



**TOWN OF JONESBOROUGH**  
123 BOONE STREET  
JONESBOROUGH, TN 37659  
TELEPHONE (423) 753-1030  
WEBSITE: WWW.JONESBOROUGHTN.ORG

Dear Business License Applicant:

We are very pleased that you intend to operate a business in the Town of Jonesborough. The Town staff will certainly do all we can to assist you in anyway possible. It is important for you to be aware that the business license you are being issued is only one of the steps necessary before you actually begin operation. The following are steps that are also required by Town Ordinance:

### **ATTENTION APPLICANTS**

**Certificate of Occupancy** – Before a business is authorized to begin operation, a **Certificate of Occupancy must be issued by the Building Inspector.** The Inspector will ensure that you are in compliance with all zoning regulations, and with the assistance of the Fire Marshall will certify that you meet all necessary building and fire code requirements. Certain businesses require site plan approval by the Jonesborough Planning Commission, and the Building Inspector will let you know if that step is necessary.

**Home Occupation** – No home occupation shall begin operation until it has been reviewed and approved by the Building Inspector. Typically, approval by the Jonesborough Planning Commission of a home occupation permit application is required before the Building Inspector may grant final approval.

**Sign Permit** – Business signs must be permitted through the Building Inspector. A copy of the Sign Ordinance is available from the Building Inspector or from Town Hall. Businesses within the Historic District must also obtain sign approval through the Historic Zoning Commission. The Building Inspector will be glad to meet with any business owner to discuss sign requirements, and we encourage early contact to avoid the cost of having to have a sign redone or removed.

**Building Permits** – Any alteration, construction, or improvement must be undertaken with a building permit obtained in advance. Exterior work done in the Historic District also requires Historic Zoning Commission approval. Information on building permits can be obtained at the Town Hall, and again, the Building Inspector will be glad to meet with and provide information and assistance to any business owner.

**Historic District** – If the property is located with the Jonesborough Historic District, approval by the Historic Zoning Commission is required for all exterior work being performed. The Building Inspector must grant final approval prior to the commencement of all exterior work.

The Town of Jonesborough must pay attention to details that affect the health, safety and welfare of the general public. It is only through this attention to detail that we can help keep Jonesborough a special place to live and work. Good communication and understanding on the front-end can eliminate frustration and delay. **Applicants must contact the Building Inspector at (423) 753-1035 or Town Hall at (423) 753-1030 to initiate the above process.**

Thank you,

*Glenn Rosenoff*

Town Administrator

*THE OLDEST TOWN IN TENNESSEE*

**Jonesborough Public Safety Department**  
**123 Boone Street, Jonesborough, TN 37659**  
**423.753.1053**

**Business Directory Contact Form**

The Contact Information on this form is shared between the Jonesborough Police Department and the Jonesborough Fire Department to facilitate communication in an emergency situation. It is important that Jonesborough officers and firefighters know who to call after hours if a fire or other emergency situation related to your business occurs.

DATE OF LISTING \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

STREET / BUILDING ADDRESS \_\_\_\_\_

BUSINESS PHONE NUMBER \_\_\_\_\_

OWNER/HOME PHONE #: \_\_\_\_\_ OWNER /CELL PHONE #: \_\_\_\_\_

KEY HOLDER NAME (1) \_\_\_\_\_ PHONE: \_\_\_\_\_

KEY HOLDER NAME (2) \_\_\_\_\_ PHONE: \_\_\_\_\_

BUILDING OWNER \_\_\_\_\_ PHONE: \_\_\_\_\_

MISCELLANEOUS INFORMATION \_\_\_\_\_

\_\_\_\_\_

I HAVE RECEIVED A COPY OF THE ATTACHED LETTER DETAILING CERTIFICATE OF OCCUPANCY, SIGN PERMIT AND BUILDING PERMITS

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
CONTACT HAS BEEN MADE WITH JONESBOROUGH'S BUILDING INSPECTOR

\_\_\_\_\_ DATE: \_\_\_\_\_  
Jonesborough Building Inspector 423.753.1035

**IMPORTANT – This sheet must be completely filled out before Application is returned.**

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*I have received a copy of and read the Business License Applicant information sheet in the Business License Packet that details guidelines for a Certificate of Occupancy, Business Sign Permit, and Building Permit. I also understand that I must have a Certificate of Occupancy to open a store, and to obtain that certification I must contact the Jonesborough Building Inspector 423-723.1035.*

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**Please return the Business Directory Contact Form with the Business License Application**

## Instructions: Business Tax Registration Application

### General Information

The Business Tax Application is used to apply for tax registration for Tennessee's business tax. This application cannot be used to register for other Tennessee tax obligations. Businesses must register for sales tax, franchise and excise tax, and other taxes online at [www.TN.gov/revenue](http://www.TN.gov/revenue) or by paper application.

Registration for business tax using this application will not be complete until you have paid the business license fee and obtained your business license from the appropriate county clerk and, if applicable, your city business tax official.

You must submit a fully completed application in a timely manner to ensure that you are properly registered for this tax or you may make your application online. For information on how to register your business online, visit the Tennessee Department of Revenue's website at [www.TN.gov/revenue](http://www.TN.gov/revenue) and click on E-file and Pay.

You must complete one application for each business location. Upon registration, your county clerk or city official will issue your business tax license. A \$15 fee is required for your initial license and must be paid to the county clerk. If your business is in a city that has business licensing, an additional \$15 fee is required and must be paid to the appropriate city official.

A standard business license is renewed by the annual payment of business tax to the Tennessee Department of Revenue. Once this tax is paid each year, the county clerk or city official will provide a license for the next year.

Business tax minimal activity licenses are renewed each year by payment of an annual \$15 license fee to each county clerk or city official.

It is important that you notify the Tennessee Department of Revenue if:

- The business ownership changes in any manner including:
  - selling or closing of the business,
  - adding or changing partners,
  - any transfer or change in the ownership of the business,
  - any change in corporate structure requiring a new charter or certificate of authority; or
- The business location changes, or there is a change to your business classification.

### Instructions

- 1) Enter the business' federal employer identification number (FEIN) or the owner's social security number (SSN).
- 2) Enter the starting date for this business location (month, date, and year).
- 3) Enter the business' fiscal year end date. This is the year end date the business uses for federal tax purposes.
- 4) Enter the type of ownership for the business. If the entity is a marital joint, enter the SSN for the other spouse.
- 5) Enter the business' legal name. This is the same name used for federal tax purposes or registered with the Tennessee Secretary of State's office.
- 6) Enter the physical address for the business. This cannot be a post office box or address for a mail facility.
- 7) Enter the owner information for one or more business contacts. Complete each item. A social security number is not required. If a business is owned by another business, enter the FEIN of the owning business here. This cannot be the same as the FEIN noted under #1 above.
- 8) Enter the "doing business as" (DBA) name, if any.
- 9) Enter the business tax classification for the business. If necessary, consult the Business Tax Guide at [www.TN.gov/revenue](http://www.TN.gov/revenue) for more information about determining the proper business tax classification.

- 10) If you are a Class 4 contractor, enter the city and county in which the contract will be performed. Only list the city if the work was done within the city limits of a Tennessee city that issues business licenses.
- 11) Check the box to choose the license type of standard or minimal activity. Minimal activity licenses can only be issued to businesses having less than \$10,000 in annual gross income.
- 12) Enter the business' location address, ensuring that all the information is exact and complete.
- 13) Provide a detailed description of the principal business activity at this location, including the major products and/or services sold.
- 14) Provide the business' mailing address in the space provided. A P.O. box or mailing facility address is acceptable.
- 15) Provide the business' telephone number, fax number (if any), and email address in the space provided.
- 16) Provide the contact information for the business. This will be the person who the Tennessee Department of Revenue can reach for information regarding tax filings and payments.
- 17) Signatures are required. At least one owner, officer, member, or partner must sign and date this application.



**TENNESSEE DEPARTMENT OF REVENUE**  
**Business Tax Registration Application**

RV-F1321001 (12/19)

**Answer all questions below completely. Incomplete and unsigned applications will delay processing.**

1. Business FEIN or SSN <i>(required)</i>	2. Start Date for Location in Jurisdiction	3. Fiscal Year End Date
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4. Type of Ownership (choose only one box below):

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> <b>Sole Proprietorship</b>                                     | <input type="checkbox"/> <b>Partnership</b> <i>(all types)</i>                         | <input type="checkbox"/> <b>Corporation</b> <i>(all types)</i> |
| <input type="checkbox"/> <b>Marital Joint Ownership</b><br>Other Spouse's SSN:<br>_____ | <input type="checkbox"/> <b>Limited Liability Company</b><br><i>(choose one below)</i> |  |
| <input type="checkbox"/> <b>Estate or Trust</b>   | <input type="checkbox"/> Multi-Member LLC  | <input type="checkbox"/> Single Member LLC                     |

5. Legal Name of Business \_\_\_\_\_

6. Primary Address (physical address where records are located; no P.O. box) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

7. Identify Owners, Officers, Members, or Partners (Attach additional names on separate sheet if needed. See Instructions.)

Title	Title
SSN of Owner or FEIN of Owning Business, if available	SSN of Owner or FEIN of Owning Business, if available
First and Last Name of Owner or Name of Owning Business	First and Last Name of Owner or Name of Owning Business
Telephone Number with Area Code	Telephone Number with Area Code
Email	Email
Address	Address
City State ZIP Code	City State ZIP Code

8. "Doing Business As" (DBA) Name (if different from #5 above) \_\_\_\_\_

9. Classification (see instructions) Classification: _____	10. Contract Location for Class 4 Contractors: County: _____ If contract is inside a city, list City: _____
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11. License Type  
 Standard Business License     Minimal Activity License (<\$10,000 in annual gross income)

12. Location Address of Business in This Jurisdiction (no P.O. box) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

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13. Business Activity at This Location

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14. Business Mailing Address City State Zip Code

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15. Business Telephone Number Business Fax Number Business Email Address

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16. Contact Name Contact Telephone Number Contact Email Address

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17. **Signatures Required! This application must be signed by an owner, officer, member or partner of the entity listed above. Do not print or use a stamp.**

**For Department Use Only**

The statements made on this application are true to the best of my knowledge and belief.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*Owner, Officer, Member, or Partner*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*Owner, Officer, Member, or Partner*

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**Electronic filing and payment of taxes is required for business tax.  
Please visit [www.TN.gov/revenue](http://www.TN.gov/revenue) for more information.**