



Bartlett Area Chamber of Commerce
2969 Elmore Park Road, Bartlett TN 38134
(901) 372-9457
www.bartlettchamber.org



**Shelby County Clerk's
East Branch Office**
1075 Mullins Station Road, West Wing,
Memphis, TN 38134
Phone: (901) 379-7099
Business License Applications
can be obtained at:
<https://www.shelbycountyttn.gov/561/Business-Tax-Forms-Page>



**Bartlett Department of Finance
Business License**
Contact: Linda Brady
Business License Clerk
6400 Stage Road, Bartlett TN 38134
Phone: (901) 385-6428, Fax: (901) 384-8061



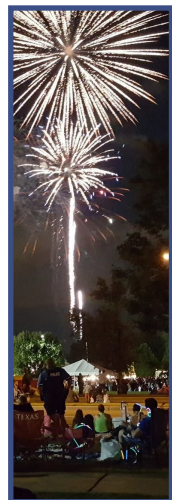
Bartlett Department of Code Enforcement
Contact: Trey Arthur, Director
6382 Stage Road, Bartlett TN 38134
City Hall Annex
Phone: (901) 385-6425, Fax: (901) 385-6434

**Bartlett Department of
Planning and Economic Development**
Contact: Kim Taylor, Director
6382 Stage Road, Bartlett TN 38134
City Hall Annex
Phone: (901) 385-6417, Fax: (901) 385-6419

City of Bartlett Office Hours:
Monday—Friday 8:00 a.m. to 5:00 p.m.
(except Holidays)
General Phone Number (901) 385-6400
www.cityofbartlett.org



GUIDE TO OPENING
A BUSINESS IN THE
CITY OF BARTLETT





Steps to Opening a Home Based Business

STEP #1

Make Sure Your Business Complies with the following Conditions

- No person other than members of the Family residing on the premises shall be engaged in such occupation.
- No more than the (10) percent of the floor area of the dwelling unit shall be used in the conduct of the home occupation.
- No change in the outside appearance of the home or premises.
- No home occupation shall be conducted in any accessory building.
- No customer sales traffic at residence.
- No additional traffic shall be generated by such home occupation. Any need for parking shall be met on a paved surface in the rear or side yards.
- No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fumes, odors, or electrical interference with any radio or television receivers. No equipment or process shall cause fluctuations in line voltage.
- Any occupation in a residence that requires a business license shall be deemed a home occupation.

STEP #2

Obtain a Shelby County Business License from the Shelby County Clerk's Office

STEP #3

Bartlett Business Licenses are now online.
<https://bartletttnbusiness.portal.iworq.net/portalhome/bartletttnbusiness>

STEP #4

Start Conducting Business at Your Home

Steps to Opening a Business in a Commercial, Office or Industrial District

This guide provides information for opening a business within an existing building in the City of Bartlett*

Step 1: Select a Location

Before signing a lease agreement or purchasing property, contact the Bartlett Planning and Economic Development at (901) 385-6417 to ensure that your type of business is permitted at the selected location.

Department of Code Enforcement, and Department of Planning and Economic Development prior to purchasing and installing a sign.

Health Permit – Contact the Shelby County Health Department (need based on type of business)

Step 2: Obtain a Bartlett Business Licenses

Most businesses require a City of Bartlett Business License and a Shelby County Business License. Contact the City of Bartlett Finance Department at (901) 385-6428 to determine if business licenses are required.

Step 6: Open Your Business Temporary "Grand Opening" Banner Permit –

Contact the Department of Code Enforcement prior to purchasing and installing a banner.

Step 3: Obtain a Shelby County Business License from the Shelby County Clerk's Office

Step 4: Bartlett Business Licenses are now online. <https://bartletttnbusiness.portal.iworq.net/portalhome/bartletttnbusiness>

Step 5: Obtain all other required permits

Use and Occupancy Permit—Contact the City of Bartlett Department of Code Enforcement (obtain prior to occupancy).

Sign Permit – Contact the City of Bartlett



*Notes:

1. Businesses that require new construction, the expansion of an existing building, or exterior remodeling should first meet with the City of Bartlett Planning and Economic Development Department.
2. Businesses that only require interior remodeling should first contact the City of Bartlett Department of Code Enforcement.
3. This Business Guide does not address the incorporation of a business which is handled by the Tennessee Secretary of State Department. This office is located in Nashville, Tennessee and can be contacted at www.state.tn.us/sos/. To obtain the correct information, click the box entitled Business Services on the web page.