



City of McMinnville, TN

101 East Main St. McMinnville, TN 37110

(931) 473-1200

www.mcminnvilletn.com

STARTING A BUSINESS IN THE CITY OF MCMINNVILLE

STEP 1 CITY OF MCMINNVILLE PLANNING & ZONING DEPARTMENT

Before a business license will be issued, all applications must be reviewed by the McMinnville Planning & Zoning Department to make sure that the proposed business is located in the proper zoning district. You may be required to obtain a building permit and/or a sign permit for your new business, both of which are handled in the Planning & Zoning office as well.

Additionally, prior to starting a business in the City of McMinnville, a prospective business owner must obtain a Certificate of Use and Occupancy. Certain areas and businesses in the city may fall under specific regulations based on zoning and location. Upon application for a Certificate of Use and Occupancy, the Planning & Zoning Department as well as the Fire Department will schedule an on-site inspection.

Once approved by Planning & Zoning, you may proceed to Step 2.

The Planning & Zoning Department is located at 101 East Main St, 2nd floor, (931) 473-1204.

STEP 2 CITY OF MCMINNVILLE & WARREN COUNTY BUSINESS TAX LICENSE

If approved by the Planning & Zoning Department, and your business is located inside the City limits of McMinnville, you must purchase a City of McMinnville Business Tax License and a Warren County Business Tax License. The City license is available at City Hall, 101 East Main Street, 3rd floor (931) 473-1200. The cost of the initial City license is \$15.00.

You must also purchase a Warren County Business Tax License. The County license may be purchased at the County Clerk's office located at 201 Locust Street, McMinnville, (931) 473-2623. The cost of the County's initial license is \$15.00.

Both City and County licenses must be renewed annually. If you have questions regarding your business license that you filed with the State, please call 1-800-342-1003.

STEP 3 WARREN COUNTY HEALTH DEPARTMENT

If your business operations involve the purchase, processing or sale of food items a permit may be required by the Warren County health Department, located at 1401 Sparta Road, McMinnville, TN 37110 or call (931) 473-8468.

STEP 4 WATER

All commercial enterprises are required to have backflow prevention devices attached to the water distribution system. If you are not sure if your location has this installed, any of the Water Systems will come out and check free of charge. Contact the applicable system for more information.

STEP 5 UTILITIES

Contact the appropriate utility provider to ensure the availability of water, sewer, gas, electric, telephone, and other required utilities.

Available Utilities:

Charter Communication (Phone/TV/Internet): (888) 438-2427

Ben Lomond Communications (Phone/TV/Internet): (931) 668-4131

Frontier (Phone/TV/Internet): (931) 507-2532

McMinnville Water Department: (931) 473-7542

McMinnville Electric System: (931) 473-3144

Middle Tennessee Natural Gas: (931) 473-8494

Additional Services:

McMinnville-Warren County Chamber of Commerce: (931) 473-6611

McMinnville-Warren County Industrial Development: (931) 474-4769

Main Street McMinnville (Historic Downtown): (931) 506-5335

Warren County Water Utility District: (931) 668-4175

West Warren-Viola Utility District: (931) 635-2762



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BUSINESS LICENSE ZONING AFFADAVIT

I understand that obtaining a business license does not entitle me to operate a business in an area that is not zoned for such a business, and that the city may take legal action if necessary to enforce its zoning regulations. It is the responsibility of the applicant to contact the McMinnville Planning & Zoning Department (931) 473-1204 to ensure that all codes in connection with the business are complied with. A business will not be allowed to operate in a location that is not properly zoned.

Signature: _____

Date: _____