

# **\*\* Business Tax License Notice \*\***

A BUSINESS TAX LICENSE IS ONLY USED FOR REVENUE PURPOSES; AND **DOES NOT** AUTOMATICALLY GIVE THE BUSINESS THE RIGHT TO CONDUCT OPERATIONS WITHIN THE CITY LIMITS.

*The City of Portland welcomes new investment and new business, and we want you to be successful. To help avoid delays, schedule a meeting with City staff at one of our Business Partner Development Meetings that are held each Thursday before you purchase, rent, or lease property/equipment.*

- **Your checklist for success:**

**Schedule a Business Partner Development Meeting with the planning department.**

**Call: 615-325-6776 ext. 239 or Email: [preapp@cityofportlandtn.gov](mailto:preapp@cityofportlandtn.gov)**

- Speak with the local Chamber of Commerce and the Small Business Administration about marketing, writing a business plan, and potential partnerships.
- Use a licensed professional to help guide you through certain processes, such as building codes, fire sprinklers, wetlands/floodplain, floorplan design, zoning, grease traps, occupant load, parking requirements, or other infrastructure upgrades.
- Consider contacting an insurance agency, an attorney, and your bank about liability coverage, incorporating, and funding requirements.
- Research other possible requirements and permits needed from the County or State, such as electrical permits, health department needs, or EPA regulations.

- **To avoid delays, please ensure the following for your business:**

- The business has the correct zoning for its location
- The business has all permits needed for any new construction, remodel, or demo
- The business is using a licensed contractor per TN guidelines
- The business is adhering to all applicable building codes
- The business has all the utilities available and approved
- The business has an approved sign permit
- The business understands all requirements for handling fats, oil, and grease
- The business has paid all the required fees for the City, county, and other agencies
- The business has a Business Tax License from the City
- The business has all the necessary life and safety measures in place
- The business has had all required inspections and has a valid Certificate of Use & Occupancy issued under the authority of the adopted International Building Code

Call or email to set-up your Business Partner Development Meeting as soon as possible, and we look forward to working with your project 615-325-6776 ext. 239 or [preapp@cityofportlandtn.gov](mailto:preapp@cityofportlandtn.gov)