



**City of Mount Pleasant**  
"Experience Our History.....Explore Our Possibilities"  
**Department of Planning and Zoning**



## **Steps to Obtaining A Business License**

We are happy that you have chosen to establish a business here in our community. There are several steps below to help you along in this process.

1. Visit the State website at <http://tn.gov/ecd/topic/how-to-start-a-business> and complete the necessary steps.
2. Visit Maury County website at <http://www.maurycounty-tn.gov/index.aspx?page=181> and complete the necessary steps.
3. You can pick up the necessary paperwork at City Hall or download our business license application/clearance form from the link you will find at the bottom of these instructions.
4. Once all the paperwork is complete and turned in the review process starts:
  - a. Our Director of Building and Planning will review the submittal for compliance with zoning and building codes. New signage installed for the business will go through an application process during this point in the review. Fees will be assessed for the permit, and are based on the square footage of the signage in addition to a \$10.00 processing fee payable upon completed review.

**SIGNS per square foot:**

1-10 \$30.00

11-20 \$60.00

21-30 \$90.00

31-60 \$125.00

Over 60 \$150.00

- b. The application will then be forwarded to the Fire Chief/Asst. Fire Chief for review at this time. Life safety issues, the need for fire alarms, and any separation issues will be addressed at this point.

Depending on the type of work being done to the building prior to opening of your business, a permit may be required. Welcome to Mt. Pleasant, and if you have any questions or concerns please contact the number below and we will be glad to assist you.

City of Mount Pleasant - City Hall  
100 Public Square  
(931) 379-7717



# City of Mount Pleasant

"Experience Our History.....Explore Our Possibilities"

## Department of Planning and Zoning Business License Application (Clearance Form)



### APPLY FOR A BUSINESS LICENSE

The City of Mt. Pleasant requires every person engaged or intending to engage in any calling, business, occupation or profession in whole or in part within the limits of the city to pay an annual license fee and obtain a business license as provided for through **Tenn. Code Ann. § 67-4-705**.

### APPROVALS NEEDED FOR A BUSINESS LICENSE

Application for a Business License are made at City Hall through the Clerks office located at 100 Public Square. The business license application/clearance form is required and may involve one or more of the following approvals: (1) Zoning (2) Building Inspection (3) Fire Chief/Asst. Fire Chief (4) Engineering. (fees may apply)

### INFORMATION REQUIRED FOR CITY OF MT. PLEASANT BUSINESS LICENSE

**Name of Business:**

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**Mailing Address:**

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**Physical Address:**

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**Federal ID/SS Number:**

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**Business Phone Number:**

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**Local Phone Number:**

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**Fax Number:**

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**Start of Business Date:**

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**Type of Ownership:**

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**Name of Owner/Principal:**

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**Corporate Office Contact:**

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**Corporate Office Phone:**

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**Corporate Office Email:**

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**Local Contact:**

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**Local Contact Email:**

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# City of Mount Pleasant

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## Department of Planning and Zoning Business License Application (Clearance Form)



Local Contact Cell Phone: \_\_\_\_\_

Emergency Contact Phone: \_\_\_\_\_

Number of Employees: \_\_\_\_\_

Description of Business Activity:

NAICS Number (from IRS Return): \_\_\_\_\_

Submitted By: \_\_\_\_\_

Phone: \_\_\_\_\_

### FOR STAFF USE

*Please do not mark in this area*

Zoning Approval: Yes  No

Reasons for Disapproval:

Building Approval: Yes  No

Reasons for Disapproval:

Fire Chief/Asst. Fire Chief Approval Yes  No

Reasons for Disapproval: