



TOWN OF JONESBOROUGH

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

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:

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 insure 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.

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 Inspector will be glad to meet with any business owner to discuss sign requirements, and we encourage an early contact in order 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.

The Town of Jonesborough must pay attention to details that effect 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. We encourage you to make an early contact to the Building Inspector, (423) 753-1035 or Town Hall (423) 753-1030.

Thank you.

A handwritten signature in cursive script that reads "Bob Browning".

Bob Browning
Town Administrator

THE OLDEST TOWN IN TENNESSEE



APPLICATION FOR BUSINESS TAX LICENSE

ALL QUESTIONS MUST BE ANSWERED COMPLETELY. INCOMPLETE AND UNSIGNED APPLICATIONS WILL DELAY PROCESSING. FOR ASSISTANCE, PLEASE CONTACT YOUR LOCAL COUNTY CLERK OR DESIGNATED CITY OFFICIAL.

1. INDICATE THE CLASSIFICATION IN WHICH YOU ARE REGISTERING. CLASSIFICATION IS DETERMINED BY THE DOMINANT BUSINESS ACTIVITY. INDICATE ONLY ONE CLASSIFICATION.

- Classification 1A Classification 1C Classification 1E Classification 3 Classification 5
- Classification 1B Classification 1D Classification 2 Classification 4 Minimal Activity License
(Under \$10,000 Annual Gross Receipts)

Fiscal Year
Ending Month

2. REASON FOR APPLYING:

- 1. New business 2. Additional location 3. Purchase of existing business

3. DATE BUSINESS BEGAN IN TENNESSEE AT THIS LOCATION: _____

4. BUSINESS NAME AND EXACT LOCATION

BUSINESS NAME

STREET OR HIGHWAY (DO NOT USE P.O. BOX NUMBER OR RURAL ROUTE NUMBER)

APARTMENT OR SUITE NUMBER (DO NOT ENTER P.O. BOX OR RURAL ROUTE NUMBER)

CITY STATE ZIP CODE

5. BUSINESS MAILING ADDRESS

NAME (ENTER LEGAL NAME, IF DIFFERENT)

P.O. BOX, STREET, ROUTE, OR HIGHWAY

APARTMENT OR SUITE NUMBER

CITY STATE ZIP CODE

6. COUNTY IN WHICH BUSINESS IS LOCATED

IS BUSINESS LOCATED INSIDE A TENNESSEE CITY?

- NO YES
- (If Yes, Name of City) _____

7. BUSINESS TELEPHONE NUMBER

() _____

BUSINESS FAX NUMBER

() _____

8. CONTACT PERSON'S NAME

CONTACT E-MAIL ADDRESS

9. ENTER ENTITY'S FEDERAL EMPLOYER'S IDENTIFICATION #

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- APPLIED FOR
- NOT REQUIRED

10. CURRENT SALES TAX NUMBER FOR THIS BUSINESS LOCATION

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- APPLIED FOR
- NOT REQUIRED

11. TYPE OF OWNERSHIP (SELECT ONE):

- INDIVIDUAL JOINT (COUPLE) CORPORATION - SUB S LP
- GEN PARTNERSHIP CORPORATION LLC LLP FINANCIAL INST

12. TN SECRETARY OF STATE ID #, IF APPLICABLE

13. DESCRIBE THE BUSINESS ACTIVITY AT THIS LOCATION, STATING THE MAJOR PRODUCTS AND/OR SERVICES SOLD:

14. IDENTIFY OFFICERS, PARTNERS, OR INDIVIDUAL OR COMPANY OWNERS (SEE INSTRUCTIONS)

(1) NAME

HOME TELEPHONE #

SOCIAL SECURITY # OWNER'S FEDERAL EIN

HOME ADDRESS (DO NOT USE P.O. BOX #)

CITY

STATE

ZIP CODE

- Member Officer Partner Owner - Individual Owner - Company Shareholder

(2) NAME

HOME TELEPHONE #

SOCIAL SECURITY # OWNER'S FEDERAL EIN

HOME ADDRESS (DO NOT USE P.O. BOX #)

CITY

STATE

ZIP CODE

- Member Officer Partner Owner - Individual Owner - Company Shareholder

15. THE STATEMENTS MADE ON THIS APPLICATION ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF. (THIS APPLICATION MUST BE SIGNED BY THE INDIVIDUAL OWNER, A PARTNER, OR AN OFFICER OF THE CORPORATION. THE SIGNATORY MUST ALSO BE LISTED IN ITEM 14.)

FOR OFFICIAL USE ONLY

SIGN
HERE:

SIGNATURE of PERSON IDENTIFIED IN ITEM 14 (DO NOT PRINT OR USE STAMP)

TITLE

DATE

JONESBOROUGH POLICE DEPARTMENT
123 BOONE STREET
JONESBOROUGH, TN 37659

BUSINESS DIRECTORY
(423) 753-1053

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

JONESBOROUGH BUILDING INSPECTOR (423) 753-1035

DATE

IMPORTANT - This sheet must be completely filled out before Application is returned