



TOWN OF SMYRNA

BUSINESS LICENSE APPLICATION CHECKLIST FOR SUBMISSION

Applications must be completed in its entirety, with required signatures.

Required Documents:

- Photo IDs of owner/officers listed on the application.
- EIN Document or W9. See back of application.
- ITIN Document (if applicable) see back of application for specific details.
- Home Base Businesses-If photo ID does not match the address on the application, you must provide proof of residence of that address such as; bank statement, phone bill, electric bill, etc.
- Business Zoning Application completed (if required).

No payment will be accepted for application if all necessary documents are not provided.

LISTA DE VERIFICACIÓN PARA LA SOLICITUD DE LICENCIA COMERCIAL

Las solicitudes deben completarse en su totalidad, con las firmas requeridas.

Documentos requeridos:

- Identificaciones con foto de los propietarios/funcionarios indicados en la solicitud.
- Documento EIN o formulario W-9. Vea el reverso de la solicitud.
- Documento ITIN (si corresponde); consulte el reverso de la solicitud para detalles específicos.
- Negocios con base en el hogar: si la identificación con foto no coincide con la dirección indicada en la solicitud, debe proporcionar comprobante de residencia en esa dirección, como un estado de cuenta bancario, factura telefónica, factura de electricidad, etc.
- Solicitud de zonificación comercial completada (si se requiere).

No se aceptará ningún pago de la solicitud si no se proporcionan todos los documentos necesarios.



BUSINESS TAX APPLICATION

LEGIBLY PRINT OR TYPE INFORMATION-SEE THE BACK SIDE FOR REQUIRED DOCUMENTS TO SUBMIT

BUSINESS INFORMATION

Legal Business Name:	
DBA: (Doing Business As Name)	
Business Physical Location Address: (No Virtual/POB)	
Phone:	E-mail:
Business Mailing Address:	Street: City/State/Zip:
Contact Name & Title:	Contact E-mail:

TYPE OF OWNERSHIP (CHOOSE ONE)

<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership (all types)	<input type="checkbox"/> Corporation (all types)	<input type="checkbox"/> Marital Joint Ownership SSN of spouse _____
<input type="checkbox"/> LLC Single Member	<input type="checkbox"/> LLC Multi Member		
Business FEIN or SSN: (required)		Fiscal Year End Month:	

IDENTIFY OWNERS, OFFICERS, MEMBERS OR PARTNERS

Title:	SSN of Owner or FEIN (if business owned):	
Name:	Phone:	
Address:	City:	State/Zip:
Title:	SSN of Owner or FEIN (if business owned):	
Name:	Phone:	
Address:	City:	State/Zip:

CLASSIFICATION

<input type="checkbox"/> Class 1A	<input type="checkbox"/> Class 1B	<input type="checkbox"/> Class 1C	<input type="checkbox"/> Class 1D	<input type="checkbox"/> Class 2	<input type="checkbox"/> Class 3	<input type="checkbox"/> Class 4
<input type="checkbox"/> Standard Business License	<input type="checkbox"/> Minimal Activity License	Start Date of doing business in Smyrna jurisdiction:				
List worksite address if different than business location address:						
Describe business activity at this location:						

SIGNATURES REQUIRED!
 This application must be signed by an owner, officer, member or partner of the entity listed above. **Do not print or use a stamp.**
 The statements made on this application are true to the best of my knowledge and belief.

A BUSINESS LICENSE DOES NOT EXEMPT YOU FROM COMPLYING WITH ALL APPLICABLE ORDINANCES AND ZONING REGULATIONS OF THE TOWN OF SMYRNA. PRIOR TO OPENING YOUR BUSINESS, CONTACT THE TOWN PLANNER TO DETERMINE IF YOUR BUSINESS' ACTIVITIES ARE PERMISSIBLE WITHIN THE ZONE IN WHICH IT IS LOCATED. FAILURE TO COMPLY WITH ALL APPLICABLE ZONING ORDINANCES IS A VIOLATION OF THE LAW AND MAY BE PUNISHABLE BY A FINE AND/OR INJUNCTION!

Signature:	Date:
Signature:	Date:

FOR OFFICIAL USE ONLY

ACCOUNT#	LICENSE#	Date:
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APPLICATION FEE: \$15

Information & Instructions for Submitting Business Application

The Business Tax Application is used to apply for tax registration for Tennessee's business tax. This application cannot be used to register for other Tennessee tax obligations. Businesses must register for sales tax, franchise and excise tax, and other taxes online at www.tn.gov/revenue or by paper application.

Registration for business tax using this application will not be complete until you have paid the business license fee and obtained your business license from the appropriate city business tax official. Operating a business in a city limit jurisdiction also requires the business to obtain a county license.

You must submit a fully completed tax application in a timely manner to ensure that you are properly registered for business tax.

You must complete one application for each business location. No virtual or PO Box address is accepted as a physical location.

- **An individual's name must be in the owner/officer's section of the application.**
- **You will need to submit a copy of the driver's license of the owner (s) or officer (s) of the company.**
- **Contact Person should be the responsible party that handles the business tax filing; Controller, office Administrative, accountant etc.**
- **Application must be signed by the owner (s) or officer (s) listed on the application.**
- **If you are applying using a FEIN you will need to provide a copy of the SS4 verification letter from the IRS showing proof of this identification number belongs to your business. If you are unable to locate your original IRS document you can submit a W9.**
- **A Sole Proprietorship business must (state law) provide their social security number or use their ITIN.**
- **If you are applying using an ITIN number you will need to provide a copy of that paperwork**
- **A Business Zoning Compliance Application must also be completed for residential and commercial businesses with a physical building location in Smyrna.**
- **Application will not be processed without the correct documents. Contact our office with any questions you may have.**

Upon registration, your city official will issue your business tax license. A \$15 fee is required for your initial license. Once registered, the local licensing official will send your record electronically to the Tennessee Department of Revenue for registration of a state account for paying taxes, if applicable.

A standard business (**annual gross revenue of \$100,000 or more**) license is renewed by the annual payment of business tax to the Tennessee Department of Revenue. Once this tax is paid each year, the county clerk or city official will provide a license for the next year.

Business tax minimal activity (**annual gross revenue under \$100,000**) license are renewed each year by payment of an annual \$15 fee to the city and county officials.

It is important that you notify the Tennessee Department of Revenue and the local office if:

- The business ownership changes in any manner including:
- Selling or closing of the business,
- Adding or changing partners,
- Any transfer or change in the ownership of the business,
- Any change in corporate structure requiring a new charter or certificate of authority; or
- The business location changes.

For any questions concerning the application please call: 615-459-2553, mailing address: 315 S. Lowry St. Smyrna, TN 37167.



Town of Smyrna Business Zoning Compliance Application



Complete this document to ensure your business has the proper zoning and is a permitted use for its location.

Contact Name: _____

Business Name: _____

Business Address: _____

Business Phone: _____ Business Email: _____

Type of Business at this Location: _____

Retail Sale of: _____

(OR)

Type of Service: _____

In-Home Business Conditions Only

Conditions of Approval

1. **No** employees at business site address other than those that live in the home.
2. There can be no more than one (1) client at a time at business site address.
3. There must be **NO** outside storage of any item/items at any time in conjunction with this in-home occupancy.
4. Signs are permitted with a maximum size of six (6) square feet. Signs are not permitted in the city right-of-way. Directional signs are not permitted on any city right-of-way.
5. This zoning application is not an exemption from abiding by all applicable Town of Smyrna ordinances.

For in-home occupations, will customers/clients be visiting your home address? Yes _____/No _____
If yes, how many? Per day _____ / Per week _____.

Print Name: _____ Date: _____

Signature: _____

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Planning Department Comments

Zoning District: _____ Approve _____ Disapprove _____ Other _____

Staff Comments:

Staff Name: _____ Initials: _____ Date: _____