION SELECTION</p> <p>Once you have determined your use and know the appropriate zoning districts, you can think about site selection. Hillsborough offers many options, ranging from move-in ready office and commercial space to undisturbed land sites primed for new development. The town works closely with the Orange County Economic Development Office to keep an updated inventory of available sites. It is beneficial to identify a handful of possible options, as space can go quickly.</p>	<p>CONTACT:</p> <p>Town of Hillsborough Economic Development 919-296-9477</p> <p>Orange County Economic Development 919-245-2325</p>
<input type="checkbox"/>	<p>PREDEVELOPMENT/OCCUPANCY MEETING</p> <p>Once you have selected a location on which to build, expand, or open your business, then you can set up a meeting to discuss property development, new construction, or the upfit of the planned lease space for your needs. The Town of Hillsborough contracts out building inspection services to Orange County. Hillsborough Economic Development will assist you in setting up a predevelopment meeting with all the offices that you may need to interact with to get your business opened.</p> <ul style="list-style-type: none"> • From the Town of Hillsborough, these may include: Fire Marshal’s Office, Stormwater and Environmental Services Division, Planning Department, and the Utilities Department. • From Orange County, these may include: Building Inspections Division, Erosion Control Division, and Environmental Health Division (for restaurants and food service establishments). <p>At this meeting, your general plan for the development of the site or the upfit of your leased space will be reviewed and any initial concerns can be discussed. Items discussed will include requirements for parking, lighting, landscaping, grading, grease traps, backflow prevention, fire access and fire suppression, compliance with the Americans with Disabilities Act and building codes, and compliance with Health Department requirements for restaurants and food service establishments.</p>	<p>CONTACT:</p> <p>Town of Hillsborough Economic Development 919-296-9477</p>

PERMITTING AND INSPECTIONS

Once you've selected a site or existing building location, you are ready to apply for all the permits necessary to start work and/or occupy the space. These permits will have been discussed more extensively in the predevelopment meeting depending on your project type, but they are generally as follows.

New construction/development:

- Town of Hillsborough [Riparian Buffer Authorization Certificate*](#)
- Town of Hillsborough [Site Plan/Construction Drawing Approval](#)
- Town of Hillsborough Stormwater Management Plan Approval*
- Orange County Erosion Control Permits*
- Orange County [Building Permits](#)
- Orange County [Environmental Health Permits](#) (food service)
- Town of Hillsborough Utilities/[FOG](#) Permit/Inspections
- Town of Hillsborough [Fire Marshal Inspections](#)
- Orange County Multi-trade Building Inspections
- Town of Hillsborough Planning Inspections
- Certificate of Occupancy
- Town of Hillsborough Planning [Zoning Compliance Permits](#)
 - Sign Permits (may require concurrent [Certificate of Appropriateness](#) from the Historic District Commission if site is in the Historic District Overlay)
- [Food and Beverage Tax/ Occupancy Tax Registration*](#)

Tenant upfits and businesses expanding at existing buildings:

- Town of Hillsborough Planning [Zoning Compliance Permits](#)
 - Change of Use Permit*
 - Site Change Permit*
 - Conditional or Special Use Permit*
 - Sign Permits (may require concurrent [Certificate of Appropriateness](#) from the Historic District Commission if located in the Historic District Overlay)
- Orange County [Building Permits](#)
- Orange County [Environmental Health Permits*](#)
- Town of Hillsborough Utilities/[FOG](#) Permit/Inspections
- Town of Hillsborough [Fire Marshal Inspections](#)
- Town of Hillsborough Fire Marshal Certificate of Compliance
- Certificate of Occupancy
- [Food and Beverage Tax/Occupancy Tax Registration*](#)

CONTACT:

Orange County Building
Inspections
Property Development
Specialists
919-245-2612
919-245-2607

Town of Hillsborough Planning
Department
Planning/Zoning Compliance
Contact
919-296-9472

Town of Hillsborough Planning
Department
Historic District Contact
919-296-9473

Town of Hillsborough
Stormwater and Riparian
Buffer Contact
919-296-9622

Orange County Erosion Control
and Stormwater
919-245-2586

Orange County Environmental
Health Division
919-245-2360

Town of Hillsborough Fire
Marshal
919-241-4801

Town of Hillsborough Utilities
919-296-9630
FOG (Fats, Oils, and Grease)
919-296-9459

	<p>Businesses moving into existing buildings (like-for-like occupancy, excluding food service establishments- refer to ‘Tenant upfits’):</p> <ul style="list-style-type: none"> - Town of Hillsborough Planning Zoning Compliance Permits <ul style="list-style-type: none"> <input type="checkbox"/> Change of Use Permit* <input type="checkbox"/> Sign Permits (may require concurrent Certificate of Appropriateness from the Historic District Commission if located in the Historic District Overlay) <input type="checkbox"/> Town of Hillsborough Fire Marshal Inspections <input type="checkbox"/> Town of Hillsborough Fire Marshal Certificate of Compliance <input type="checkbox"/> Food and Beverage Tax/Occupancy Tax Registration* 	<p>*Indicates that the step may not be required for all projects. Check with the regulating department.</p>
<input type="checkbox"/>	<p>PROJECT CLOSEOUT EXIT INTERVIEW/SURVEY</p> <p>The Town of Hillsborough would love to hear from you on your overall experience navigating the development review process and starting a business here! Business owner and developer feedback is valuable in assisting us to better serve our clients, and we hope that you will take advantage of this optional feedback tool.</p> <p>At the conclusion of a project, we would like to meet with business owners and developers to identify any issues or challenges that may have impacted the project’s budget or timeline. These meetings are confidential, and professionalism will be exercised during the exchange of information between parties to outline any positive or negative feedback regarding the process. We’re always looking for ways to improve our processes and create a business friendly environment.</p>	<p>CONTACT:</p> <p>Town of Hillsborough Economic Development 919-296-9477</p>