

Certificate of Occupancy / Letter of Compliance

The Alcoholic Beverage Commission (ABC) is requiring applicants for license provide them with a current Certificate of Occupancy (%) for the business location.

Following are procedures for applying for the % (if we have a current one on file), or a letter of compliance if we do not.

1. Fill out the Application for Letter of Compliance.
2. Take it to the Treasury Dept and pay the fee (\$100).

Town of Smyrna
Attn: Treasury Department
315 S Lowry Street
Smyrna, TN 37167

3. Once the fee has been paid, bring the application and receipt to the Building Safety Department at the same address above.
4. If there is a current % available, we will email it to the applicant.
5. If no % is available, then an on site inspection will be scheduled with the applicant for the location. Once that inspection is completed and all items are in compliance, a letter of compliance will be emailed to the applicant.
6. If the location is not in compliance, items cited will need to be remedied and a reinspection will be made to ensure compliance.



*Building Codes Department
315 S Lowry Street
Smyrna Tennessee 37167
TownofSmyrna.org*

Letter of Compliance / Certificate of Occupancy

The purpose of this application is to apply for a Letter of Compliance / Certificate of Occupancy for the State of Tennessee Alcoholic Beverage Commission (ABC). Please fill out the following information and pay the appropriate fee (\$100) to our Treasury Department. The form and receipt will need to be returned to the Building Safety Department for processing. It is anticipated that the initial processing time will be approximately ten working days. If corrections are required of the location, this time will be extended pending abatement of the corrections by the business owner.

Business Information:

Name: _____

D/B/A: _____

Location: _____

Type of Business: Merchandise Grocery Convenience Miscellaneous

How long in operation: _____

Applicant Information:

Name: _____

Address: _____

Email: _____

Phone: _____

The following is a list of items that could be checked if an inspection is required. Not all items are required for all businesses. This checklist is only for your convenience.

Egress Complies Does not comply N/A

Items to be corrected: _____

Emergency exits signs Complies Does not comply N/A

Items to be corrected: _____

Emergency lighting Complies Does not comply N/A

Items to be corrected: _____

Fire extinguishers Complies Does not comply N/A

Items to be corrected: _____

Fire sprinkler system Complies Does not comply N/A

Items to be corrected: _____

Emergency alarm system Complies Does not comply N/A

Items to be corrected: _____

Electrical panel Complies Does not comply N/A

Items to be corrected: _____

Any life safety issues

Items to be corrected: _____
