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: www.scoreknox.org
State of Tennessee: 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:**  
   | NEW Business | Additional Location | Purchase of existing business |
   | License Type: | Regular License | Minimal Activity License (Will do less than $10K in gross receipts annually.) |
   | Fiscal Year End (MM) |

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 (REQUIRED IN ORDER TO PROCESS)**: If Business Located Inside a Tennessee City?
   - **No**  
   - **Yes**  
   - **If yes, Name of City:**___________________________

4. **Type of Ownership (Select One):**  
   - **Proprietorship**
   - **Partnership**
   - **Husband/Wife Ownership**
   - **Corporation**
   - **PLLC**
   - **Limited Liability Company**
   - **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?**  
   - **Yes**
   - **No**
   **Sales Tax No.**
   **Will This Business Sell Alcoholic Beverage?**  
   - **Yes**
   - **No**
   **Sec of State ID #**
   **State Bus Tax Acct #**

6. **Identify the owner(s), officers and/or partners.**  
   **Attach additional sheets if necessary.**
   - **Owner-Individual**
   - **Owner-Company**
   - **Partner**
   a. **Street Address. Do NOT use a P. O. Box**
   - **City**
   - **State**
   - **Zip**
   - **Phone Number**
   b. **Street Address. Do NOT use a P. O. Box**
   - **City**
   - **State**
   - **Zip**
   - **Phone Number**

7. **TOTAL APPLICATION FEE**
   - **$15.00**

8. **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. 6.

   Signature of Owner, Partner or Corporate Officer (Do Not Print)  
   Date
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