



TOWN OF JONESBOROUGH

123 BOONE STREET
JONESBOROUGH, TN 37659
TELEPHONE (423) 753-1030
FAX (423) 753-1074

Incidental Home Occupation Request Checklist & Timeline

Business Name: _____

Date: _____

- _____ Review TOJ ordinance 11-513, pg 11-72, Jonesborough Municipal Code (excerpt attached)
- _____ Request Application For Incidental Home Occupation Permit through the TOJ Building Inspector: 423-753-1035, sjackson@jonesboroughtn.org (attached)
- _____ Complete & submit request back to TOJ Building Inspector. Upon receipt & as time allows, the TOJ Building Inspector will review your request to determine if any other items are needed to be addressed prior to submitting your request to the Planning Commission for approval. Requests must be submitted by the 1st of each month to be considered to be placed on the Planning Commission's Agenda for that month's meeting
- _____ Once notified that your request is being reviewed by the TOJ Planning Commission, be sure to note the date & time of the meeting and plan to be present to represent your business
- _____ If the TOJ Planning Commission votes in favor of your request, you will be eligible to apply for your business license through the TOJ Finance Department. These forms are available online at [Business-Packet.pdf \(jonesboroughtn.org\)](#)
- _____ Once you have been approved to operate your business & receive your license, you have taken the necessary steps to establish your home occupation business with the TOJ