

BUSINESS TAX

City of Mt. Juliet Finance Department P O Box 618 Mt. Juliet, TN 37121

The initial cost of a Business License is \$15.00. **Cash, Checks and Most Credit Cards Accepted (There is a credit card fee.)**

**** ALL 3 PAGES OF THE APPLICATION MUST BE COMPLETED. THIS INCLUDES THE TENNESSEE DEPARTMENT OF REVENUE APPLICATION EVEN IF YOU ALREADY HAVE A STATE LICENSE.**

A Standard Business License is renewed by the annual payment of tax to the Tennessee Department of Revenue online at www.tn.gov/revenue. The tax period for most businesses is January 1-December 31 with taxes being due on **Tax Day, April 15**. After the Department of Revenue has accepted your return, they will send us a clearance file where we can print out your renewed license or you can access the renewed license on your TNTAP account.

If your business does not gross over \$100,000 a year, you can file a Minimal Activity License. The Minimal Activity License works the same as a regular Standard License **except** instead of filing with the State each year, you would just come to this office (**2425 N. Mt Juliet Road**) and pay the **\$15.00 annual fee to renew**.

If you are in Mt. Juliet City Limits, you will need a City of Mt. Juliet Business License and a **Wilson County Business License**. For a Wilson County Business License, please contact the Wilson County Clerk's Office at:

Phone: 615-6709 or 615-444-0314 ext. 3

Address: 129 S. College St, Lebanon, TN 37087

Website: www.wilsoncountyclerk.com. Click online services then business tax. You can complete their application online.

Your Wilson County Business License can be used anywhere in the State of Tennessee; however, if you gross over \$100,000 in another County, you **must** obtain a business license with that county as well.

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 the corporate structure requiring a new charter or certificate of authority or
 - The business location changes.

Other Information:

- Tennessee Department of Revenue **Help Desk: 615-253-0600**
- To register for sales tax: tn.gov/revenue/taxes/sales-and-use-tax/registration
- **To get a FEIN: irs.gov/businesses/small-businesses-self-employed**
- **To form or register an LLC: Tennessee Secretary of State sos.tn.gov click on Business Services, Business Entity Filings and Limited Liability Companies**
- To register your business name (this is NOT required by TN) TN Sec of State: tnbear.tn.gov/ecommerce/name availability. ***There is a filing fee for the name registration.***

James Maness
Mayor

Bill Trivett
Vice-Mayor

Kenny Martin
City Manager

CITY OF MT. JULIET



Commissioners
Art Giles
Scott Hefner
Jennifer Milele

PROCEDURES TO OBTAIN A BUSINESS LICENSE

1. Download the Mt. Juliet business application from <https://mtjuliet-tn.gov/158/Finance-Department> or obtain one from the Finance Department, located on the 1st floor of Mt. Juliet City Hall, 2425 N. Mt. Juliet Rd.
2. Prior to the issuance of the business license, the Planning and Zoning Department along with the Building and Codes Department must review the Business License Application. Please take your completed Business License Application to 115 Clemmon Rd, Mt Juliet TN, 37122. The Planning and Zoning department will verify if your business use is allowed in the zoning, review any proposed signage and, if applicable, the home occupation. The Building and Codes department will help with the required permits and necessary inspections for the obtaining of the Certificate of Occupancy.
3. When you have obtained a completed review from Planning & Zoning and Building Codes, you will take the finished application to the Mt. Juliet Finance Department located on the 1st floor of Mt Juliet City Hall, 2425 N. Mt Juliet Rd, Mt Juliet TN, 37122.

CERTIFICATE OF OCCUPANCY

Applicable Inspections involving life safety, building and codes, cross connection and fats/oil/grease prevention are required to obtain a Certificate of Occupancy.

- 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 an onsite inspection.
- Fire extinguishers must be mounted, accessible and visible.
- Type I hood (if required) with approved ANSIL system must be tested and approved if required.
- Public restrooms must be handicap accessible including grab bars and scald guards.
- Handicap ramp may be required.

For restaurants and other applicable food service facilities, the fats/oils/grease inspector for the City of Mt. Juliet must inspect and approve the facility. Contact Tim Forkum with any questions at 615-762-0868 or 615-773-7957 ext. 275.

There are certain Life Safety and Building and Code requirements that must be met and approved by the City of Mt. Juliet Building department before a business can open. The Finance Department of the City of Mt. Juliet will issue the Business License. However, the business license does not permit the business to open without a Certificate of Occupancy from the Building and Codes department unless the business has received an exemption from the Building and Codes office. The code requirements must be met and approved for any change of location as well.



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 (required)	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):

Sole Proprietorship

Partnership (all types)

Corporation (all types)

Marital Joint Ownership

Other Spouse's SSN:

Limited Liability Company

(choose one below)

Multi-Member LLC

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

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

9. Classification (see instructions)	10. Contract Location for Class 4 Contractors:	
Classification:	County:	If contract is inside a city, list City:

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

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Mayor

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Business License Application

OFFICIAL USE ONLY

Zoning Classification:	Business Classification:	
Zoning Dept. Signature:	Use Allowed:	Reason:
Building Dept. Signature:	Cleared:	Reason:

PLEASE READ AND INITIAL: The granting of a Business License does not waive the requirement that every business must comply with all city statutes and ordinances. Certain business operations may not be possible due to ordinance violations or zoning rules that preclude the activity. It is in the best interest of the proposed business to allow City representatives to advise if each business is in compliance with all ordinances before investing resources into a business enterprise. Applicant: _____ Date: _____

GENERAL INFORMATION

APPLICATION TYPE: (NEW) (OWNER CHANGE) (NAME CHANGE) (HOME OCCUPATION)

LEGAL BUSINESS NAME: _____

PHYSICAL ADDRESS/ LOCATION: _____

PREVIOUS USE OF THIS LOCATION: _____

Total Building (Sq. Ft.): _____ Parking Required/ Provided: _____ / _____

IS THE PHYSICAL LOCATION ALSO YOUR RESIDENCE: _____

NEW CONSTRUCTION/ RENOVATION: (SITE & SHELL ONLY) (TENANT SPACE BUILD-OUT) (NONE)

CONTACT INFORMATION

Applicant/ Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

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REQUIRED INFORMATION

What is the Business Intent at this Location? Please list all activities intended at this location in Detail.

List any Changes to the Building Exterior. Including Color Changes, Parking, Outdoor Patios, Fencing, Etc.

REQUIRED INFORMATION cont.

List any Changes to the Building Interior. Including Relocating Walls, Plumbing, Electrical & HVAC work.

QUESTIONNAIRE

For All Applicants:

- Have the required Building, Plumbing, Mechanical and Electrical Permits been obtained? Yes / No
- Will the business have signage? Yes / No
- If yes, do you have a sign registration permit? Yes / No
- If yes, do you have the necessary building and electrical permits for this Sign? Yes / No

For Home Occupation Only:

- Applicant has read the Mt. Juliet Ordinance Articles 3-105.1(8) & 3-105.2(4) Yes / No
- Is the Business located in the primary dwelling? Yes / No An Accessory Building? Yes / No
- Is the Business <25% of the total Sq. Ft. of the primary dwelling? Yes / No List SQFT: _____
- Is this business located inside your primary residence? Yes / No
- Will Customers be coming to the property? Yes / No
- Will you have more than 1 employee or pupil at this location at one time? Yes / No
- Will this business require equipment, vehicle or storage? Yes / No
- If yes, list where vehicle/ equipment will be stored when not in use: _____



MT. JULIET POLICE DEPARTMENT

Article IV Alarm Systems Sec. 12-48 Registration Fee

Each responsible party shall pay an annual registration fee, only once per calendar year, of \$10.00 for each alarm system on residential property and \$25.00 for each alarm system on commercial property. Registration fees shall be due each year on March 31 for alarms beginning with the letter A-G, June 30 for alarms beginning with the letter H-M, September 30 for alarms beginning with the letter N-S, December 31 for alarms beginning with the letter T-Z. Permit fees shall be placed in the city general fund. Fees for direct monitoring by the city, when not prohibited by T.C.A. 62-32-321(a)(2)(A), shall be \$120.00 per month.

Commercial alarms will be processed alphabetically, using the beginning of the company or business name. If the company or business name begins with a common word, such as "the", then it will be alphabetized by the next word in the company or business name.

AVOIDING FALSE ALARMS

Most alarms can be easily prevented by following these guidelines:

- Make sure all alarm users and key holders are trained to use the system and know the code to arm and disarm the system, including how to cancel a false alarm.
- Be sure doors and windows are properly closed and locked before arming the system. Unsecured doors and windows are easily jarred, resulting in false alarms.
- Be sure motion sensors are adjusted correctly. Be mindful of items hanging from the ceiling which could move when the HVAC unit turns on inside the location.
- Have an arming delay of at least 60 seconds and arrange with your alarm company NOT to call the police if the system goes off immediately after it has been armed. Frequently, people take too long to exit the premises, or set the system off by re-entering.
- If your alarm system is easily set off by thunderstorms or power outages, have it repaired or adjusted.
- Periodically check the batteries and test your alarm system.
- Read and follow the instructions in your operator's manual.

HAVE QUESTIONS?

If you have any questions, please do not hesitate to reach out, email, or call Rich Frankich. Rich is Mt. Juliet Police Department's Administrative Services Manager, and he will be glad to assist you. You can contact him at rfrankich@mtjuliet-tn.gov or (615) 754-3925.

