

# STARTING A BUSINESS IN GOODLETTSVILLE

[General Guidelines]

\*This information is provided to you for general guidelines only and may not include all the requirements of every business\*

## ZONING

Make sure your property is zoned to permit the type of business you plan. Contact the City of Goodlettsville Planning & Development Services Department.

## BUILDING PERMITS

BEFORE making changes to an existing building or constructing a new structure determine if a permit is required. Contact the City of Goodlettsville Planning & Development Services Department.

## SIGN PERMITS

A Sign Permit is required before installation of temporary and permanent signs. Contact the City of Goodlettsville Planning & Development Services Department.

## USE & OCCUPANCY PERMITS

This permit is used to authorize occupancy of a building or space. All required inspections have been made and approved to obtain this permit. Contact the City of Goodlettsville Planning & Development Services Department.

## ALARM REGISTRATION/PERMIT

If your business is located in Davidson County and you are having an alarm system installed at your place of business, be sure to get it registered. Contact Nashville Department of Planning & Development Services codes and Building Safety. Sumner County does not require an Alarm Permit.

## BUSINESS LICENSE

Goodlettsville is located in Davidson and Sumner County both. We require every business have a County AND City Business License before you open. Obtain your County License first and bring it with you to apply for your City License. You may acquire these licenses at the appropriate County Clerk's Office and Goodlettsville City Hall.

\*Business Tax must be paid annually in order to renew your City License\*

\*Business renewals and closures are done through the Tennessee Department of Revenue\*

## SALES TAX CERTIFICATE

If you will be selling merchandise, you will need a sales tax certificate. This Certificate and Sales Tax Number allows you to report and pay the tax on the merchandise you sell on a quarterly basis. This certificate may be obtained from the Tennessee Department of Revenue.

## FEDERAL EMPLOYER IDENTIFICATION NUMBER

If you plan to hire employees, you must have a Federal Employer Identification Number (FEIN). This number may be obtained from the Internal Revenue Service. There are reports and taxes due in connection with both state and federal employment taxes. Contact the IRS and Tennessee Department of Labor and Workforce Development for more information.

Goodlettsville Planning & Development Services Department  
117 Memorial Drive  
Goodlettsville, TN 37072  
615.851.3741

Goodlettsville City Hall  
105 South Main Street  
Goodlettsville, TN 37072  
615.851.2200

Tennessee Department of Revenue  
500 Deaderick St.  
Nashville, TN 37242  
615.253.0600

Tennessee Department of Labor and Workforce Development  
220 French Landing Drive  
Nashville, TN 37243  
844.244.5815

Davidson County Clerk  
700 Second Avenue S.  
Nashville, TN 37072  
615.862.6254

Sumner County Clerk  
355 N. Belvedere Drive  
Gallatin, TN 37066  
615.452.4063

Internal Revenue Service  
801 Broadway  
Nashville, TN 37203  
615.250.5656

Department of Codes and Building Safety  
800 Second Avenue South  
Nashville, TN 37210  
615.862.6779