



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 \$20.00. 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
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**

400 Main St., Ste 450
Knoxville, TN 37902
(865) 215-2083

1.	Reason for application:	<input type="checkbox"/> NEW Business	<input type="checkbox"/> Change in Ownership	<input type="checkbox"/> Business Structure Change: Explain _____
2.	Exact Business Name for this location	Corporate Name / Attention to		
Physical address of this location		Mailing Address		
3.	Street Address. Do NOT use P. O. Box	Street Address or P. O. Box		
	City State Zip	City State Zip		
4.	Type of Ownership	<input type="checkbox"/> Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other: _____		
5.	Describe the EXACT nature of business activity. Be specific.	<i>Operation will be:</i> <input type="checkbox"/> Retail <input type="checkbox"/> Service <input type="checkbox"/> Wholesale <input type="checkbox"/> Manufacturer <input type="checkbox"/> Both Whsl & Retail		
6.	Opening Date:	Will This Business Charge for Admissions? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Business Phone () -	Will This Business Sell Alcoholic Beverage? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	FEIN	<i>If YES, check all that apply:</i>		
	Personal Property ID	<input type="checkbox"/> Retail Beer	<input type="checkbox"/> Wholesale Liquor	<input type="checkbox"/> Caterer's License
	Sales Tax No.	<input type="checkbox"/> Wholesale Beer	<input type="checkbox"/> Liquor by the Drink	<input type="checkbox"/> Wine
7.	Identify the owner(s), officers and/or partners. Attach additional sheets if necessary.			
a.	Last Name First Name MI	Social Security Number	<input type="checkbox"/> Proprietor <input type="checkbox"/> Partner <input type="checkbox"/> Officer <input type="checkbox"/> Other _____	
	Street Address. Do NOT use a P. O. Box	City State Zip	Phone Number	
b.	Last Name First Name MI	Social Security Number	<input type="checkbox"/> Proprietor <input type="checkbox"/> Partner <input type="checkbox"/> Officer <input type="checkbox"/> Other _____	
	Street Address. Do NOT use a P. O. Box	City State Zip	Phone Number	
c.	Last Name First Name MI	Social Security Number	<input type="checkbox"/> Proprietor <input type="checkbox"/> Partner <input type="checkbox"/> Officer <input type="checkbox"/> Other _____	
	Street Address. Do NOT use a P. O. Box	City State Zip	Phone Number	
8.	TOTAL APPLICATION FEE *			\$20.00
	*This application must be received within twenty (20) days from the commencement of business or penalty and interest will apply. Please call the Revenue Office for calculation of additional fees if applicable.			
	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.			
9.	Signature of Owner, Partner or Corporate Officer (Do Not Print)			Date

Mail completed application and payment to: City of Knoxville, P. O. Box 1028, Knoxville, TN 37901



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