



New Businesses

1. New businesses must submit a ***Codes Compliance Form*** to the Spring Hill Development Services Office for approval. This form is attached, and the Development Services Office is located at 8060 Station Hill Drive, Spring Hill, TN 37174. You can also email this form to: Permits@springhilltn.org

Office Hours: Monday-Friday 8:00 a.m. to 4:30 p.m.

2. When your ***Codes Compliance Form*** has been approved, please bring it to the business tax office inside Spring Hill City Hall to register for business taxes and receive a business tax license. The business tax registration application is attached, and the Spring Hill City Hall is located at 199 Town Center Pkwy., Spring Hill, TN 37174.

Office Hours: Monday-Friday 8:00 a.m. to 4:30 p.m.

City of Spring Hill Codes Compliance Form For New Businesses

Applicant Name: _____

Email Address: _____

Applicant Phone Number: _____

Business Name: _____

Description of Proposed Use: _____

Physical Address of Use (include suite number): _____

Previous Use of this Location, if any: _____

Date of Application: _____

Commercial Business

Home Occupation

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For Commercial Business Only:

Will business be located in an existing space? YES or NO A new space? YES or NO

Is work of any type proposed prior to opening the business?

If yes, type of work: _____

Have required Building, Plumbing, Mechanical and Electrical permits been obtained? YES or NO

If yes, what are the permit numbers? _____

Is any signage proposed? YES or NO *If yes, a sign permit is required.*

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For Home Occupation Only:

Applicant has read Home Occupation Unified Development Code Article 9, 9.3 (N) ? (ATTACHED) YES or NO

Is there a Home Occupation Business currently operating at this address: YES or NO

If existing business operating at this location, what is the business name?

Is business located entirely within dwelling? YES or NO

Is business less than 25% of the total floor area of the principal structure? YES or NO

Is the structure at the above address your primary residence? YES or NO

Will customers be coming to this property? YES or NO

Will you have more than one employee, pupil or customer at this location at one time? YES or NO

Will the business require equipment or vehicles? YES or NO

If business equipment or vehicles required, where will they be stored/parked when not in use?

Explain: _____

Building Codes Compliance	Planning Department Compliance	Fire Codes Compliance	
Approved:	Approved:	Approved:	
Denied:	Denied:	Denied:	
Name:	Name:	Name:	
Date:	Date:	Date:	

Spring Hill Business Tax License has been issued: YES NO _____

Home Occupation
April 15, 2019 Unified Development Code
Article 9, 9.3(N)

Home Occupation. A limited commercial activity carried out for the economic gain by a resident, conducted as an accessory use in the resident's dwelling unit.

1. The home occupation must be conducted by an individual permanently residing within the dwelling. Only residents of the dwelling may be employed in the home occupation.
2. Signs that indicate from the exterior that the structure is being used, in part, for any purpose other than that of a residence are limited to one identification sign not exceeding four square feet in area. The sign may be wall mounted or freestanding. A freestanding sign is limited to five feet in height and must be setback five feet from any lot line.
3. The home occupation and all related activity, including storage, must be conducted completely within the principal building. No home occupation may be conducted in any accessory structure.
4. No toxic, explosive, flammable, combustible, corrosive, etiologic, radioactive, or other restricted materials may be used or stored on the site. Article 9. On-Site Development Standards City of Spring Hill 9–13 Unified Development Code August 20, 2018
5. No commodities can be sold or services rendered that require receipt or delivery of merchandise, goods, or equipment other than by a passenger motor vehicle or by parcel or letter carrier mail services using vehicles typically employed in residential deliveries.
6. The home occupation must not create any traffic hazards or nuisances in public rights-of-way.
7. Alterations to the residence that would alter the residential character of the dwelling are prohibited.
8. Visitors, including but not limited to customers or clients, to the home occupation are permitted provided visitors must utilize existing off-street parking serving the residence within which the home occupation resides. Neither visitors or residents of the premises may park any vehicles on the street during operation of the home occupation. Visitors shall only visit the location of the home occupation between the hours of 9:00 a.m. to 6:00 p.m.
9. There must be no perceptible noise, odor, smoke, electrical interference, vibration, or other nuisance emanating from the structure where the home occupation is located in excess of that normally associated with residential use.
10. Repair and service of any vehicles, lawn care equipment, or any heavy machinery are prohibited as a home occupation.
11. Staging and/or storage of tractor trailers, semi-trucks, or heavy equipment, such as landscape or construction equipment used in a commercial business, is prohibited. No staging of employees, including parking of employee vehicles, for work off the premises are permitted at any time.
12. Day care homes are not considered a home occupation and are regulated separately by this Code as a principal use (Article 8).

(Ord. 19-09, 4/15/19)



TENNESSEE DEPARTMENT OF REVENUE
Business Tax Registration Application

Answer all questions below completely. Incomplete and unsigned applications will delay processing.

1. Business FEIN or SSN <i>(required)</i>	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

Other Spouse's SSN:

Limited Liability Company

(choose one below)

Multi-Member LLC

Single Member LLC

Estate or Trust

City of Spring Hill

Attn: Business Tax Clerk

P.O. Box 789

199 Town Center Pkwy.

Spring Hill, TN 37174

Phone: (931) 451-0891 Fax: (931) 486-0516

5. Legal Name of Business

6. Primary Address (physical address where records are located; no P.O. box) City State ZIP Code

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 (select below or write in)

Classification:

Spring Hill is located in both Maury & Williamson County. Which side of the city is this business/job site in? **(Choose One)** Maury County Williamson County

10. License Type: Choose One

Minimal Activity License: Annual Gross Receipts of more than \$3,000 but less than \$100,000

Standard Business License: Annual Gross Receipts of \$100,000 or more

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

12. Business Activity at this Location

13. Business Mailing Address City State Zip Code

14. Business Telephone Number Business Fax Number Business Email Address

15. Contact Name Contact Telephone Number Contact Email Address

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

The issuance of a business license does not permit operation unless properly zoned and/or in compliance with all other applicable state, county or city laws, rules and regulations. All new Spring Hill businesses are also required to submit a Codes Compliance Form with this business tax registration application. See the following page below.

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