

Opening A Business In Dandridge

Step One Before You Buy Or Lease

Is your business allowed in that zoning?
Contact Building Dept. to Find Out
(865) 397-7420

Step Two Once You Have Location

Are You Remodeling or Building?

Step Three Before You Move In

Apply For A Town Of Dandridge Business License
Contact Town Hall (865) 397-7420

Yes

No

Contact Dandridge Water Facility
(865) 397-3696

Apply for a re-zoning
Process will take a minimum of two months

OR

Keep Looking

Yes

No

Contact Building Dept. for Permitting

Apply for Certificate of Occupancy

Site Plan May Be Required

Apply for Certificate of Occupancy

Apply For A Sign Permit With Building Department

Issuance Of Use and Occupancy Permit

Congratulations On Your New Business



For More Information Visit Dandridgetn.gov

Permits

Building Permit Requirements:

All building permits will only be issued to state of Tennessee licensed commercial contractors with liability insurance. If any remodel work is to take place building construction drawings may or may not be required. This depends on what you will be doing to the structure. Talk to the Building Inspector to find out what will be required.

Site Plan Requirements:

Site Plans are required for any new construction or building addition.

Home Occupation:

Any business being run out of a residential must be an approved home occupation.

Business License:

Business License applications may be picked up at Town Hall or online. The fee is \$15.00. A county license will also have to be obtained from the Jefferson County Clerk's Office.

Utilities Requirement:

Contact the Dandridge Water Management Facility to determine and necessary utility requirements. Certain businesses may need to address water pressure, water consumption, grease trap or sewer requirements.

Use and Occupancy Permit Requirements:

Use and Occupancy permits are available from the Building and Codes Enforcement Department. This is a Life Safety Permit to ensure the structure that will become your business is safe for the general public and employees. Building and Fire Department do this inspection.

Contact Information

Building and Codes Enforcement

(865) 397-7420 ext. 113 (Building Inspector)

Dandridge Water Management Facility

(865) 397- 3696

Town Hall

(865) 397-7420 ext. 116 (Finance Director)

Jefferson County Chamber of Commerce

(865) 397-9642

Dandridge Water Management Facility

New Construction/License Checklist

BUSINESS SECTION		COMPLETED (√) or (N/A)
#	FOG PROGRAM	
1	Obtain FOG Program and sign acknowledgement of receipt.	
2	Grease Interceptor is required. Plans/installation must be approved.	
3	If variance requested, must be submitted in writing.	
#	FIRE LINE	
1	Review fire line requirements; pay necessary tap fee.	
#	BACKFLOW PREVENTION	
1	Install approved backflow preventer, in accordance with DWMF Guidelines. (OR PLUMBING GUIDELINES?)	
DEVELOPER/SUBDIVISION SECTION		COMPLETED (√) or (N/A)
1	Identify if a Utility Impact Study is required.	
2	Obtain copy of DWMF Construction Specifications; pay current fee	
3	Upon submitting plans, remit payment for Plans Review Fees.	
4	Prior to construction of utilities, entity must work DWMF to coordinate for work plan, materials approval, inspection, testing, and warranty contracts.	
5		
RESIDENTIAL SECTION		COMPLETED (√) or (N/A)
1	Verify if customer is inside/outside city limits	
2	Verify if services are on same side or opposite, requiring a bore.	
3	Determine sewer service type. If not gravity, review pump requirements/E-One Maintenance Program.	
4	Complete Contract (Water/Sewer) for Service.	
5	Pay appropriate account set-up, tap, and potential bore fees.	
6	Place flag at desired meter location site (will try to accommodate)	

Town of Dandridge

Owner/Contractor Utility Construction Requirements

1. The Owner/Developer/Contractor shall adhere strictly to the construction specifications and details here within unless given prior written approval from the Superintendent of the Dandridge Water Management Facility to deviate from the construction specifications and details.
2. The utility construction plans shall be prepared by a State of Tennessee registered professional engineer and reviewed and approved by town engineer and the Superintendent of the Dandridge Water Management Facility.
3. The utility construction plans shall be submitted, reviewed and approved by the State of Tennessee Department of Environment & Conservation prior to installation. The Owner/Developer shall provide a copy of the State of Tennessee approval letter and stamped plans to the Superintendent of the Dandridge Water Management Facility before construction shall begin.
4. The Owner/Developer/Contractor shall notify the Superintendent of the Dandridge Water Management Facility in writing a minimum of 7-calendar days prior to beginning construction and attend a preconstruction meeting.
5. The Owner/Developer/Contractor shall complete and mail/fax the State of Tennessee "Construction Start Notification" to the Tennessee Department of Environment & Conservation a minimum of 7-calendar days prior to beginning construction.
6. The Owner/Developer/Contractor shall provide the owner with three paper copies of the construction plans and one electronic copy (CADD) of the construction plans on an external hard drive or other acceptable media device to include a dwg file in state plane coordinates.
7. The Dandridge Water Management Facility will provide a construction inspector during all trenching, pipe and valve installation, and pressure testing. The cost of the inspection services will be based on the current hourly rate for construction inspection services and shall be paid by the Owner and/or Developer. An estimate of the construction inspection cost will be provided to the Owner/Developer/Contractor.
8. The utility installation contractor shall be a State of Tennessee licensed general contractor with a MU (municipal utility) classification. The contractor shall provide the Superintendent of the Dandridge Water Management Facility with a copy of the contractor's license prior to beginning construction. Additionally, the Superintendent of the Dandridge Water Management Facility may require job experience references if unfamiliar with the construction contractor.

9. The utility installation contractor shall have a minimum of \$1,000,000 of general liability insurance. The contractor shall provide the Superintendent of the Dandridge Water Management Facility with a copy of the contractor's insurance certificate prior to beginning construction.
10. Upon completion of construction the Owner/Developer/Contractor shall sign and submit the "Construction Approval Form" and the "1 Year Construction Warranty Form" to the Superintendent of the Dandridge Water Management Facility for Town review and approval.
11. Complete shop drawings, product data, engineering data and as-builts for all products shall be submitted to the Town. Electronic as-builts are required after completion.
12. The Owner/Developer/Contractor shall be required to pay the monthly electricity bill and all required maintenance during the first-year warranty period for any pump station installations.
13. New pump stations will be required to provide SCADA control interfaces and alarms that will interface with the existing Town of Dandridge SCADA system. The Owner/Developer/Contractor will be responsible for ensuring this interface compatibility with the Town of Dandridge before purchasing the new pump station.
14. For waterline installations, the Developer/Contractor shall install and furnish a water meter box and yoke after the sub-grade is finished with a metal "T" post installed directly behind the meter box. Sewer installations shall be done similarly to provide box/valve and e-one pump (or other equivalent pump if not to be maintained by Town) as needed and "T" posts at each asset.
15. The current standard plan review fee made payable to Dandridge Water Management Facility must be submitted with the associated construction plans. Any revised plans/submittals shall be billed at fee from engineer.



Permit Fee Schedule

Permit Type	Fee
Food Truck	24 hr: \$25, 72 hr: \$50, 1 year: \$200
Short Term Rental	\$300, Annual Renewal: \$100
Yard Sale	\$25
Sign	Dependent on Size (See Building and Codes)
Business License	\$15
Beer Permit	\$250, Annual Renewal: \$100
Retail Package Store	\$250
Grading Permit	Residential: \$10, Commercial: \$25 for 1 acre, \$10 for each additional acre
Building Permits	Dependent on square footage (See Building and Codes)

Water and Sewer Rates

Residential-Inside City	WATER	STANDARD SEWER	E-ONE SEWER
First 2,000 gallons	\$27.90	\$30.51	\$76.55
Over 2,000 gallons/per 1,000	\$5.18	\$7.81	\$8.58
Residential-Outside City	WATER	STANDARD SEWER	E-ONE SEWER
First 2,000 gallons	\$41.77	\$46.70	\$94.39
Over 2,000 gallons/per 1,000	\$10.14	\$16.81	\$18.47
Commercial – Inside City	WATER	STANDARD SEWER	E-ONE SEWER
First 2,000 gallons	\$36.32	\$40.61	\$87.68
Over 2,000 gallons/per 1,000	\$6.48	\$9.43	\$10.36
Commercial – Outside City	WATER	STANDARD SEWER	E-ONE SEWER
First 2,000 gallons	\$54.93	\$62.58	\$111.87
Over 2,000 gallons/per 1,000	\$12.68	\$20.24	\$22.25
Industrial – Inside City	WATER	STANDARD SEWER	E-ONE SEWER
First 2,000 gallons	\$55.87	\$64.17	\$113.60
Over 2,000 gallons/per 1,000	\$6.85	\$9.43	\$10.36
Industrial – Outside City	WATER	STANDARD SEWER	E-ONE SEWER
First 2,000 gallons	\$85.62	\$99.59	\$152.53
Over 2,000 gallons/per 1,000	\$13.42	\$20.24	\$22.25
Swannsylvania	WATER		
First 2,000 gallons	\$57.16		
Over 2,000 gallons/per 1,000	\$8.80		



DANDRIDGE WATER FEE SCHEDULE

CONNECTION FEES

Account Setup Fee \$100

WATER TAP

¾"	\$1,500 + cost of road crossing, if required
1"	\$2,000 + cost of road crossing, if required
2"	\$5,500 + cost of road crossing, if required
Larger Tap	Charged at actual cost, but in no case less than the current tap fees
Deerwood	\$3,000 + cost of road crossing, if required*
*Assumes ¾" meter, tap fee difference will be added with increased meter size	

SEWER TAP

Up to 6" Tap	\$1,500 + cost of road crossing, if required
Larger Tap	Charged at actual cost, but in no case less than the current tap fees
Residential-Inside City (before 1972) sewer tap	\$100

OTHER FEES

Sprinkler Supply Line	\$1,000 per inch
Fire Hydrant Tap Fee	\$1,000 tap only
Fire Hydrant Meter Rental	\$100 plus billed Outside City Industrial Rate
Backflow Test	\$10 above current bid per device
NSF (Non-Sufficient Funds)/Return Payment Fee	\$25
Credit/Debit Card Convenience Fee	Amount Charged by Third Party
E-One Pump	Current Market Cost
Re-connection Fee	\$50
Cleaning/Inspection Fee (3 Days Only)	\$50
FOG Fee	\$200 annually
Standard Plans Review Fee	\$495
Engineering Fee	\$125 hourly
Water Chlorination	\$800 per 1,000 feet
<u>Bacteriological Testing</u>	
State Certified Utilities	\$25.00
Private Companies, Developers & Individuals	\$100.00

Monthly Fee for Water/Sewer Leak Bill Protection

Meter Size	Water Leak	Sewer Leak	Water & Sewer Combined
≤ 2" Residential	\$1.00	\$0.75	\$1.50
≤ 2" Commercial	\$4.65	\$5.25	\$9.65
2.5"	\$4.65	\$7.29	\$11.69
3"	\$6.57	\$10.37	\$16.69
4"	\$11.37	\$18.04	\$29.16
5"	\$17.63	\$28.05	\$45.43

6"	\$25.73	\$41.03	\$66.51
8"	\$44.27	\$70.68	\$114.70

External Water and Sewer Line Protection (Under 2" Meters Only)

≤ 2" Meters Only	Residential	Commercial
Water Line Protection	\$4.25	\$13.75
Sewer Line Protection	\$6.10	\$13.75

Meter Test

Internal \$50
Outsource Amount Charged by Third Party

Repair Fees

Labor \$35 hourly
After Hours Labor \$55 hourly
Backhoe/Excavator \$65 hourly
Materials Current Market Cost



TENNESSEE DEPARTMENT OF REVENUE

RV-F1321001 (06/2023)

Business Tax Registration Application

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

- ☐ Sole Proprietorship ☐ Partnership (all types) ☐ Corporation (all types)
- ☐ Marital Joint Ownership **Limited Liability Company**
Other Spouse's SSN: _____ (choose one below)
- ☐ Estate or Trust ☐ Multi-Member LLC
- ☐ 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
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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 (see instructions) Classification:	10. Contract Location for Class 4 Contractors: County: If contract is inside a city, list City:
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11. License Type

- ☐ Standard Business License ☐ Minimal Activity License (<\$100,000 in annual gross income)

12. Location Address of Business in This Jurisdiction (no P.O. box)	City	State	ZIP Code
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13. Business Activity at This Location

14. Business Mailing Address _____ City _____ State _____ Zip Code _____

15. Business Telephone Number _____ Business Fax Number _____ Business Email Address _____

16. Contact Name _____ Contact Telephone Number _____ Contact Email Address _____

17. 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.

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

Signature: _____
Owner, Officer, Member, or Partner

Date: _____

Signature: _____
Owner, Officer, Member, or Partner

Date: _____

For Department Use Only

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

Document #5 www.cityofportlandtn.gov

Instructions: Business Tax Registration Application

General Information

- The BusinessTax Application is used to apply for tax registration for Tennessee's business tax. This application cannot be used to register for other Tennessee tax obligations. Businesses must register for sales tax, franchise and excise tax, and other taxes online at www.TN.gov/revenue or by paper application.
- Registration for business tax using this application will not be complete until you have paid the business license fee and obtained your business license from the appropriate county clerk and, if applicable, your city business tax official.
- You must submit a fully completed application in a timely manner to ensure that you are properly registered for this tax or you may make your application online. For information on how to register your business online, visit the Tennessee Department of Revenue's website at www.TN.gov/revenue and click on E-file and Pay.
- You must complete one application for each business location. Upon registration, your county clerk or city official will issue your business tax license. A \$15 fee is required for your initial license and must be paid to the county clerk. If your business is in a city that has business licensing, an additional \$15 fee is required and must be paid to the appropriate city official.
- A standard business license is renewed by the annual payment of business tax to the Tennessee Department of Revenue. Once this tax is paid each year, the county clerk or city official will provide a license for the next year.
- Business tax minimal activity licenses are renewed each year by payment of an annual \$15 license fee to each county clerk or city official.

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 corporate structure requiring a new charter or certificate of authority; or
- The business location changes, or there is a change to your business classification.

Instructions

1. Enter the business' federal employer identification number (FEIN) or the owner's social security number (SSN).
2. Enter the starting date for this business location (month, date, and year).
3. Enter the business' fiscal year end date. This is the year end date the business uses for federal tax purposes.
4. Enter the type of ownership for the business. If the entity is a marital joint, enter the SSN for the other spouse.
5. Enter the business' legal name. This is the same name used for federal tax purposes or registered with the Tennessee Secretary of State's office.
6. Enter the physical address for the business. This cannot be a post office box or address for a mail facility.
7. Enter the owner information for one or more business contacts. Complete each item. A social security number is not required. If a business is owned by another business, enter the FEIN of the owning business here. This cannot be the same as the FEIN noted under #1 above.
8. Enter the "doing business as" (DBA) name, if any.
9. Enter the business tax classification for the business. If necessary, consult the Business Tax Guide at www.TN.gov/revenue for more information about determining the proper business tax classification.
10. If you are a Class 4 contractor, enter the city and county in which the contract will be performed. Only list the city if the work was done within the city limits of a Tennessee city that issues business licenses.
11. Check the box to choose the license type of standard or minimal activity. Minimal activity licenses can only be issued to businesses having less than \$100,000 in annual gross income.
12. Enter the business' location address, ensuring that all the information is exact and complete.
13. Provide a detailed description of the principal business activity at this location, including the major products and/or services sold.
14. Provide the business' mailing address in the space provided. A P.O. box or mailing facility address is acceptable.
15. Provide the business' telephone number, fax number (if any), and email address in the space provided.
16. Provide the contact information for the business. This will be the person who the Tennessee Department of Revenue can reach for information regarding tax filings and payments.
17. Signatures are required. At least one owner, officer, member, or partner must sign this application.



Checklist for New Businesses

Please use this worksheet as a guide and follow along with the steps outlined on our website.

Step 1: Setting Up a Business

- ☐ Establish a Business Name: _____
- ☐ Business Addresses
 - ☐ Location Address: _____
 - ☐ Mailing Address: _____
- ☐ Determine a Business Structure or Entity Type:
 - ☐ Sole-Proprietorship
 - ☐ Partnership
 - ☐ Limited Liability Company, or LLC
 - ☐ Professional Limited Liability Company, or PLLC
 - ☐ Corporation
 - ☐ Nonprofit
- ☐ Register Your Business with the Secretary of State, if applicable
- ☐ Determine Effective Business Start Date: _____
- ☐ Apply for an Employer Identification Number (EIN), if applicable : _____
- ☐ Identify Your Business NAICS Code: _____
- ☐ Determine Fiscal Tax Year: _____
- ☐ Identify Directors, Officers, and Shareholders
 - ☐ Name, address, and social security numbers

Step 2: Getting Your Licenses and Permits

- ☐ Business License
- ☐ Alcoholic Beverage Commission Licenses
- ☐ Tobacco License

Step 3: Establishing Your Tax Accounts

- ☐ Business Tax
- ☐ Sales and Use Tax
- ☐ Franchise & Excise Tax
- ☐ Alcohol Taxes
- ☐ Additional Taxes

Step 4: Exemptions

- ☐ Business Tax
- ☐ Sales and Use Tax
- ☐ Franchise & Excise Tax

Step 5: Registering for Your Tax Accounts

- ☐ Review the TNTAP Checklist
- ☐ Register Using TNTAP

Step 6: Tax Filing Due Dates

- ☐ Understand the due dates of my taxes

- ☐ Business Tax: _____
- ☐ Sales and Use Tax: _____
- ☐ Franchise & Excise Tax: _____
- ☐ Other: _____