

BUSINESS TAX

The initial cost of a Business License is \$15.00. **CASH OR CHECK ONLY**

**** ALL 3 PAGES OF THE APPLICATION MUST BE COMPLETED. THIS INCLUDES THE TENNESSEE DEPARTMENT OF REVENUE APPLICATION EVEN IF YOU ALREADY HAVE A STATE LICENSE.**

A Standard Business License is renewed by the annual payment of tax to the Tennessee Department of Revenue online at www.tn.gov/revenue. The tax period for most businesses is January 1 – December 31 with taxes being due on Tax Day, April 15. After the Department of Revenue has accepted your return, they will send us a clearance file where we can print out your renewed license and mail it to you or you can access the renewed license on your TNTAP Account.

If your business does not gross over \$100,000 a year, you can file for a Minimal Activity License. The Minimal Activity License works the same as a regular standard license except instead of filing with the State each year, you would just come to this office and pay the **\$15.00 annual fee to renew**.

If you are in the Mt Juliet City Limits, you will need a City of Mt. Juliet business license and a **Wilson County Business License**. For a Wilson County business license, you may contact the Wilson County Clerk's Office.

Phone: 615-443-2627

Address: 129 South College St, Lebanon, TN 37087

Website: www.wilsoncountyclerk.com. Click online services then business tax. You can complete the Wilson County application online.

Your Wilson County business license can be used anywhere in the State of Tennessee; however, if you gross over \$100,000 in another County, you must obtain a business license with that county as well.

It is important that you notify the Tennessee Department of Revenue 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 the corporate structure requiring a new charter or certificate of authority;or
- The business location changes.

Other Information:

- Tennessee Department of Revenue Help Desk: 615-253-0600
- To register for sales tax: tn.gov/revenue/taxes/sales-and-use-tax/registration
- **To get a FEIN: irs.gov/businesses/small-businesses-self-employed**
- **To form or register an LLC: Tennessee Secretary of State sos.tn.gov click on Business Services, Business Entity Filings and Limited Liability Companies**
- To register your business name (*this is NOT required in TN*) TN Sec of State: tnbear.tn.gov/ecommerce/name availability. There is a filing fee for the name registration.



MT. JULIET POLICE DEPARTMENT

JAMES A. HAMBRICK, PH.D.
CHIEF OF POLICE

P.O. BOX 322, MT. JULIET, TENNESSEE 37122
PHONE: (615) 754-2550 FAX: (615) 758-7076

Article IV Alarm Systems Sec. 12-48 Registration Fee

Each responsible party shall pay an annual registration fee, only once per calendar year, of \$10.00 for each alarm system on residential property and \$25.00 for each alarm system on commercial property. Registration fees shall be due each year on March 31 for alarms beginning with the letter A-G, June 30 for alarms beginning with the letter H-M, September 30 for alarms beginning with the letter N-S, December 31 for alarms beginning with the letter T-Z. Permit fees shall be placed in the city general fund. Fees for direct monitoring by the city, when not prohibited by T.C.A. 62-32-321(a)(2)(A), shall be \$120.00 per month.

Commercial alarms will be processed alphabetically, using the beginning of the company or business name. If the company or business name begins with a common word, such as "the", then it will be alphabetized by the next word in the company or business name.

AVOIDING FALSE ALARMS

Most alarms can be easily prevented by following these guidelines:

- Make sure all alarm users and key holders are trained to use the system and know the code to arm and disarm the system, including how to cancel a false alarm.
- Be sure doors and windows are properly closed and locked before arming the system. Unsecured doors and windows are easily jarred, resulting in false alarms.
- Be sure motion sensors are adjusted correctly. Be mindful of items hanging from the ceiling which could move when the HVAC unit turns on inside the location.
- Have an arming delay of at least 60 seconds and arrange with your alarm company NOT to call the police if the system goes off immediately after it has been armed. Frequently, people take too long to exit the premises, or set the system off by re-entering.
- If your alarm system is easily set off by thunderstorms or power outages, have it repaired or adjusted.
- Periodically check the batteries and test your alarm system.
- Read and follow the instructions in your operator's manual.

HAVE QUESTIONS?

If you have any questions, please do not hesitate to reach out, email, or call Rich Frankich. Rich is Mt. Juliet Police Department's Administrative Services Manager, and he will be glad to assist you. You can contact him at rfrankich@mtjuliet-tn.gov or (615) 754-3925.





TENNESSEE DEPARTMENT OF REVENUE
Business Tax Registration Application

RV-F1321001 (05/18)

Answer all questions below completely. Incomplete and unsigned applications will delay processing.

1. Business FEIN or SSN (required)	2. Start Date for Location in Jurisdiction	3. Fiscal Year End Date
------------------------------------	--	-------------------------

4. Type of Ownership (choose only one box below):

- | | | |
|---|---|---|
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Partnership (all types) | <input type="checkbox"/> Corporation (all types) |
| <input type="checkbox"/> Marital Joint Ownership
Other Spouse's SSN:
_____ | <input type="checkbox"/> Limited Liability Company
(choose one below) | |
| <input type="checkbox"/> Estate or Trust | <input type="checkbox"/> Multi-Member LLC | <input type="checkbox"/> Single Member LLC |

5. Legal Name of Business

6. Primary Address (physical address where records are located; no P.O. box)	City	State	ZIP Code
--	------	-------	----------

7. Identify Owners, Officers, Members, or Partners (Attach additional names on separate sheet if needed. See Instructions.)

Title	Title
SSN of owner or FEIN of owning business, if available	SSN of owner or FEIN of owning business, if available
First and Last Name of Owner or Name of Owning Business	First and Last Name of Owner or Name of Owning Business
Telephone Number with Area Code	Telephone Number with Area Code
Email	Email
Address	Address
City State ZIP Code	City State ZIP Code

8. "Doing Business As" (DBA) Name (if different from #5 above)

9. Classification (select below or write in)

Classification:

10. License Type

- Standard Business License Minimal Activity License

11. Business Location Address (physical address only; no P.O. box)	City	State	ZIP Code
--	------	-------	----------

12. Business Activity at this Location

13. Business Mailing Address

City

State

Zip Code

14. Business Telephone Number

Business Fax Number

Business Email Address

15. Contact Name

Contact Telephone Number

Contact Email Address

16. **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.**

For Department Use Only

The statements made on this application are true to the best of my knowledge and belief.

Signature: _____ **Date:** _____
Owner, Officer, Member, or Partner

Signature: _____ **Date:** _____
Owner, Officer, Member, or Partner

**Electronic filing and payment of taxes is required for business tax.
Please visit www.TN.gov/revenue for more information.**



City of Mt. Juliet, TN

Finance Division . PO Box 679 . Mt. Juliet, TN 37121
615-754-2552

Business License Application

APPLICATION TYPE: New Owner Change Name Change Home Occupation

APPLICANT NAME: _____ APPLICANT TITLE: _____

E-MAIL ADDRESS: _____ PHONE NUMBER: _____

LEGAL BUSINESS NAME: _____

PHYSICAL ADDRESS / LOCATION: _____

PREVIOUS USE OF THIS LOCATION: _____

APPROXIMATE SQUARE FOOTAGE OF BUSINESS USE: _____

IS THE PHYSICAL LOCATION ALSO YOUR RESIDENCE? _____

For Commercial Business Only:

- Will this Business be located in an existing space? Y___/N___ A New Space? Y___/N___
- Is construction work of ANY type proposed prior to the opening of the Business? Y___/N___
- Have the required Building, Plumbing, Mechanical, and Electrical Permits been obtained? Y___/N___
- Is any Signage proposed? Y___/N___ If yes, has a signage plan been approved? Y___/N___

For Home Occupation Only:

- Applicant has read Mt. Juliet Zoning Ordinance Articles 3-105.1(8) and 3-105.2(4) Y___/N___
- Is Business located entirely within dwelling? Y___/N___ An Accessory Building? Y___/N___
- Is Business <25% of the total floor area of the principal structure Y___/N___ <500 Sq Ft? Y___/N___
- Is the structure at the above address your primary residence? Y___/N___
- Will Customers be coming to this property? Y___/N___
- Will you have more than one (1) employee or pupil at this location at one time? Y___/N___
- Will this Business require equipment, vehicles or storage? Y___/N___
 - o If equipment, vehicles or storage is required, where will they be stored or parked when not in use: _____

Provide a Description of all Proposed Business Activities (Attach if necessary): _____

PLEASE READ AND INITIAL: *The granting of a Business License does not waive the requirement that every business must comply with all city statutes and ordinances. Certain business operations may not be possible due to ordinance violations or zoning rules that preclude the activity. It is in the best interest of the proposed business to allow City representatives to advise if each business is in compliance with all ordinances before investing resources into a business enterprise.* Applicant: _____ Date: _____

Planning and Zoning Division Determinations: (DO NOT WRITE BELOW THIS LINE.)

Current Zoning: _____ Business Classification: _____

Zoning Administrator: Approved NOT Approved

Building Official: Approved NOT Approved