

City of Bristol Tennessee



March 2008



Bristol is “Open for Business!”

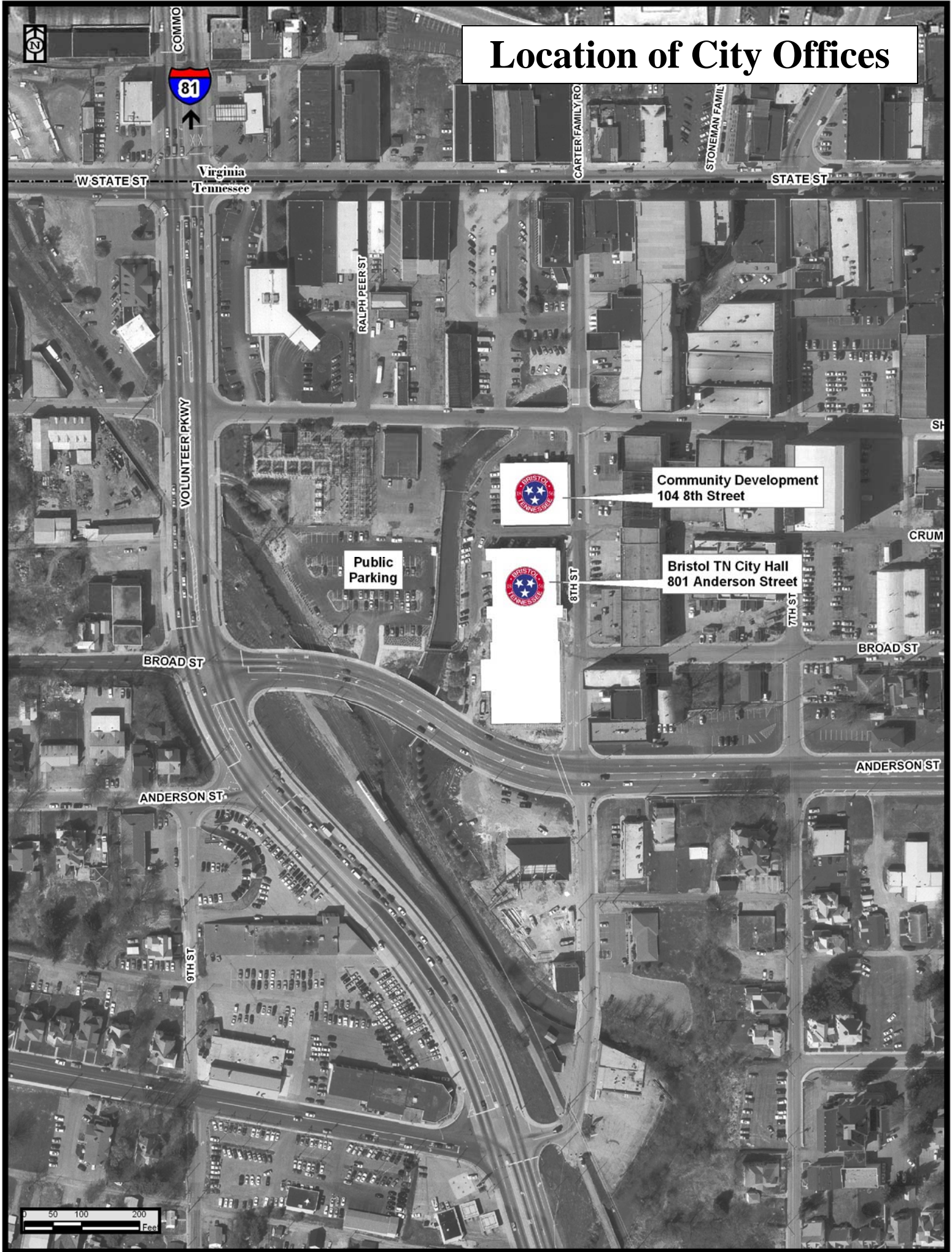
This summary is provided to direct you to the places you need to go, the people you need to talk to and where to find the information you need.

This guide provides introductory information only. It is not intended to be a substitute for specific statues, ordinances and regulations and should not be relied on in lieu of other professional advice.

Table of Contents

City Offices Location Map	Page 4
City of Bristol Tennessee Contacts	Page 5
Looking for a Site	Page 8
Building in Bristol	Page 8
Opening a Business	Page 9
Taxes	Page 11
Employment Laws	Page 13
Other Licensing Information	Page 13
Small Business Resources	Page 16
State of Tennessee Contacts	Page 18
Federal Contacts	Page 22

Location of City Offices



COMMO



Virginia
Tennessee

W STATE ST

CARTER FAMILY RO

STONEMAN FAMILI

STATE ST

RALPH PEER ST

VOLUNTEER PKWY



Community Development
104 8th Street

Public
Parking



Bristol TN City Hall
801 Anderson Street

8TH ST

7TH ST

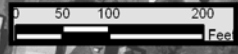
BROAD ST

BROAD ST

ANDERSON ST

ANDERSON ST

9TH ST



CITY OF BRISTOL TENNESSEE CONTACTS



City Directory Online: <http://www.bristoltn.org/employeephonebook.cfm>

Office of the City Manager

Jeffrey J. Broughton, City Manager

801 Anderson Street
Bristol, Tennessee 37620
Phone: 423-989-5503
Email: jbroughton@bristoltn.org
City Manager Website: <http://www.bristoltn.org/citymanager1cfm.cfm>

Economic Development:

Mike Sparks, Deputy City Manager

Economic Development
104 8th Street
Bristol, Tennessee 37620
Phone: 423-989-5516
Email: mspark@bristoltn.org
Economic Development Website: <http://www.bristoltn.org/EconomicDevelopment.cfm>

Transportation (MPO):

Rex Montgomery

104 8th Street
Bristol, Tennessee 37620
Phone: 423-989-5519
Email: rmontgomery@bristoltn.org

David Metzger, P.E.

Phone: 423-989-5522
Email: dmetzger@bristoltn.org

Transportation Website: <http://www.bristoltn.org/Transportation.cfm>

Department of Community Development

Shari Brown, AICP, Community Development Director

104 8th Street
Bristol, Tennessee 37620
Phone: 423-764-0343
Email: sbrown@bristoltn.org

Community Development Website: <http://www.bristoltn.org/CommunityDevelopment.cfm>
Planning Page: <http://www.bristoltn.org/Planning.cfm>

Code Enforcement:

Karl Cooler, Code Administrator

Phone: 423-989-5659

Email: kcooler@bristoltn.org

Code Enforcement Website: <http://www.bristoltn.org/CodeEnforcement.cfm>

Fire Department

Bob Barnes, Fire Chief

Fire Station No. 1

211 Bluff City Highway

Bristol, Tennessee 37620

Phone: 423-989-5701

Email: bbarnes@bristoltn.org

Fire Department Website: <http://www.bristoltn.org/introduction.cfm>

Jack Spurgeon, Fire Marshall

Phone: 423-989-5701

Email: jspurgeon@bristoltn.org

Department of Public Works

Bill Sorah, Deputy City Manager

Public Works

212 Blackley Road

Bristol, Tennessee 37620

Phone: 423-989-5565

Email: bsorah@bristoltn.org

Engineering Division:

Tim Beavers, P.E., Civil Engineer

Phone: 423-989-5566

Email: tbeavers@bristoltn.org

Engineering Website: <http://www.bristoltn.org/engineering.cfm>

Utilities Division:

Gary Spry, Utilities Director

Phone: 423-989-5649

Email: gspry@bristoltn.org

Utilities Website: <http://www.bristoltn.org/sanitarysewer.cfm>

Department of Finance

Tara Musick, Finance Director

801 Anderson Street

Bristol, Tennessee 37620

Phone: 423-989-5646

Email: tmusick@bristoltn.org

Finance Website: <http://www.bristoltn.org/finance.cfm>

Business License: 423-989-5543

Bristol Tennessee Essential Services (Electrical and Broadband)

Mike Browder, CEO

BTES

2470 Volunteer Parkway

Bristol, Tennessee 37620

Phone: 423-968-1526

Email: mbrowder@btes.net

BTES Website: <http://www.btes.net/>

April Eads, Business Development Manager

Phone: 423-793-5532

Email: aeads@btes.net



Looking for a Site in Bristol

We are glad that you are looking for a site in Bristol! We would like to review key points to remember as you look for the site that will suit your project the best.

- Please contact the Economic Development Office for assistance with researching business location. Mike Sparks, Deputy City Manager/Development, and his staff would be happy to assist you. You may contact him at 423-989-5516 or by email at mspark@bristoltn.org.
- Additional Economic Development information is online at <http://www.bristoltn.org/EconomicDevelopment.cfm>.
- Review the zoning classification and current use of a property before purchasing land that may not be suitable for the intended purpose. Please contact the City of Bristol, either through the “E-Services” section of the website at <http://www.egovlink.com/bristol/action.asp>, under “Requests for Services” or by calling the Community Development Department at 423-989-5514 for zoning classification verification. The Bristol Tennessee Zoning Ordinance is also available on the Planning section of the website at <http://www.bristoltn.org/planning.cfm> or the Community Development Department located at 104 8th Street.
- Please also contact the Planning staff to determine if your project would be considered a change of use. If so, a site plan may be required to be submitted to the Community Development Department. See the “Building in Bristol” section of this guide for more information on this process.
- The City of Bristol Tennessee has a planning region that consists of an urban growth boundary that extends beyond the city limits into Sullivan County. The Bristol Tennessee Regional Municipal Planning Commission has the authority to approve site plans and subdivision plats within this urban growth area. For a map showing the city limits and the urban growth boundary, please view the Maps section of the website at <http://www.bristoltn.org/Maps.cfm>.

Building in Bristol

The staff of the Community Development Department is available to assist you. Please make an appointment to meet with city staff for an informal session to evaluate development ideas and projects and to review the process and regulations. These sessions can be both beneficial and crucial to point out issues that would be costly if most of the project planning had been finished before the project was formally submitted.

Below are some of the different items that may be required to be submitted to the Community Development Department, again depending on the project.

- Site Plan - Commercial and multi-family construction requires a site plan which must be submitted and approved by the Community Development Department before a building

permit can be issued. There is a site plan brochure available to guide you and your design professional through the process of submitting a site plan. The site plan brochure, application, guide, checklist and Bristol Tennessee Zoning Ordinance can be found on the city's Planning website at <http://www.bristoltn.org/planning.cfm> and are also available at the Community Development Department located at 104 8th Street. The department contact phone number is 423-989-5514. Please note that in some instances, the site plan may include Planning Commission approval. This should be discussed with the Planning staff.

- Subdivision Plat - If property lines must be changed, then a subdivision or recombination plat may need to be submitted to the Community Development Department. There is a subdivision plat brochure available to guide you and your design professional through the process of submitting a plat. The subdivision plat brochure, application, checklist and Bristol Tennessee Subdivision Regulations are also available on the Planning web site at <http://www.bristoltn.org/planning.cfm> and are also available at the Community Development Department located at 104 8th Street. The department contact phone number is 423-989-5514. Please note that in most instances, the subdivision plat must be approved by the Planning Commission. This should be discussed with the Planning staff.
- Building Permit - A building permit is required for all new construction and most rehabilitation projects. A list of projects that need building permits can be found online at [http:// www.bristoltn.org/CodeEnforcement.cfm](http://www.bristoltn.org/CodeEnforcement.cfm). The City of Bristol Tennessee has adopted the 2006 International Building Code. A building permit application can be found online at <http://www.bristoltn.org/CodeEnforcement.cfm> or can be picked up in the Code Enforcement Division located in the Community Development Department at 104 8th Street. The Code Administrator's phone number is 423-989-5659. Inspections are performed at various stages of construction; when all inspections are approved, a certificate of occupancy or certificate of completion will be issued. Please call 423-989-5709 for more information on application, permitting and inspections from the Code Enforcement Division.
- Sign Permit - Both freestanding and wall-mounted signs are permitted in the city. A sign permit is a separate approval process from a site plan or building permit application. The sign permit application is available on the Planning website at [http:// www.bristoltn.org/planning.cfm](http://www.bristoltn.org/planning.cfm) in both an Adobe format and an Excel spreadsheet with calculating capabilities. For more information about sign regulations, please review the Bristol Tennessee Zoning Ordinance, Section 216 - Billboard and Sign Regulations or contact the Community Development Department at 423-989-5514.

Opening a Business in Bristol

After finding a site and/or constructing a building for your business, you will need to complete the next steps toward opening your business. There are several different processes to complete, either through a city office or a state website.

Please remember that there are several organizations that can assist with small business start-up. You may find their contact information in the “Small Business Resources” section in the back of this guide.

City of Bristol Tennessee

- Business License – A business license can be obtained from the Finance Department in City Hall at 801 Anderson Street. Business licenses are renewed annually. The Finance Department phone number is 423-989-5543. Tennessee law requires businesses to have a business license issued by local government within 20 days of opening a business, with several exceptions.

State of Tennessee

- State of Tennessee Sales Tax ID #, Unemployment Insurance #, Registering a Business Name, and Filing a Business Charter - The State requires that each business obtain a Sales Tax and Unemployment Insurance ID. A separate sales tax ID must be obtained for each location of a business. To do this, please go to the **One-Stop Business Resource** online to register for an ID. Every Tennessee employer is also required to pay unemployment insurance. The site is <http://www.tnanytime.org/osbr/demo/splash.html>. You will also need to know the following information beforehand:
 - ✓ Obtain *Federal Employer Identification Number* (FEIN) from the Internal Revenue Service online site at <http://www.irs.gov/businesses/small/article/0,,id=98350,00.html>.
 - ✓ Establish a user name and password to access One-Stop’s site.
 - ✓ Determine the business entity type. What’s this? For definitions, go to <http://www.tennesseeanytime.org/osbr/glossary.html#entity>.
 - ✓ Decide on a business name. You may search the state’s database to check the availability of a business name at <http://www.tennesseeanytime.org/sosname/>.
 - ✓ Have business location, mailing, and principal office addresses.
 - ✓ Have the name of a Registered Agent in Tennessee and contact information. What’s this? Please see the State of Tennessee Department of State website at http://tennessee.gov/sos/bus_svc/corp_guides.htm for filing guides that explain what each entity will need in terms of a registered agent and/or office.
 - ✓ Obtain names, addresses, phone numbers and social security numbers of members, partners, incorporators, or organizers of the business.
- State of Tennessee Employer ID # - You must obtain a Tennessee Employer Identification Number if (1) you are liable under the Federal Unemployment Tax Act; (2) the business

has a total payroll of \$1,500 or more in any quarter of the tax year; or (3) the business has at least one employee, full or part-time, on any day during 20 different weeks of the tax year. To obtain one, go to <http://www.state.tn.us/labor-wfd/esdiv.html>.

- State of Tennessee Workers' Compensation - If you have five (5) or more full or part-time employees and are not exempt from the provisions of the Workers' Compensation Act, you must obtain Workers' Compensation coverage for all eligible employees immediately. You can obtain this insurance from your local business insurance agent. For more information, go to <http://www.state.tn.us/labor-wfd/wcomp.html>.

United States

- Federal Social Security (FICA) - If you have one or more employees, you must deduct the employees' part of Social Security taxes (FICA) from their wages and report these deductions, along with payment of your part of these taxes and all deductions of income taxes made from employees' wages on Form 941. Each employee must fill out a W-4 form. Obtain these forms from the IRS at <http://www.irs.gov>.
- Employment Eligibility Verification - For each employee, you must maintain an Employment Eligibility Verification (Form I-9). This is a form of the U. S. Department of Homeland Security, U.S. Citizenship and Immigration Services. You can download Form I-9 instructions and the form from their web site at <http://uscis.gov/graphics/formsfee/forms/i-9.htm>.
- Corporate Charter - To apply for incorporation of your business, go to http://www.state.tn.us/sos/bus_svc/corp_guides.htm.

Tax Information

There are many different types of local and state taxes to keep in mind when you open your business. You will find below a summary of the local taxes and where to go to find out more about the different state taxes.

Local:

The City of Bristol Tennessee Finance Department is responsible for the collection of all revenue of the city including city property taxes, business taxes, and municipal fines. This office also oversees the billing process for utility services, such as water, sewer, and solid waste.

The Sullivan County Property Assessor's office is responsible for assessment of property and the Sullivan County Trustee's office is responsible for collection of county property taxes.

- Municipal Property Tax – The 2007 rate is \$2.42 per \$100 of assessed value. Commercial uses are assessed at a rate of 40%. Tangible Business Property is assessed at a rate of 30%. (Combined with the county rate of \$2.53, the total property tax rate is \$4.95.)

- County Property Tax – The 2007 rate is \$2.53 per \$100 of assessed value. Commercial uses are assessed at a rate of 40%. Tangible Business Property is assessed at a rate of 30% . (Combined with the city rate of \$2.42, the total property tax rate is \$4.95.)
- Municipal Sales Tax – The 2007 rate is 2.25% (the state sales tax rate is 7%, for a total of 9.25%).
- Municipal Hotel/Motel Tax – Five percent (5%) of the consideration charged by the operator.
- Temporary Campgrounds Tax – Five percent (5%) of the consideration charged by the operator.

State:

The State of Tennessee Department of Revenue is responsible for the collection of taxes. If you are new to the state or would like to review different taxes and licenses required by the state, visit the “New to Tennessee” site at <http://state.tn.us/revenue/newtotn.htm>. There is also a one-stop business website with many of the links listed below at <http://state.tn.us/revenue/business/index.htm>. There is also a detailed “Tennessee Taxes & Rates” table for more information and the extended list of all of the types of state taxes at <http://state.tn.us/revenue/misc/taxrates.xls> (this is an Excel file).

The Department of Revenue hosts a bi-monthly “New Business Tax Workshop”. To find out about the next workshop available, call the Johnson City office at 423-854-5321 or go to <http://www.tennessee.gov/revenue/bustaxworkshops/newbusworkshops.htm>.

Below is a brief summary of a few of the taxes assessed by the State of Tennessee:

- Income Tax - The State of Tennessee has no general income tax. Income from interest on bonds, notes and dividends from stocks is reported . The first \$1,250 of income is exempt (\$2,500 on a joint return). Individuals 65 years old or older with total annual income of \$16,200 or less (\$27,000 for joint filers) are exempt from this tax. However, if you live in Virginia and work in Tennessee, or if you live in Tennessee and work in Virginia, the income tax of the State of Virginia will apply to you.
- Property Tax – No State Property Tax
- Tangible Property Tax – No State Tangible Property Tax
- Sales and Use Tax – The State sales tax rate is 7%, except it is 5.5% for food items, in addition to the local sales tax rate (the City of Bristol sales tax rate is 2.25% for a total of 9.25%, 7.75% on food).
- Franchise and Excise Tax – Excise Tax is 6.5% of net earnings. Franchise Tax is \$0.25 per \$100 of capital.

- Unemployment Tax (Premiums) - For new employers, the rate is 2.7% of first \$7,000 paid per employee during a calendar year.
- Gross Receipts Tax – 1.5% to 3% depending on type of business.

For detailed information about each tax and forms, please go to the State of Tennessee Department of Revenue’s site at <http://www.tennessee.gov/revenue/business/instructions.htm>.

Four “Tax Guides” with detailed information are also available on the State of Tennessee Department of Revenue’s web site at <http://state.tn.us/revenue/taxguides/>:

- ⇒ Sales and Use Tax Guide
- ⇒ Franchise and Excise Tax Guide
- ⇒ Alcoholic Beverage and Beer Tax Guide
- ⇒ Business Tax Guide

Employment Laws

Tennessee is an “employment-at-will” state, but there are many exceptions to the doctrine, including the child labor laws. For a list of Tennessee’s Labor Laws, go to <http://www.tennesseeanytime.org/employment/emplaws.html>. For materials that are required to be displayed in Tennessee businesses, go to <http://www.tennessee.gov/labor-wfd/poster.htm>.

Other Licensing Information

Briefly listed below are other licenses that may be required depending on the type of business you have. Most licenses are governed by state law and some are issued by the city. Please read carefully and always remember that you are responsible for any licenses or permits that your particular business might need. For more information on other licenses that are offered through the State of Tennessee Department of Commerce and Insurance Division of Regulatory Boards, go to <http://www.state.tn.us/commerce/boards/index.html>.

- Beer Permit – The Bristol Tennessee Beer Board issues permits for on-premises and off-premises consumption. For an application, or information, contact the Bristol Tennessee Police Department at 423-989-5600.
- Campgrounds, Permanent – State of Tennessee approval is necessary for permanent campgrounds. Please go to the Department of Health for more information at <http://health.state.tn.us/GEH/index.htm#Camps> or call the Northeast Regional Office at 423-279-1616.
- Campgrounds, Temporary – Please request a temporary campground permit application from the Code Enforcement Division, located at 104 8th Street, or you may call 423-989-5709.

- *Child Care Center Licensing* – Please visit the local office of the Tennessee Department of Human Services to receive a license to operate a child care center. The District 1 Office is in Johnson City at 213 West Maple Street. Their phone number is 423-434-6915. If the child care center is being operated in a residential district, a home occupation permit is required from the City of Bristol Tennessee. You may find the home occupation permit application on the Planning website at <http://www.bristoltn.org/Planning.cfm>, you may pick one up in the Community Development Department located at 104 8th Street. Call 423-989-5514 for more information.
- *Domestic Kitchen* - The State of Tennessee regulates food that is sold to the public from domestic kitchens. Go to the Department of Agriculture’s website to view the regulations for being able to sell jams, jellies, candy, baked goods, and other items out of your home at <http://www.tennessee.gov/agriculture/regulate/food/index.html> or call 615-837-5103. A home cooking business will also require a home occupation permit from the City of Bristol Tennessee. You may find the home occupation permit application on the Planning website at <http://www.bristoltn.org/Planning.cfm> or you may pick one up in the Community Development Department located at 104 8th Street. Call 423-989-5514 for more information.
- *Dry Cleaners* – Both the state and the federal government regulate dry cleaning activities. Please visit <http://tennessee.gov/environment/ea/sbeap/drycleaning/> for more information on the regulations for dry cleaners or call the local field office at 423-854-5400.
- *Elevators* – Elevators within the State of Tennessee are inspected twice per year. To find out more, go to the Department of Labor and Workforce Development Elevator Division at <http://tennessee.gov/labor-wfd/elevators.html> or call 615-741-2123.
- *Food and Dairy* - The State of Tennessee regulates the manufacturing, distribution, and sale of food other than from restaurants. The State of Tennessee requires that all dairy products be registered that are distributed within the state. Go to the Department of Agriculture’s website for more information at <http://www.tennessee.gov/agriculture/regulate/food/index.html> or call 615-837-5193.
- *Food Service Establishments* - The State of Tennessee regulates restaurants and inspects twice a year or more if deemed necessary. The Environmental Specialists will inspect every new or remodeled restaurant for safe and sanitary food handling practices. For more information, go to the Department of Health’s website at http://health.state.tn.us/GEH/food_service.htm or call the Northeast Regional Office at 423-979-3200.
- *Kerosene and Motor Fuel Quality* - The State of Tennessee inspects the quality of kerosene and motor fuels by collecting samples from fuel stations for analysis. Go to the Department of Agriculture’s website for more information at <http://www.tennessee.gov/agriculture/regulate/petroleum/index.html> or call 615-837-5193.

- Liquor by the Drink – The Tennessee Alcohol Beverage Commission (ABC) licenses establishments for liquor by the drink. For information, see the ABC’s website at <http://tennessee.gov/abc/lbd.html> or call the local office at 423-434-6451.
- Liquor Retail Stores – A limited number of stores are allowed in the City of Bristol. These licenses are issued by the Tennessee Alcoholic Beverage Commission (ABC) after the city has approved a “Certificate of Compliance.” To apply for a Certificate of Compliance, contact the City Attorney at 423-989-3407. For information on the state’s licensing process, see the ABC’s website at <http://tennessee.gov/abc/retail.html> or call the local office at 423-434-6451.
- Plant Certification - The State of Tennessee has certification programs for florists, nursery, greenhouse and plant dealers. For more information, go the Department of Agriculture's website at <http://state.tn.us/agriculture/regulate/plants/index.html> or call the East Tennessee office at 865-594-6098.
- Underground Storage Tanks - A State of Tennessee approval is necessary for underground storage tanks. For more information, go to the Department of Environment and Conservation Division of Underground Storage Tanks at <http://tennessee.gov/environment/ust/> or call the Johnson City office at 423-854-5400.
- Vehicle Dealers License – The State of Tennessee Motor Vehicle Commission requires a license for the sale of vehicles. Please visit <http://state.tn.us/commerce/boards/mvc/> for more information on the requirements and applications or call the Commission staff at 615-253-1318.
- Weights and Measures - The State of Tennessee regulates the weights and measures for such retail functions as fuel pumps, propane gas meters, package check weighing, accuracy of UPC codes and items that must be sold by weight, measure or count. For information, visit the Department of Agriculture’s website at <http://state.tn.us/agriculture/regulate/weights/index.html> or call 615-837-5109.

SMALL BUSINESS RESOURCES

Local Resources

Bristol Chamber of Commerce

[Serving Bristol, Tennessee and Bristol, Virginia as a one-stop shop for resources]

20 Volunteer Parkway

Bristol, TN 37620

Phone: (423) 989-4850

Website: <http://www.bristolchamber.org/>

SCORE – Counselors to America’s Small

Business

[National Public Service Provider to Small Buinseses; Free Business Advice]

National Website—<http://www.score.org/index.html>

Bristol SCORE

[Local Counselors serving Southwest Virginia and Bristol]

20 Volunteer Parkway

Bristol, TN 37620

Phone: (423) 989-4850

Email: steven@mbaconsultants.org

Website: <http://www.bristolscore.org/>

SCORE Northeast Tennessee Chapter

[Local Counselors serving Northeast Tennessee]

Regions Bank Building

208 Sunset Drive, Suite 507

Johnson City, TN 37604

Phone: (423) 461-8051

Email: scoretn@wireco.net

Website: <http://www.scoretn.org/index.html>

Tennessee Small Business Development Center (TSBDC)

[Professional Business Consultants serving Northeast Tennessee that can help with everyday challenges for start-ups and existing small businesses]

ETSU College of Business & Technology

2109 West Market Street

Johnson City, TN 37604

Phone: (423) 439-8505

Email: bjustice@mail.tsbdc.org

Website: <http://www.tsbdc.org/>

State of Tennessee Resources for Small Businesses

Business Enterprise Resource Office (BERO)

[Provides technical, financial and management information assistance]

Ronald Wade, Enterprise Specialist, East Tennessee
State of Tennessee Economic & Community Development
10215 Technology Drive, Suite 202
Knoxville, TN 37932
Phone: (865) 777-4075
Email: ronald.wade@state.tn.us
Website: http://www.tnecd.gov/bizserv_minority.htm

State of Tennessee Small Business Technical Assistance Guide -

http://www.tnecd.gov/res_guide.htm

Tennessee Governor's Office of Diversity Business Enterprise –

[Resources for Women or Minority-Owned Businesses and some small businesses]

27th Floor, William R. Snodgrass Tower
312 8th Avenue North
Nashville, TN 37243
Phone: (615) 253-4657
Website: <http://www.state.tn.us/businessopp/>
Email: Richard.VanNorman@state.tn.us or Sheila.J.Simpson@state.tn.us

United States Resources

U.S. Small Business Administration

[Provides programs and services to help start and expand a small business]

Tennessee District Office
50 Vantage Way, Suite 201
Nashville, TN 37228
Phone: (615) 736-5881
Local Website: <http://www.sba.gov/localresources/district/tn/index.html>
National Website: <http://www.sba.gov/index.html>
Free Online Courses for Small Businesses:
<http://www.sba.gov/services/training/onlinecourses/index.html>

Internal Revenue Service

Small Business/Self Employee One-Stop Resource:
<http://www.irs.gov/businesses/small/index.html>
Small Business/Self Employed Virtual Small Business Tax Workshop:
<http://www.irs.gov/businesses/small/article/0,,id=97726,00.html>

STATE OF TENNESSEE CONTACTS



One-Stop Business Registration—

<http://www.tennesseeanytime.org/osbr/>

Alcohol Beverage Commission (ABC)

[Regulates and issues permits for liquor by the drink]

Phone: (615) 741-1602

<http://tennessee.gov/abc/lbd.html>

Local Office of the Alcohol Beverage Commission

207 North Boone Street

Johnson City, TN

Phone: (423) 434-6451

Department of Agriculture

[Regulates Agricultural Products, Food and Dairy, Food Store Inspections, Domestic Kitchens, and Petroleum Quality]

Regulatory Services

Ellington Agricultural Center

P.O. Box 40627, Melrose Station

Nashville, TN 37204

Phone: (615) 837-5193

<http://www.state.tn.us/agriculture/regulate/index.html>

Department of Commerce and Insurance

[For Regulatory Boards, Licenses, and Code Enforcement]

500 James Robertson Parkway

Nashville, TN 37243-0565

Phone: (615) 741-2241

<http://www.state.tn.us/commerce>

Division of Fire Prevention

[Code Enforcement and LP Gas License]

500 James Robertson Parkway

Davy Crockett Tower, Third Floor

Nashville, TN 37243-0565

Phone: (615) 741-2241

<http://www.state.tn.us/commerce/sfm/index.html>

Motor Vehicle Commission
[Vehicle Dealer License]
500 James Robertson Parkway
2nd Floor
Nashville, TN 37243-1153
Phone: (615) 741-2711
<http://www.state.tn.us/commerce/boards/mvc/index.html>

Department of Environment and Conservation

[Grading Permits, Underground Storage Tanks and Dry Cleaning Regulations]
Johnson City Environmental Field Office
2305 Silverdale Road
Johnson City, TN 37601-2162
Phone: (423) 854-5400
<http://www.state.tn.us/environment/efo/johnsoncity.shtml>

Division of Underground Storage Tanks
4th Floor L & C Tower
401 Church Street
Nashville, TN 37243-1541
Phone: (615) 532-0945
<http://tennessee.gov/environment/ust/>

Department of Health

[Regulates general health and safety]
Cordell Hull Building
425 5th Avenue North
Nashville, TN 37243
Phone: (615) 741-3111
<http://health.state.tn.us/>

Division of General Environmental Health
[Regulates Food Establishments, Hotels, Organized Camps, Bed & Breakfast, Tattoo and Piercing Establishments]
425 Fifth Avenue, North
Cordell Hull Building, 6th Floor
Nashville, TN 37243
Phone: (615) 741-7206
<http://health.state.tn.us/GEH/index.htm>

Northeast Tennessee Regional Office
1233 Southwest Ave. Ext.
Johnson City, TN 37604-6519
Phone: (423) 979-3200

Sullivan County Department of Health
154 Blountville By-Pass
Blountville, TN 37617
Phone: (423) 279-2777

Department of Labor and Workforce Development

[Regulates labor and worker safety]
<http://tennessee.gov/labor-wfd/index.html>

Division of Employment Security
[Unemployment Insurance, Labor Statistics and Resources]

500 James Robertson Parkway
Davy Crockett Tower, Eighth Floor
Nashville, TN 37245-3555
Phone: (615) 253-4809
<http://www.state.tn.us/labor-wfd/esdiv.html>

Local Office of Employment Security
Tennessee Career Center at Bristol
1712 West State Street
Bristol, TN 37620
Phone: (423) 989-6600
<http://www.netcc.org/index.htm>

Division of Workers' Compensation
[Administer state's Workers' Compensation system]
610 James Robertson Parkway
Andrew Johnson Building, Eighth Floor
Nashville, TN 37243-0655
Phone: (615) 741-2395
<http://www.state.tn.us/labor-wfd/wcomp>

Local Office of Workers' Compensation
Tina Henley
Program Coordinator – Benefit Review
1908 Bowater Drive
Kingsport, TN 37660-4136

Phone: 423-224-2057

Email: Tina.Henley@state.tn.us

http://www.state.tn.us/labor-wfd/wc_map.pdf

Department of Revenue

[State Tax Collection Agency and Business Tax Registration]

500 Deaderick Street

Andrew Jackson State Office Building, Room 1200

Nashville, TN 37242-1099

615-253-0600 or 800-342-1003 (in state)

Email: revenue@state.tn.us

<http://www.tennessee.gov/revenue>

Regional Office of State Tax Assistance

204 Highpoint Drive

Johnson City, TN 37601

Phone: (423) 854-5321

Secretary of State

[Corporation and Trademark Registrations]

312 Eighth Ave. North

William Snodgrass Building, Sixth Floor

Nashville, TN 37243-3795

Phone: (615) 741-2286

<http://www.state.tn.us/sos/service.htm>

UNITED STATES CONTACTS



The Official Business Link to the U.S. Government:

<http://business.gov/>

Internal Revenue Service

[Federal Tax Collection Agency]

Free Federal Tax Assistance for Businesses: 800-829-4933

Free Federal Tax Forms or Publications: 800-829-3676

Main Website: <http://www.irs.ustreas.gov>

Employer ID Numbers (EIDs): <http://www.irs.gov/businesses/small/article/0,,id=98350,00.html>

Starting a Business - <http://www.irs.gov/businesses/small/article/0,,id=99336,00.html>

Local IRS Office

2426 Lee Highway

Bristol, VA 24202

Phone: (276) 642-7446

Library of Congress

[Copyrights]

U.S. Copyright Office

101 Independence Avenue S.E.

Washington, D.C. 20559-6000

Phone: (202) 707-3000

<http://www.copyright.gov/>

Patent and Trademark Office

[Patents and Trademarks]

24-hour Hotline: 1-800-786-9199

<http://www.uspto.gov>

Securities and Exchange Commission

[Rules and Regulations for Securities and Exchanges]

Special Ombudsman for Small Businesses: (202) 551-3460

Small Business Website: <http://www.sec.gov/info/smallbus.shtml>

Tennessee Valley Authority

[Economic Development and Entrepreneurial Resources]

Phone: (615) 232-6225

<http://www.tvaed.com/>