

11. Business Location Address (physical address only; no P.O. box)	City	State	ZIP Code
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12. Business Activity at this Location

13. Business Mailing Address

	City	State	Zip Code
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14. Business Telephone Number

Business Fax Number	Business Email Address
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15. Contact Name

Contact Telephone Number	Contact Email Address
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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.**

**Bartlett Department of
Planning and Economic Development**
6400 Stage Road, P.O. Box 341148
Bartlett, TN 38184-1148
(901) 385-6417 Fax (901) 385-6419
www.cityofbartlett.org

Zoning Verification

for
**New Business License and
Use & Occupancy Permit**

Business Name _____

Proposed Business Address _____

Is this location a residence? ____ Yes ____ No Will it continue to be used as a residence? ____ Yes ____ No

Description of the Business (including any outside use) _____

Owner Name _____ Phone _____ Fax _____

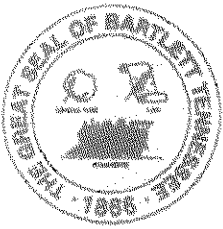
Owner Address _____ Email _____

Submitted by _____
(printed name) (signature) (date)

For Planning and Economic Development staff use only:

Item	Answer	Staff Signature
Zoning classification of Proposed Business Address?	_____ District	[Signature Area]
Home occupation? (Residential zoning district) If "yes," the applicant was given a copy of the Home Occupation regulations.	___ yes ___ no	
If not a home occupation, Business is a permitted use of the zoning district?	___ yes ___ no ___ n/a	
Planning Commission or Design Review Commission approval required (not including for signs)?	___ yes ___ no	
Special Use Permit required?	___ yes ___ no	
Off-street parking requirements met? (n/a for Home Occupation)	___ yes ___ no ___ n/a	
A Business License and a Use & Occupancy permit may be issued without further zoning action. (Note: This does not include approval of signs.)	___ yes ___ no	Signature: Date:
Comments:		

c: Applicant; Code Enforcement (Use & Occupancy); Finance (Business Licenses)



A. Keith McDonald, Mayor

CITY OF BARTLETT

Fire Department/Medical Services

FIRE ADMINISTRATION BUILDING
2939 ALTRURIA RD., BARTLETT, TN 38134
(901) 385-3322 – FAX (901) 385-5516

J. H. McNatt, II
Fire Marshal



City of Bartlett Business License Pre-Inspection Check List

When making application for a business license in the City of Bartlett, it is necessary for the Fire Marshal's office to perform a life safety inspection of your business location. This inspection must be done and deficiencies corrected prior to the issuance of your business license.

We have compiled a list of things the Fire Marshal will be looking for during the inspection of your business. To expedite the application process, please review the list and make necessary corrections prior to calling for your inspection.

1. Every business is required to have at least **one "2A 10BC" fire extinguisher** for every 3000 square feet of floor space. This extinguisher must be mounted on the wall and have a current inspection tag attached. A licensed Fire Extinguisher inspector must perform this inspection. (the tag that comes with the new extinguisher is NOT the tag required)
2. The extinguisher must be installed so that the top of the extinguisher is not more than 5 feet from the floor and no closer than 4 inches from the floor. There is a 75' distance requirement, so we suggest that you locate the device so as not to exceed the 75' travel distance.
3. We also look at **Exit Signs** and **Emergency Lighting**. These should be properly lit and the back-up batteries should be in good working order. They should work in regular and emergency mode. To test these devices, press the small test button located on the body of the light. This cuts the electrical power to the light and allows the batteries to operate the light.
4. The use of **Extension Cords as permanent wiring is prohibited** in all business occupancies. "Examples of this would be the use of extension cords to power computers, cash registers, coolers, lamps and etc. where the cord stays permanently attached. However, "power strips", with built in circuit breakers, are allowed but must be plugged directly into a wall outlet. Extension cords are allowed for supplying power to vacuum cleaners, hand held power tools, buffers, etc. on a temporary basis.
5. Make sure all electrical outlet cover plates are installed and that there are no open slots in the electrical panel. There can be no exposed wiring in the ceiling or walls.
6. **Mechanical closets are inspected for the improper storage of combustible materials.** Mechanical closets are those that house the water heater and/or the HVAC (heating) system. Also, code requires that **three (3) feet of clearance** be maintained on both sides and directly in front of the electrical panel for access purposes.
7. Lastly, **general maintenance** of the space is looked at. If applicable, all ceiling tiles must be in place, doors and required hardware must be installed and operational, with no damage to walls or ceilings (holes, exposed wiring, etc.). Generally speaking, the space should be ready to occupy.

This list covers basic requirements, others may be necessary.

If you have further questions regarding these requirements or if you need to schedule an inspection, please feel free to contact the Fire Marshal's office at 385-3322

EXAMPLES OF “NO SMOKING” SYMBOLS:

