

Morrisville Small Business Resource Guide

Funded with a grant from the U.S. Small Business Administration



Launch.
Succeed.
Thrive.







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Introduction

Here in Morrisville, we pride ourselves on the incredible strength and diversity of our small business community. It's a large part of what makes our Town such an incredible place to live, work, play—and learn. Whether you are already in business, or you're looking to start your business, the Town wants to support you. In this guide, we've compiled a variety of helpful resources and information on doing business with the Town, commonly required permits, local shopping centers, and important contacts.

Town Profile

Morrisiville means business! The Town has received several accolades in recent years for the diversity of our small business ecosystem, which includes everything from great restaurants to top life science companies and research facilities.

- In 2024, Morrisville was recognized as one of The Top 10 Best Small Cities in the country to start a business by WalletHub.
- Morrisville was named an All-American City by the National Civic League in 2021.
- According to WRAL Tech Wire, "Market leading companies are not just investing in Morrisville because of its ideal central location in the Triangle, but are also attracted to the highly educated workforce, an increasingly diverse community, a commitment to innovation, and world class parks and restaurants."

 The Town of Morrisville is a new home for market-leading life science companies - Lenovo, FUJIFILM, etc. - as well as several biomedical companies and medical facilities.

To see if your business is in the Town of Morrisville, visit the Town's website to view the map <u>here</u>.

Language Access Plan

In February 2024, the Town of Morrisville implemented a Language Access Plan (LAP) that will pave a way to better communicate with all residents and businesses. The LAP serves as a commitment by the Town to effectively communicate with the entire community and provide a foundation for a uniform and Town-wide policy to ensure meaningful access to serve persons with limited English proficiency. Visit morrisvillenc.gov/languageaccessplan to learn more about the LAP.





Doing Business in the Town of Morrisville

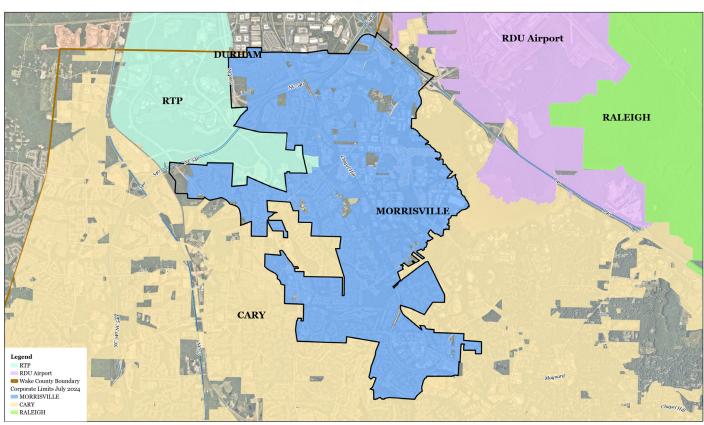
The Town of Morrisville does not require a local business license to operate within the Town limits. The Town enforces a Unified Development Ordinance (UDO), a set of regulations that dictate how a property can and cannot be used. For more information on the UDO, and how to find your properties' zoning designation, visit Wake County iMAPS.

To find out what North Carolina state licenses and permits are required, contact the Economic Development Partnership of North Carolina (EDPNC) Small Business Advisors at 800-228-8443. Small Business advisors are available Monday through Friday, from 8:30 a.m. to 4 p.m., or submit a request online here. In addition to getting the correct licenses and permits, please verify the zoning before purchasing or leasing a property.

Confirming Your Business is in Morrisville

The Town of Morrisville is approximately 10 square miles and bordered by the Town of Cary, City of Durham, and Research Triangle Park. Below is a map showing the Town of Morrisville's borders. The Town of Morrisville is only able to provide services to businesses physically located in Morrisville. To verify your address is in Morrisville, visit the Morrisville Town Limits Map here.

If your business is located in the Town of Cary, please visit its business resources page online here. For more information about starting a business in the Research Triangle Park, visit the RTP's Regional Partnership website here.







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Discosure. This map was produced with the GIS resources of the Town of Morrisville. This map comprises information from multiple sources. Source information used for this map map have been collected at different scales, times, or definitions, resulting in inconsistencies many features represented together on this map. The Town of Morrisville assumes not lookility for damages caused by unaccorriect in this map or supporting data. The Town of Morrisville makes no warranty, expressed or implied, as to the accuracy of the infeature of the order to the feat of the state of the world with the control of the control of the state of the state of the world with the control of the state of the state of the world with the control of the state of the state of the world of the state of t



Common Small Business Permits

This resource guide provides information about commonly needed small business permits. For a complete listing, please see the <u>Customer Self Service</u> Online Portal.

Food Truck Vendor Permit

A Town of Morrisville permit is required to operate a food truck in Morrisville. This permit is required in addition to a permit from any county in North Carolina. For more information on Wake County Food Truck permits, visit their website here.

To apply for a Town of Morrisville Food Truck Vendor Permit, visit the Town's online application portal here and search "Food Truck Vendor." Permits are valid for one year. For detailed application instructions, see the Morrisville Food Truck Permit One-Sheet here.

Temporary Food Establishment (TFE) - Street Vendor Permit

Brick and mortar restaurants may prepare, cook, and serve food at events only if they obtain an annual Town of Morrisville Street Vendor Permit. In addition to a Town Permit, you are required to have a TFE permit from a North Carolina county. For more information on Wake County TFE permits, visit their website here.

To apply for a permit, visit the Town's online portal here, search "Street Vendor" under the apply page. The permit is valid for one year, and must be renewed annually. Restaurants and food service providers may vend pre-packaged food at Town events without a permit.

Signage

A sign permit is required for most permanent signage and several types of tempoary signs. Standards regulating signage are located in Section 5.16 Signage of the <u>UDO</u>. In addition to setback, size, height, and other standards, signs are not permitted in the following locations: above streets or in other public spaces such as sidewalks, parkways, walls, utility poles, traffic signs, medians, and islands. Questions

about the Town's sign standards and permit process can be addressed to the Planning Department at 919-463-6120.

The cost of the sign permits varies depending on the type and range. For full pricing see the <u>Town's fee</u> schedule.

Home Occupation Permit

A Home Occupation Permit is required for any business operating from a residential property in the Town of Morrisville. The following rules apply to home-based businesses:

- a. The business use shall be conducted in a portion of an occupied residential property.
- b. The principal person conducting the business shall be a full-time resident of the dwelling, and there shall be no more than one employee who does not reside in the dwelling.
- c. The business use shall use no more than 20 percent of the total floor area of the home.
- d. On-site signs advertising the business are not permitted.
- e. Outdoor storage of goods associated with the business is not permitted.

For additional home occupation requirements, please see UDO Section 4.3.5B.15 <u>here</u>.

To apply for a permit, visit the Town's online portal here, search "Home Occupation" under the apply page. This permit must be renewed every three years.

To apply for any Town of Morrisville permit, visit the <u>Customer Self Service Online Portal</u>. First-time users will need to create an account. Contact the Planning Department at 919-463-6120 with any questions.

Town Fee Schedule

Refer to the Town's online fee schedule <u>here</u> for more information on permit fees.

^{*}Fees subject to review and/or change annually.



Available Property Search Tools

The Economic Development Partnership of North Carolina maintains a free, online directory with available commerical properties on its website. Make sure to confirm the property you are interested in has the correct zoning for your business. For more information on how to find your zoning district, see page 7.

Morrisville Shopping Centers

The Town of Morrisville has 10 major shopping centers that are home to many thriving small businesses. The following section provides information for the property management companies of each major center:

Tips to Launch

Start with a plan. Before diving in, outline your business goals, target market, and finanical projections. A solid plan will guide you through the early stages and help you stay focused.

Know your market. Understanding your target audience is the first step to building a successful business. This knowledge helps you tailor your products or services to meet their needs succesfully.

Set up the basics. Ensure you have the necessary licenses, permits, and legal structure for your business. Taking care of these details early on will help you launch your business smoothly.

Build a strong brand. Your brand is more than a logo. It's your business' personality and values. Develop a brand that resonates with your target audience and set you apart from the competition.

Grace Park Shopping







Shopping Center	Address	Property Management Information
Bethany Village	3603 Davis Drive	Triland Property Property Brochure
Grace Park Shopping	3600 Davis Drive	<u>Kalikow Group</u> <u>Marketing Brochure</u>
McCrimmon Corners	4031 Davis Drive	Westwood Financial Property Brochure
Morrisville Market	1001 Morrisville Carpenter Road	Barnett Properties
Morrisville Square	993 Morrisville Carpenter Road	Morrisville Square
Park Place Shopping Center	9545 Chapel Hill Road	Foundry Commercial Property Brochure
Parkway Commons	1901 NW Cary Parkway	Raul's Living
Park West Village	3037 Market Center Drive	CASTO Property Brochure
Shiloh Crossing	1001 Shiloh Glen Drive	Foundry Commercial Property Brochure
The Marketplace at Perimeter Park	10970 Chapel Hill Road	Trinity Partners





Understanding Your Zoning

Every property in the Town of Morrisville has zoning, which is used to regulate how property can be used and developed. The Town of Morrisville has a variety of commercial, office, mixed uses, industrial, and residential zoning districts. About a third of the Town is also located in an airport overlay zoning district that contains additional requirements and use restrictions.

The following information is a basic introduction to zoning regulations. This information is designed to be general in nature and may not include every situation. Please see the Morrisville Unified Development Ordinance (UDO) Section 4.2.4 Principal Use Table for a complete list of allowed businesses by zoning district. Or contact the Morrisville Planning Department at 919-463-6210 for more information.

The most common commerical zoning districts in the Town of Morrisville include:



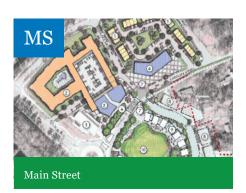












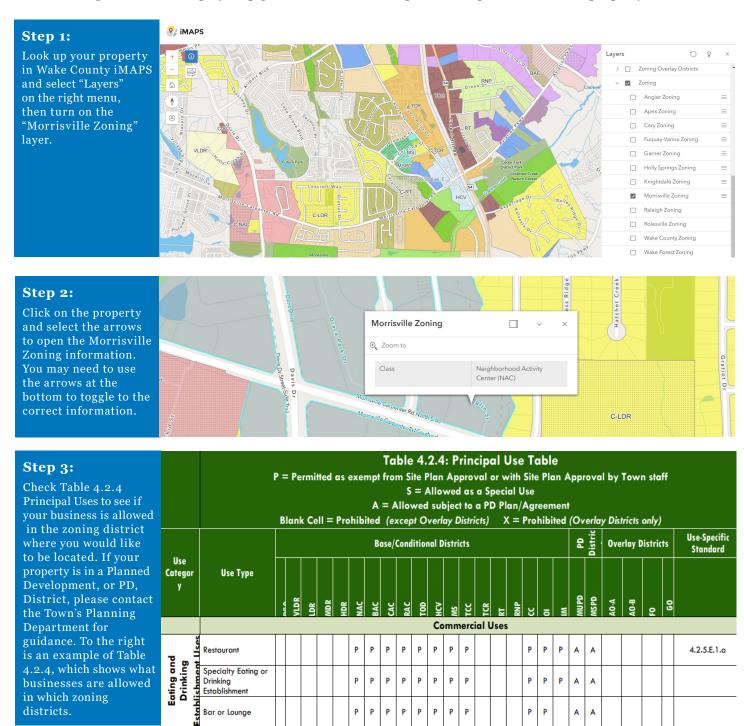






How to Determine Zoning

The following section is a step by step guide on how to look up the zoning of a Morrisville property.



For example, restaurants are a permitted use in the most common commercial zoning districts.

Step 4: You may need to call the Town's Planning Department to confirm that you are in the correct zoning district or if you cannot find your business use listed in the <u>Table 4.2.4</u>.



Doing Business with the Town of Morrisville

Selling Goods and Services to the Town of Morrisville

The Town of Morrisville spends public money with purpose. Morrisville purchases a variety of goods and services and aims to support local businesses to continually reinvest in the community. The following lists show examples of different goods and services the Town purchases:

Equipment, Supplies, and Vehicles

- Food (event vending, catering, etc.)
- Furniture and fixtures
- Office and cleaning supplies
- · Personal protective equipment
- Playground equipment
- Printing (fliers, banners, yard signs, business cards, etc.)
- Recreational and sporting good equipment
- Uniforms and apparel
- Vehicle and automotive supplies and equipment

Services

- Architectural, design, surveying, and engineering services
- Auditing
- General contracting
- · Graphic design
- Landscaping
- · Legal services
- · Management consulting
- Videography

Construction, Repair, and Maintenance

- Construction of public facilities and all associated costs for contractors and subcontractors
- Facility repairs and renovations
- Fire stations
- Greenways
- Parks and recreational facilities
- · Paving and street maintenance

Visit the <u>Doing Business with the Town page</u> to learn more about current opportunities. To register your business to become a supplier for the Town of Morrisville, visit our <u>website</u>. For more information, please contact Wendy Liu, community relations liaison, at <u>wliu@morrisvillenc.gov</u> or 919-463-6165.

Vending at Morrisville Events and Festivals

The Town of Morrisville hosts several cultural events and festivals throughout the year. Detailed information on the Town of Morrisville's Food Truck Permit application is available online here. The following opportunities are available for food, artisan vendors and entertainers to apply for:

January	February	March	April
-	-	Holi Celebration	Earth Day Event at Western Wake Farmers Market
May	June	July	August
Morrisville SpringFest	Juneteenth Celebration	Red, White & BOOM!	S 'Morrisville
September	October	November	December
International Festival	Boo Bash	Diwali Celebration	-



Special Event Permits

A Special Event is required for all temporary activities or events conducted by civic, philanthropic, educational, or religious organizations, or activities of a business or organization that is not part of its daily activities and are open to the public. For more information on Special Event Permits, please visit the Town's Special Event Permit page here.

Special Event Tiers

There are two classifications of events: Tier I or Tier II. For detailed information on special events, see the Town's Special Event Permits Procedures Guide here. The table below shows what event specifications trigger each classification:

Event Specifications	Tier I	Tier II
Outdoor event with estimated attendance of 400 or more people	X	
Organized run/walk	X	
Use of public or private road	X	
Use of pyrotechnics or fireworks	X	
Estimated attendance of 399 and below		X
Five or more food trucks		X
Parking needs exceed on-site capacity/require off-site parking		X
use of public or private parking lot/driveway for event activities		X

^{*}If a proposed event includes activities that fall under more than one Tier, a Tier I permit is required.

Fees & Submission Time Frames	Tier I	Tier II
Application fee	\$100	\$25
Additional late fee	\$250	\$50
Applications must be submitted in advance of the event date	60 days	21 days
Staff reviews all applications within*	10 business days	5 business days

^{*}Revisions to the application may be needed to address staff comments.

Special Event permit applications can be submitted through the Town's <u>customer self-service (CSS) portal</u> <u>located here.</u> Please register for an account prior to applying. An application fee will be assessed after your application is submitted. You will receive an email when your invoice is ready. Application fees must be paid through the portal before your application will be reviewed. For questions about application submittal or fees, contact 919-463-6210.



Before Signing a New Lease or Purchasing a Property

If your business is considering moving to Morrisville or changing locations within Morrisville, there are some required permits. The following section details some of the common permits, and situations that require a permit.

Building Permit

A Building Permit may be required for a change of use. This ensures the business is complying with fire and building code. A Certificate of Occupancy (CO) is issued when a building has passed all inspections and is ready for use. A new building cannot be legally occupied until a CO has been issued. If the type of business, ownership, or occupancy changes, a building permit may be required.

Building Alteration Permit

A Building Alteration Permit may be required for any changes to your property. This can include tree planting and removal, windows, siding replacements, and other changes. Unpermitted changes may result in additional fees.

If you are moving into a new building, please contact the Town of Morrisville's Inspections Department to confirm if your business will need a change of occupancy before signing a lease at permits@morrisvillenc.gov or 919-463-6190.

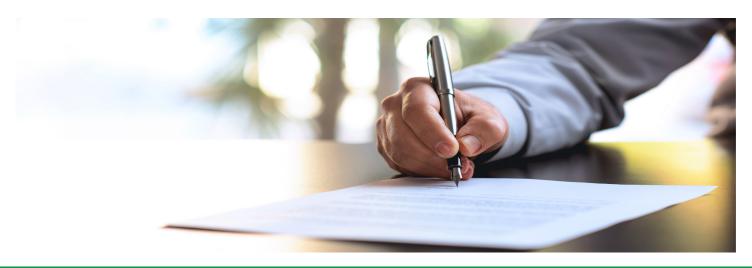
Tips to Succeed

Focus on customer service. Happy customers are loyal customers. Prioritize positive service, listen to feedback, and continually strive to exceed expectations.

Build a strong team. Surround yourself with talented and motivated individuals who share your vision. A supportive and skilled team can drive your business forward.

Embrace adaptability. Stay open to evolving your strategies as market conditions and customer needs shift. Being adaptable allows you to respond proactively to new trends and challenges, helping you remain relevant and competitive in a dynamic market.

Monitor performance. Regularly assess your business performance by tracking key metrics and gathering customer feedbacks. This ongoing evaluation helps you identify areas for improvement and adjust your strategies accordingly.





Resources for Morrisville Small Businesses

This section outlines resources tailored to small businesses located in the Town of Morrisville. It includes a range of programming options from Town services, resources to get access to capital, professional organizations, and much more.

Morrisville Means Business

In September 2022, Morrisville received a \$300,000 grant from the Small Business Administration (SBA) with the goal of launching a small business program that will include COVID-19 relief microgrants. To best understand what the small business program should include, the Town issued a survey to businesses in late 2022 and, using those results, Town staff have developed potential program options for community feedback.

Engage with us!

- To best inform the Morrisville community of all the incredible small business options available to them, the Town has created an external small business directory. Register your business on the online directory.
- Morrisville also highlights its small business community on Instagram! Follow us on @shoplocalmorrrisvillenc and reach out if you'd like to receive a small business shout out.

Workforce Training

Wake Technical Community College provides continuing education courses to prepare people for employment. Many of these programs are available to local businesses, and the courses can be held in any commercial kitchen or facility – bringing the learning right to you. The programs are designed for people in the workforce and include flexible scheduling. Funding may be available to pay for current or future employees of your business on a first-come, first-served basis while available. Please visit the website for more information.

Workforce training at Wake Tech includes the following programs:

a. Barbering

Courses available for aspiring barbers to learn the basics and prepare to apprentice and eventually become eligible to take the N.C. State Board of Barber's Examiners' apprentice licensure exam.

b. Cosmetology

Wake Tech's School of Cosmetology has a simulated school salon that teaches basic cosmetology concepts, including sanitation, basic chemistry, haircutting, and skin and nail treatments. Their courses prepare students to take the N.C. State Board of Cosmetic Arts Examination.

c. Restaurant Culinary Staff Training

Courses are available to provide SERVSafe Certification in less than one month. Courses are offered in both English and Spanish.

d. Barista and Café Training

Training courses provide hands-on training for experienced and aspiring baristas. The topics covered include preparation methods, manually pulling espresso shots, menu preparation, pricing, and effective customer service.

Historically Underutilized Business Program

The Town of Morrisville has a goal of 10% minority participation in building construction contracts that meet the statutory threshold of \$300,000. Information on how to comply with the Town's guidelines for recruitment and selection of Historically Underutilized Business for participation in the Town's contracts can be found on our website.



U.S. Small Business Administration (SBA) Loans

The U.S. Small Business Administration or SBA is a federal agency dedicated to supporting entrepreneurs and small businesses. The SBA helps small businesses obtain credit by offering government-backed loans with low interest rates.

7 (a) Loans

The 7(a) Loan Program, SBA's most common loan program, includes financial help for small businesses with special requirements. This is the best option when real estate is part of a business purchase, but it can also be used for:

- · Short- and long-term working capital
- · Refinancing current business debt
- Purchasing furniture, fixtures, and supplies

The maximum loan amount for a 7(a) loan is \$5 million. Key eligibility factors are based on what the business does to receive its income, its credit history, and where the business operates. Your lender will help you figure out which type of loan is best suited for your needs. Eligible businesses must use alternative financial resources, including personal assets, before seeking financial assistance.

504 Loans

The 504 Loan Program provides long-term, fixed-rate financing for major fixed assets that

promote business growth and job creation. 504 loans are available through Certified Development Companies (CDCs), SBA's community-based partners who regulate nonprofits and promote economic development within their communities. CDCs are certified and regulated by the SBA.

The maximum loan amount for a 504 loan is \$5.5 million. For certain energy projects, the borrower can receive a 504 loan for up to \$5.5 million per project, for up to three projects — not to exceed \$16.5 million total. To qualify for this loan, you must have a net worth of less than \$15 million, and an average net income of less than \$5 million after taxes.

Microloans

The microloan program provides loans up to \$50,000 to help small businesses and certain not-for-profit childcare centers start up and expand. The average microloan is about \$13,000.

SBA provides funds to specially designated intermediary lenders, which are nonprofit community-based organizations with experience in lending, as well as management and technical assistance. These intermediaries administer the microloan program for eligible borrowers.

Lender Match Program

Describe your needs to the SBA and get matched with lenders who express interest in providing your business with a loan.

Business Alliances								
ORGANIZATION	BUSINESS INFO	SMALL BUSINESS	MWBE	START-UP ASSISTANCE	NETWORK ACTIVITIES	EDUCATION		
Asian American Store Owners Association of North Carolina		X	X		X			
Black Dollar	X				X	X		
Harmony NC LGBT + Allied Chamber of Commerce	X	X			X	X		
Morrisville Chamber of Commerce	X				X	X		
Morrisville Rotary Club					X			
Triangle ArtWorks	X	X			X			



Access to Capital

After planning your business, you will need to find a way to fund your business expenses. There are a variety of sources for raising money, including grants, loans, family & friends, venture capital, crowdfunding, and military retirement benefits. North Carolina is home to several Community Development Financial Institutions, also known as CDFIs. CDFIs serve to help empower underserved communities and help people who traditionally do not have access to financing.

Capital sources include:

- · Commercial banks
- Public agencies
- Non-bank financing sources
- Venture capital, angel investors, and other equity financing options are available. Networks are available that offer access to the various options in equity financing.
- Incentives
- Technical assistance organization

ORGANIZATION	REFERRALS	LOANS	COACHING/ ADVISING	TECH ASSIST	SMALL BUSINESS	MWBE	VETERAN	GRANTS	CDFI
Carolina Community Impact		X	X		X	X			X
Carolina Small Business Development Fund		X	X	X	X	X	X	X	X
Corner Square Community Capital	X	X			X	X			
National Institute Capital		X			X	X			X
Launch Morrisville	X	X	X	X	X	X			
N.C. Rural Center	X	X			X	X			
Operation Hope	X	X	X		X	X			
Self-Help Credit Union		X			X	X			X
U.S. Small Business Admin. (SBA)	X	X			X	X	X		
Thread Capital		X	X		X	X			X



Resources for Entrepreneurs									
ORGANIZATION	INCUBATOR	ACCELERATOR	OFFICE/ COWORKING SPACE	START-UP	VETERAN	MWBE	BUSINESS		
America's Seed Fund				X					
District C									
GRO Incubator		X							
First Flight Ventures	X	X	X						
FYSO Accelerator		X							
Launch Morrisville				X					
The Amalgamation						X	X		
TiE Carolinas	X						X		
NC Biotech Center	X	X							
NC Idea				X					
The Pinkubator		X							
Riot Labs		X							
Operation Hope				X					
Bunker Labs				X					

Grants and Other Financial Programs

• North Carolina Small Business Innovation and Research Program



Small Business Support

Morrisville small businesses have access to several free services designed to help them grow and thrive. The following section includes information on resources to help start a business, grow a business, connect with a counselor or mentor, and much more.

<u>Economic Development Partners of NC (EDPNC) – Small Business Advisors</u>

Phone: 800-228-8443

Small Business Advisors is a free service for anyone seeking to start a small business in North Carolina. Working in partnership with the N.C. Department of Commerce, they offer one-on-one phone consultations to people interested in starting a business, small business owners in need of general support, and entrepreneurs interested in moving to North Carolina. They can answer questions and help you navigate topics like regulatory requirements, licensing stipulations, small-business training, and more.

Small Business & Technology Development Center (SBTDC)

Phone: 919-513-1500

The SBTDC is North Carolina's leading resource for growing and developing businesses. The SBTDC service center at N.C. State University, located in Raleigh, has an experienced business advisory team that offers confidential, in-depth business counseling to mid-sized company business owners and management staff.

WakeTech Entrepreneurship & Small Business Center

Phone: 919-335-1019

The Wake Tech Entrepreneurship & Small Business Center is a state-funded organization which is part of the Small Business Center Network (SBCN). The Wake Tech Entrepreneurship & Small Business Center provides small business owners with information they need for starting or expanding a small business through confidential, one-on-one counseling along with various seminars, workshops, classes, and access to a resource library at zero cost to the participant.

Professional Organizations								
ORGANIZATION	INFORMATION	EVENTS/ NETWORKING	TRAINING CERTIFICATIONS	TECHNICAL ASSISTANCE				
Morrisville Chamber of Commerce								
Harmony NC LGBT+ Chamber of Commerce	X	X	X					
Manufactured NC	X							
North Carolina Chapter of the National Association of Asian American Professionals		X						
NC Restaurant and Lodging Association	X	X	X	X				
NC Textile Connect	X							
Research Triangle CleanTech Cluster		X						
SCORE	X	X		X				
<u>Triangle ArtWorks</u>	X	X	X	X				



Small Business Support								
ORGANIZATION	BUSINESS INFO	LEGAL	FINANCIAL	MARKETING	BUSINESS DEVELOPMENT	MENTORSHIP	SMALL BUSINESS	MWBE
Council for Entrepreneurial Development	X	X				X		
EDPNC Small Business Advisors	X		X		X	X	X	
N.C. Small Business & Technology Development Center								
SCORE	X			X	X	X	X	
Triangle Artworks	X		X	X	X	X	X	
U.S. Small Business Administration	X	X	X	X			X	
WakeTech Small Business Center								

Resources for Exporters

State Trade Expansion Program (STEP)

The State Trade Expansion Program (STEP) is specifically designed to help small businesses in North Carolina fund costs associated with international trade. Qualifying exporters are eligible for up to \$24,000 in reimbursements for business building activities. This program is funded by the U.S. Small Business Administration (SBA) and administered by the Economic Development Partnership of North Carolina (EDPNC).

SBA Office of International Trade

The SBA's Office of International Trade's mission is to enhance the ability of small businesses to compete in the global marketplace. They can help any small business that faces barriers in accessing international markets. The office publicizes the small business benefits of U.S. trade agreements and helps protect the rights of small businesses under these agreements. Contact the toll-free trade hotline at 855-722-4877 or email international@sba.gov.

Tips to Thrive

Foster relationships. Build and maintain strong relationships with customers, suppliers, and stakeholders. Networking and collaboration can open new opportunities and support growth.

Celebrate milestones. Acknowledge and celebrate your achievements, big or small. Celebrating milestones not only boosts morale but also reinforces your commitment and passion for your business.

Prioritize well-being. Take care of yourself and your team. A healthy work-life balance and a positive work environment contribute to sustained productivity and overall business success.



Helpful Contacts

Wendy Liu - Community Relations Liaison - 919-463-6165

If you're starting a new business in Morrisville, or even if you've been here awhile, and you're not sure who the best contact is for a particular Town question, reach out and you will be put in contact with the right person on the Town's staff.

<u>Jeanne Hooks</u> – Director of Management Services – 919-463-6174 Call for questions concerning the Morrisville Means Business Program.

<u>Inspections Department</u> – 919-463-6190

Call before you make any changes to the inside or outside of your business – they may require a permit.

Planning Department - 919-463-6210

Call for questions about zoning, permits, or the Unified Development Ordinance.

Engineering Department - 919-463-6193

Call for questions or concerns about general engineering questions.

Fire Operational Permits - 919-463-6176

Call with questions about fire operational or fire code permits.

<u>Water Services</u> (Provided by Town of Cary) – 919-469-4000 Call to start or stop water services.

<u>Duke Energy Services</u> (Electric) – 800-452-2777

Call to start or stop electric services.

Dominion Natural Gas - 877-776-2427

Call to start or stop gas services.



















