



## **Business Occupancy Checklist**

City of Etowah  
701 Tennessee Ave.  
Etowah, Tn. 37331  
423-263-2202

### **ATTENTION Business Owners:**

To legally establish a business in the City of Etowah, all items on this checklist must be completed. No business shall occupy and /or operate within any building in the City of Etowah until the following steps are completed and a Certificate of Occupancy is issued, Per section 6.05 of The City of Etowah Zoning Ordinance.

### **1. Building Department Zoning Verification and Building Inspection.**

Phone: 423-263-2202 Option #5 or #6  
Email: etowahcodes@cityofetowahtn.com

### **2. Fire Marshal Inspection.**

Phone: 423-263-9044  
Email: hafley@cityofetowahtn.com

### **3. Issuance of a business license if required.**

You may obtain a business application at City Hall or on the city web page. The fee for the license is \$15.00 and is payable to the City of Etowah

Phone: 423-263-2202, Option 1  
Email: finance@cityofetowahtn.com

### **4. Issuance of the Certificate Occupancy by the building and fire official.**



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

RV-F1321001 (05/13)

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 |
|---|--|-------------------------|

4. Type of Ownership (choose only one box below):

- Sole Proprietorship
  Partnership *(all types)*
 Corporation *(all types)*
- Marital Joint Ownership
  Limited Liability Company *(choose one below)*
- Other Spouse's SSN: \_\_\_\_\_
- Multi-Member LLC
  Single Member LLC
- Estate or Trust

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 (select below or write in)

Classification: \_\_\_\_\_

10. License Type

Standard Business License
  Minimal Activity License

|  |      |       |          |
|--|------|-------|----------|
| 11. Business Location Address (physical address only; no P.O. box) | City | State | ZIP Code |
|--|------|-------|----------|

12. Business Activity at this Location

13. Business Mailing Address

City

State

Zip Code

14. Business Telephone Number

Business Fax Number

Business Email Address

15. Contact Name

Contact Telephone Number

Contact Email Address

15. 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*

**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.**

## 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. Once registered, the local licensing official will send your record electronically to your city or county official based on your location. You must also pay the required \$15 fee for the initial license at the appropriate city/county official's office.

A standard business license is renewed by the annual payment of 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. There is no charge for a renewal license.

Business tax minimal activity licenses are renewed each year by payment of an annual \$15 fee.

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

- The business ownership changes in any manner including:
  - o selling or closing of the business,
  - o adding or changing partners,
  - o any transfer or change in the ownership of the business,
  - o 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) Check the box to choose the license type of standard or minimal activity. Minimum activity licenses can only be issued to businesses having less than \$10,000 in annual gross income.
- 11) Enter the business' location address, ensuring that all the information is exact and complete.
- 12) Provide a detailed description of the principal business activity at this location, including the major products and/or services sold.
- 13) Provide the business' mailing address in the space provided. A P.O. box or mailing facility address is acceptable.
- 14) Provide the business' telephone number, fax number (if any), and email address in the space provided.
- 15) 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.
- 16) Signatures are required. At least one owner, officer, member, or partner must sign and date this application.