



**CITY OF KNOXVILLE**  
**Business Tax Office**  
**P.O. Box 1028**  
**Knoxville, Tennessee 37901**  
**Telephone (865) 215-2083**



**NEW BUSINESS CHECKLIST**

**1. BUSINESS LICENSE**

A business located inside the city will require both a City of Knoxville and a Knox County business license. A City of Knoxville license may be obtained from the above location. If you are purchasing an existing business, the previous owner must finalize their business license and pay all applicable fees or you will be held liable for the previous owner's taxes. The application fee is \$15.00. A Knox County business license may be obtained at the Knox County courthouse or at any of their satellite offices. Their main phone number is (865) 215-2392

**2. SALES TAX NUMBER**

Many businesses will require a state sales tax number. Their office is in the State Office Building located at the Holiday Inn World's Fair. Their office number is (865) 594-6100.

**3. FEDERAL EMPLOYER'S ID NUMBER**

A federal employer's ID number may be required if a business has employees. This number is obtained from the Internal Revenue Service. Their offices are located in the John Duncan Federal Building on Locust Street. The phone number for the IRS is (800) 829-1040.

**4. ZONING RESTRICTIONS**

The business site should be reviewed with the Metropolitan Planning Commission (MPC) to ensure the business activity proposed is appropriate for the location. Their offices are located on the fourth floor of the City County Building located at 400 Main Street. MPC's phone number is (865) 215-2500.

**5. FOOD SERVICE LICENSING**

If the business will serve food or beverages, check with the Knox County Health Department to be sure that all requirements are being met. Their phone number is (865) 215-5200.

**6. ALCOHOLIC BEVERAGE SALES LICENSING**

If alcoholic beverages will be sold or served, certain state law and city code restrictions will apply. To apply for a city beer permit contact the City of Knoxville Beer Permits Office at (865) 215-2179. For liquor licensing, contact the State Alcoholic Beverage Commission (865) 594-6342; you are also required to obtain a City of Knoxville liquor license after State approval. To obtain the City of Knoxville retail package store certificate of compliance contact Karen Long at (865) 215-3092.

**7. NEW BUSINESS QUESTIONS**

Questions about the establishing of a new business may be directed to the Small Business Development Center at (865) 246-2663. You can also contact the Greater Knoxville Service Corps Of Retired Executives (SCORE) for assistance in opening a new business. SCORE's phone number is (865) 545-4203.

**8. INTERNET RESOURCES**

Service Corps of Retired Executives  
State of Tennessee

[www.scoreknox.org](http://www.scoreknox.org)  
[www.state.tn.us/revenue/](http://www.state.tn.us/revenue/)

# City of Knoxville

## Application for Business Tax License

Department of Finance  
Revenue Office  
Business Tax Division

**INCOMPLETE APPLICATIONS WILL BE  
RETURNED UNPROCESSED**

P.O. Box 1028  
Knoxville, TN 37901  
(865) 215-2083

1. Reason for Applying:	<input type="checkbox"/> NEW Business	<input type="checkbox"/> Additional Location	<input type="checkbox"/> Purchase of existing business
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2. BUSINESS NAME AND EXACT LOCATION	BUSINESS MAILING ADDRESS
Business Name	Name (Enter Legal Name, If Different)
Street or Highway (Do not use P.O. BOX number)	P.O. Box, Street, Route or Highway
Apartment or Suite Number (Do not enter P.O. Box)	Apartment or Suite Number
City State Zip Code	City State Zip Code

3. Business Telephone Number	Business Fax Number
Contact Person's Name	Contact E-Mail Address
FEIN or SSN ( <b>REQUIRED IN ORDER TO PROCESS</b> )	If Business Located Inside a Tennessee City? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, Name of City: _____

4. Type of Ownership (Select One):	<input type="checkbox"/> Proprietorship <input type="checkbox"/> Husband/Wife Ownership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other: _____
Describe the business activity at this location, stating the major product and/or services sold:	

5. Opening Date:		Will This Business Charge for Admissions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sales Tax No.		Will This Business Sell Alcoholic Beverage?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sec of State ID #		<i>If YES, check all that apply:</i>	
State Bus Tax Acct #		<input type="checkbox"/> Retail Beer	<input type="checkbox"/> Wholesale Liquor
		<input type="checkbox"/> Wholesale Beer	<input type="checkbox"/> Liquor by the Drink
			<input type="checkbox"/> Caterer's License
			<input type="checkbox"/> Wine

6. Identify the owner(s), officers and/or partners. **Attach additional sheets if necessary.**

a.	Last Name	First Name	MI	Social Security Number / FEIN	<input type="checkbox"/> Owner-Individual <input type="checkbox"/> Owner-Company <input type="checkbox"/> Partner <input type="checkbox"/> Officer <input type="checkbox"/> Member
	Street Address. Do NOT use a P. O. Box			City State Zip	Phone Number
b.	Last Name	First Name	MI	Social Security Number / FEIN	<input type="checkbox"/> Owner-Individual <input type="checkbox"/> Owner-Company <input type="checkbox"/> Partner <input type="checkbox"/> Officer <input type="checkbox"/> Member
	Street Address. Do NOT use a P. O. Box			City State Zip	Phone Number

7. TOTAL APPLICATION FEE	<b>\$15.00</b>
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**THE STATEMENTS MADE IN THIS APPLICATION ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.**  
The individual/owner, a partner or an officer of the corporation must sign application. The signatory must be listed in No. 5.

8. _____	_____
<b>Signature of Owner, Partner or Corporate Officer (Do Not Print)</b>	<b>Date</b>



## **THE CITY OF KNOXVILLE, TENNESSEE**

Department of Development  
Inspection Bureau

### **CITY OF KNOXVILLE ZONING REQUIREMENTS FOR OPERATION OF BUSINESS**

In accordance with the City of Knoxville Zoning Ordinance, approval is required from the Department of Development, Inspections Bureau, prior to the startup of any business located within the City of Knoxville.

It is your responsibility to check with the Department of Development, Inspections Bureau, City/County Building, 400 Main Street, Suite 505, Knoxville, TN 37902, to verify the correct zoning and to determine if permits/inspections/approvals are required prior to occupying a space/suite/building.

Failure to comply with these regulations may result in the issuance of a Stop Order or citation to City Court.

There are additional zoning regulations relating to street vendors. Specific information can be obtained from the Inspections Bureau.

Please be advised that the purchase of a City of Knoxville or Knox County business license does not authorize you to violate the zoning requirements or relieve you of permit requirements by the Inspections Bureau.

For additional information regarding these requirements contact:

City of Knoxville  
Department of Development  
Inspections Bureau  
City/County Building  
400 Main Street  
Suite 505  
Knoxville, TN 37902  
865-215-2999