



TOWN OF HILLSBOROUGH

STARTING, EXPANDING, OR RELOCATING A BUSINESS

A LOCAL REGULATIONS GUIDE AND CHECKLIST

<input type="checkbox"/>	ZONING 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.	CONTACT: Town of Hillsborough Planning Department- Zoning 919-296-9472
<input type="checkbox"/>	SITE/BUILDING LOCATION SELECTION 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.	CONTACT: Town of Hillsborough Economic Development 919-296-9477 Orange County Economic Development 919-245-2325
<input type="checkbox"/>	PREDEVELOPMENT/OCCUPANCY MEETING 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. <ul style="list-style-type: none">• From the Town of Hillsborough, these may include: Stormwater and Environmental Services Division, Planning Department, and the Utilities Department.• From Orange County, these may include Fire Marshal, Building Inspections Division, Erosion Control Division, and Environmental Health Division (for restaurants and food service establishments). 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.	CONTACT: Town of Hillsborough Economic Development 919-296-9477

<input type="checkbox"/>	<p>PERMITTING AND INSPECTIONS</p> <p>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.</p> <p>New construction/development:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Town of Hillsborough Riparian Buffer Authorization Certificate* <input type="checkbox"/> Town of Hillsborough Site Plan/Construction Drawing Approval <input type="checkbox"/> Town of Hillsborough Stormwater Management Plan Approval* <input type="checkbox"/> Orange County Erosion Control Permits* <input type="checkbox"/> Orange County Building Permits <input type="checkbox"/> Orange County Environmental Health Permits (food service) <input type="checkbox"/> Town of Hillsborough Utilities/FOG Permit/Inspections <input type="checkbox"/> Orange County Fire & Life Safety Division <input type="checkbox"/> Orange County Multi-trade Building Inspections <input type="checkbox"/> Town of Hillsborough Planning Inspections <input type="checkbox"/> Certificate of Occupancy - Town of Hillsborough Planning Zoning Compliance Permits <ul style="list-style-type: none"> <input type="checkbox"/> Sign Permits (may require concurrent Certificate of Appropriateness from the Historic District Commission if site is in the Historic District Overlay) <input type="checkbox"/> Food and Beverage Tax/ Occupancy Tax Registration* <p>Tenant upfits and businesses expanding at existing buildings:</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"/> Site Change Permit* <input type="checkbox"/> Conditional or Special 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"/> Orange County Building Permits <input type="checkbox"/> Orange County Environmental Health Permits* <input type="checkbox"/> Town of Hillsborough Utilities/FOG Permit/Inspections <input type="checkbox"/> Orange County Fire & Life Safety Division <input type="checkbox"/> Orange County Fire Marshal Certificate of Compliance <input type="checkbox"/> Certificate of Occupancy <input type="checkbox"/> Food and Beverage Tax/Occupancy Tax Registration* 	<p>CONTACT:</p> <p>Orange County Building Inspections Property Development Specialists 919-245-2612 919-245-2607</p> <p>Town of Hillsborough Planning Department Planning/Zoning Compliance Contact 919-296-9472</p> <p>Town of Hillsborough Planning Department Historic District Contact 919-296-9473</p> <p>Town of Hillsborough Stormwater and Riparian Buffer Contact 919-296-9622</p> <p>Orange County Erosion Control and Stormwater 919-245-2586</p> <p>Orange County Environmental Health Division 919-245-2360</p> <p>Orange County Fire & Life Safety Division 919-537-2149</p> <p>Town of Hillsborough Utilities 919-296-9630 FOG (Fats, Oils, and Grease) 919-296-9459</p>
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	<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"/> Orange County Fire & Life Safety Division <input type="checkbox"/> Orange County 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>