CITY OF ELIZABETHTON
Department of Finance
Requirements for Application for Business Tax License

IMPORTANT – PLEASE READ
In order to obtain a city business license, you must complete the following process in its stated order:

1) You must have a fire inspection completed. Call to make an appointment. (You will receive a report.)
   Andy Hardin, Fire Marshal ........................................... 423-213-9070

2) You must have a backflow prevention inspection completed. Call to obtain required information or make
   an appointment.
   David Tolley, Water Department ................................. 423-895-0163

3) You must receive an occupancy permit. Call to make an appointment to meet the Electrical and Building
   Inspectors at the place of business. (You will receive an occupancy permit.)
   Robert Montgomery, Building Department ................... 423-542-1503

4) Complete the Application for Business Tax License below.

5) You will need to mail or take to City Hall all of the paperwork that you have received in the previous
   steps, the completed Application for Business Tax License, and a $20.00 payment. Please call before
   visiting City Hall.
   Jennifer Murphy, Business License ............................. 423-542-1518
   Jennifer Murphy
   City of Elizabethton
   136 South Sycamore St.
   Elizabethton, TN 37643-3328

There is a $20.00 fee for the initial business license. All questions must be answered completely in the
application below and proper payment must be made. Any incomplete applications will be returned.
1. Opening Date of Business at this Location: ____/_____/_____

2. Exact Business Name and Location

Name (give trade name at this location)

Street, Highway (Do not use P.O. Box)

City    State    Zip

3. Business Phone Number (INCLUDE AREA CODE)

4. Business Mail Address

Name (enter corporate if applicable)

Street, Highway, Route or P.O. Box Number

City    State    Zip

5. Federal Employers I.D. Number

☐ Applied For    ☐ Not Required

d. Corporation - Enter date of incorporation or domestication in
   Tennessee: ____/_____/_____

Corporation Name:

6. State Sales Tax Number

☐ Applied For    ☐ Not Required

7. Type of Ownership
   ☐ Proprietorship    ☐ Partnership

☐ Other:

8. Identify owners, officers and/or partners (attach additional names, addresses, phone numbers and SSN on separate sheet).

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<th>Name</th>
<th>Home Phone</th>
<th>SSN</th>
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Home Address (not P.O. Box) Street Address

City    State    Zip

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9. Describe the exact business activity at this location, stating the major products and/or services sold:

Is the business: ☐ Retail    ☐ Wholesale    ☐ Both (____% Wholesale   ____% Retail)    ☐ Manufacturer    ☐ Amusement    ☐ Service
10. Have you ever had a City of Elizabethton Business Tax License prior to now?  □ Yes  □ No
If YES, give the name and address of your last business:

Name

Address  Zip

12. REASONS FOR FILING THIS APPLICATION:

□ Starting a new Business  □ Change in corporate structure

□ Change in the ownership of, or the purchase of an existing business. Enter the name and City License Number of the business.

Name of Business

License Number

13. This application must be received within twenty (20) days from commencement date of business or penalty and interest apply.

Minimum Fee .......................................................... $ 15.00
Recording Fee .......................................................... $ 5.00
Total payment due, MAKE CHECK IN THIS AMOUNT .......................................................... $ 20.00

14. THE STATEMENTS MADE IN THIS APPLICATION ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.
(This application must be signed by the individual/owner, or by a partner, or by an officer of the corporation.)

_________________________________________  ______________________________  __________/_______/_______
Signature of owner, partner, or officer  Title  Date

NOTICE – The Eighty-Seventh General Assembly of the State of Tennessee enacted effective June 1, 1971, Public Chapter 387, known as the “BUSINESS TAX ACT” which, in effect, imposes a tax on the privilege of conducting various businesses within this state. Each person subject to this tax is required by law to pay usually an initial minimum tax of $15.00 which payment may be credited against subsequent payments of tax required to be paid annually upon a gross receipt basis.

FOR DEPARTMENT USE ONLY – DO NOT WRITE BELOW THIS LINE

Date Received: _________/_______/_______  Date Written: _________/_______/_______
License Number: _____________________________  Classification: ___________________________

Revised March, 2009.