

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 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 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 for more information about determining the proper business tax classification.

Business License Office Location and Mailing Address

Business License Division
City of Lebanon
Suite 124
200 North Castle Heights Avenue
Lebanon, Tennessee 37087

There is a Business License Fee of \$15. We accept cash, checks, and credit/debit cards. There is a processing fee for credit/debit cards of \$0.38. Please make checks or money orders payable to the City of Lebanon.

Please contact the Business Tax Office at 615-444-4905 or by email (brittany.mcdaniel@lebanontn.org) for any questions regarding the Business License Application. **The Business License Application may be mailed in with cash or a check, brought by the Business Tax Office, or emailed over with calling with your credit/debit card for payment.**



TENNESSEE DEPARTMENT OF REVENUE

Business Tax Registration Application

RV-F1321001 (06/2023)

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"/> Sole Proprietorship | <input type="checkbox"/> Partnership <i>(all types)</i> | <input type="checkbox"/> Corporation <i>(all types)</i> |
| <input type="checkbox"/> Marital Joint Ownership
Other Spouse's SSN:
_____ | <input type="checkbox"/> Limited Liability Company
<i>(choose one below)</i> | |
| <input type="checkbox"/> Estate or Trust | <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 (<\$100,000 in annual gross income)

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

13. Business Activity at This Location

14. Business Mailing Address

City

State

Zip Code

15. Business Telephone Number

Business Fax Number

Business Email Address

16. Contact Name

Contact Telephone Number

Contact Email Address

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

**Electronic filing and payment of taxes is required for business tax.
Please visit www.TN.gov/revenue for more information.**



LEBANON POLICE

www.lebanontn.org/pd

MIKE JUSTICE, CHIEF OF POLICE
1017 Sparta Pike
Lebanon, Tennessee 37087
(615) 444-2323
FAX (615)443-3960

RICK BELL, MAYOR
200 Castle Heights Avenue North
Suite 100
Lebanon, Tennessee 37087

Dear Valued Business Owner/Manager,

Thank you for taking the time today to share with us your updated contact information. This information is imperative for proper notification in the event of an emergency or alarm notification. As our city grows, we must remember that each of us has a part in keeping our community and businesses safe. We encourage you to take every precaution to safeguard the wellbeing of your employees, customers, and property. Below, we have provided some safety tips for you to review. Please take the time to evaluate whether your business practices these safeguards.

- Every business should establish a Code of Conduct for its employees. This document should outline what is acceptable or proper behavior within business premises and what repercussions there will be if an employee violates the terms.
- Protect employee property by providing locked or secured areas. Purses, electronics, and personal items can be easily targeted if left unsecured.
- Be it at home or at work, you should have set emergency plans, to include evacuation. Instructions should detail what to do in case of emergencies such as fire, robberies, theft, or weather disasters.
- Invest in electronic security systems and devices. Money well spent on these items can have a tremendous return by means of deterrence, personal safety, and loss prevention.
- Be sure to maintain proper lighting. Keep work areas, storefronts, and parking lots well lit. This deters criminals and provides for a greater sense of personal security.
- Keep all safety equipment in good working order. Fire alarms, smoke detectors, exit signs and any job-related equipment should be inspected and serviced regularly.
- Know your neighbors. Every business has a duty to look out for its surrounding area. Much like the success of Neighborhood Watch programs, the business community succeeds as a whole when they individually look out for one another.

We hope these safety tips are of benefit to you and your business. As a reminder, our department provides bank and parking lot escorts, as well as safety plan reviews. Contact us at (615) 444-2323 to see how we can be of better service to you. Thank you for your support and commitment to our community.

Sincerely,

Mike Justice
Chief of Police
Lebanon Police Department



A Tennessee Accredited Law Enforcement Agency



LEBANON POLICE

www.lebanontn.org/pd

MIKE JUSTICE, CHIEF OF POLICE
1017 Sparta Pike
Lebanon, Tennessee 37087
(615) 444-2323
FAX (615)443-3960

RICK BELL, MAYOR
200 Castle Heights Avenue North
Suite 100
Lebanon, Tennessee 37087

Memorandum to Local Businesses

Please keep us informed of any changes related to your business or key-holder information. These changes will include any names, telephone numbers or change of addresses. All of our information on your business needs to be current and up to date so as to benefit not only the police department, but you and your business as well.

Please fill out the enclosed business call out sheet and return it to the above address. You may also choose to fax the form to (615) 443-3960 or email it to Communications Supervisor, Dawna Gutierrez gutierrezd@lebanontn.org. It is important to try and fill out as much information as possible and try not to leave anything blank.

Your assistance in this matter is greatly appreciated and your prompt response is requested.

If you have any questions, please feel free to contact our Communications Division at (615) 444-2323.



A Tennessee Accredited Law Enforcement Agency



LEBANON POLICE

www.lebanontn.org/pd

Lebanon Police Department
ATTN: Communications Division
1017 Sparta Pike
Lebanon, TN 37087
PH: (615) 444-2323
FX: (615) 443-3960

We are asking for your assistance in verifying or updating your business contact information. A copy will be forwarded to the Lebanon Fire Department. Thank you for your assistance.

Name of business: _____ Date: _____

911 Address: _____

Business Phone: _____ Business Fax: _____

Normal Operation Hours: Monday ___to___ Tuesday ___to___ Wednesday ___to___
Thursday ___to___ Friday ___to___ Saturday ___to___ Sunday ___to___

Owner's Name: _____ Email: _____

Owner's Address: _____

Owner's Phone: _____

Contact person (someone with a key that we can call in the event of an emergency day or night to respond to the business.)

1st Responder _____ Home # _____ Cell # _____

2nd Responder _____ Home # _____ Cell # _____

3rd Responder _____ Home # _____ Cell # _____

Please circle all that apply. You may describe on the back.

- | | | |
|--------------------|--------------------------|-------------------------|
| Retail | Fire Extinguishers | City or Bottled Gas |
| Wholesale | Sprinkler System | Alternative Fuel Supply |
| Manufacturing | Fire Alarm | Auxiliary Generator |
| Medical | Burglar Alarm | Guard Dog After Hours |
| Other Professional | Chemicals Stored | Corrosives Stored |
| Service Company | Flammable Liquids Stored | Explosives Stored |
| Other _____ | Compressed Gases Stored | Bio-Hazards Stored |

Alarm Company: _____ Phone: _____

Please use back of this page to add any special information which could be useful to police or firemen.

FOR POLICE USE ONLY

Alarm Permit #:

Date Entered:



A Tennessee Accredited Law Enforcement Agency



PROCEDURE FOR BUSINESS LICENSE APPLICANT OR CHANGE IN USE OF A BUILDING OR CHANGE IN OCCUPANCY OF A BUILDING TO OBTAIN A CERTIFICATE OF OCCUPANCY

- All of the above-mentioned categories require a certificate of occupancy (CO) to verify the business, building use, or building occupancy is reasonably compliant with local life safety, building, and fire codes. A CO also verifies the stated location is in reasonable compliance with all other City of Lebanon ordinances.
- Complete application on page 2 and turn into the Business License office located on the 1st floor of City Hall.
- This application will be reviewed by city staff, and a letter will be sent to the applicant's email address listed on the application with next steps.
- Final step: Contact the Building Officials Office located on the 1st floor of City Hall to begin the inspection process for the CO.

Applicable inspections involving life safety, building codes, cross-connection, and fats, oils, and grease (FOG) prevention are required to obtain a CO.

The following, at a minimum, will be inspected:

- Emergency lighting and exit signs must be provided above each door (must be hardwired into electrical system). Additional emergency lighting may be required if determined during one onsite inspection.
- Fire extinguishers must be mounted, accessible, and visible.
- ANSIL hood must be tested and approved, if required.
- Public restrooms must be handicap accessible and include grab bars and scaldguards.
- Handicap ramp, if required.

A life safety inspection fee of \$100.00 will be charged for every inspection performed. Payment for inspections will be collected at the time the CO is issued. Payment is cash or check only.

Upon satisfaction of the applicable requirements, a CO will be issued. If the building is occupied prior to obtaining a CO, the applicant will be subject to the following actions:

- Citation to appear in City Court for violation of Section 111.1, Change of Occupancy, 2018 International Building Code.
- Citation to appear in City Court for violation of Ordinance 22-6623 as related to change in use or change in occupancy of a building.
- Disconnection of water service to the facility for violation of Cross-Connection Ordinance 07-3248.
- Fine(s) for violation of the City fats, oils, and grease (FOG) prevention regulations and Title 18 of the Lebanon City Code.

There are certain life safety and building code requirements that must be met and approved by City Building Officials before a business can open at a requested location. Please read the attached requirements that must be reviewed and approved by various city departments.

The Business Tax Department of the City of Lebanon will issue the business license. **However, the business license does not permit the business to open without a certificate of occupancy from the Building Officials Office unless the business has received an exemption from the Building Officials Office.** Code requirements must be met and approved by City Building Officials for any change of location as well.



All businesses and/or building owners are required to provide the information below.

I have read the Procedure for Business License Applicant or Change in Use of a Building or Change in Occupancy of a Building to Obtain a Certificate of Occupancy and understand that I cannot open my business unless the code requirements are met and approved by the City of Lebanon Building Officials Office.

Print Applicant/Owner Name: _____

Signature of Applicant/Owner Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Business Phone: (____) _____ Home: (____) _____ Cell: (____) _____

Email: _____ Social Media Handles: _____

Name of Business: _____

Business Address: _____

Type of Business: _____

Does the business use a significant amount of WATER (such as a restaurant, laundromat, etc.)? YES NO *If YES, please contact the Water/Sewer Department.*

Is this a Home Occupation/Business? YES NO

Change of Location? YES NO

If yes, please list the previous location: _____

Is this a Change in Use of the Building? YES NO

Is this a Change in Occupancy of the Building? YES NO

The City's Economic Development Office is always available to provide assistance to new businesses proposing to locate in the community. Please reach out to Director Sarah Haston at 615-443-2839 ext. 2120/ sarah.haston@lebanontn.org or Coordinator Samantha Smith at 615-443-2839 ext. 2122/ samantha.smith@lebanontn.org.

*The issuance of a business license is **not** authorization to open your business anywhere in the City. Once the business license is obtained, the new or relocated business owner needs to begin the process to obtain the certificate of occupancy (CO). The CO is obtained through the Building Officials Office located on the 1st floor of City Hall. In order to obtain the CO, the business owner must obtain approval from the Planning, Engineering, Utilities, FOG, Cross-Connection, and Building Officials staff. This process verifies the business proposed is in the proper zone per the Lebanon Municipal Code, life safety requirements are installed, payment of any required fees, and the proper backflow device, etc., are in order.*

Application Acknowledgement:

I have read and understand the steps that are required to obtain a certificate of occupancy. I understand a certificate of occupancy is required prior to opening a new or relocated business in the City of Lebanon.

Signature: _____ Date: _____

WE ARE COMMITTED TO YOUR
SUCCESS!

WE ARE HERE TO
HELP!



Office of Economic Development
Mayor Rick Bell

Welcome to the Family!

For many years, the City of Lebanon's Economic Development office has helped guide businesses through important decisions via an all-inclusive experience including: site location, project development, traffic counts, spending patterns, and talent pipelines with local universities and tradeschools. **Let us help you be successful!**

Business Name:

Business Street:

Business City: State: Zip:

Industry/Type of Business:

Is This a Home Based Business? Yes No

Contact Name:

Phone Number:

Email Address:

Website Address:

Please contact me with valuable information for my business

Opt in for the new City of Lebanon online directory

SARAH HASTON, TCECD
Economic Development Director

Sarah.Haston@LebanonTN.org
O: 615.443.2839 ext 2120 | M: 615.489.7899
ThinkLebanonFirst.com

JENNIFER HARTLAGE
Economic Development Coordinator

Jennifer.Hartlage@LebanonTN.org
615.443.2839 ext 2122
ThinkLebanonFirst.com



DID YOU KNOW?

In addition to building permits, some businesses are required to submit plans to the local health department and obtain approval prior to starting construction. These businesses include:

- Restaurants, mobile trucks, and other types of food service establishments
- Public swimming pools and hot tubs; including but not limited to:
 - Community/municipal pools, waterparks, and pools located in camps, hotels, apartments, gyms, schools, or daycare centers. Neighborhood Homeowner Associations that will have more than 20 homes must also obtain approval prior to constructing a neighborhood pool.
- Hotels and motels
- Tattoo & body piercing studios
- Organized campgrounds

Failure to obtain plan approval from the Health Department prior to construction can cost substantial time and money to make necessary corrections.

For more information or to submit plans, please contact the Wilson County Health Department at 615-444-5325 or email paige.bass@tn.gov
ex. 1016

The Environmental Health Program Central Office can be reached at 615-741-7206 or by emailing geh.health@tn.gov.