



City of McMinnville, TN

101 East Main St. McMinnville, TN 37110

(931) 473-1200

WWW.MCMINNVILLETN.GOV

STARTING A BUSINESS IN THE CITY OF MCMINNVILLE

STEP 1 CITY OF MCMINNVILLE COMMUNITY DEVELOPMENT DEPARTMENT

Before a business license will be issued, **all applications must be reviewed by the McMinnville Community Development Department to make sure that the proposed business is located in the proper zoning district.** You may be required to obtain a building permit and/or a sign permit for your new business, both of which are handled in the Community Development office as well.

Additionally, prior to opening a business to the public in the City of McMinnville, a prospective business owner must obtain a Certificate of Use and Occupancy. Certain areas and businesses in the city may fall under specific regulations based on zoning and location. Upon application for a Certificate of Use and Occupancy, the Community Development Department as well as the Fire Department will schedule an on-site inspection.

Once approved by Community Development, you may proceed to Step 2.

The Community Development Department is located at 101 East Main St, 2nd floor, (931) 473-1204.

STEP 2 CITY OF MCMINNVILLE & WARREN COUNTY BUSINESS TAX LICENSE

If approved by the Community Development Department, and your business is located inside the City limits of McMinnville, **you must purchase a City of McMinnville Business Tax License and a Warren County Business Tax License.**

The City of McMinnville license is available at City Hall, 101 East Main Street, 1st floor (931) 473-1200. The cost of the initial City license is \$15.00.

The Warren County license may be purchased at the County Clerk's office located at 201 Locust Street, McMinnville, (931) 473-2623. The cost of the County's initial license is \$15.00.

Both City and County licenses must be renewed annually. If you have questions regarding your business license that you filed with the State of Tennessee, please call 1-800-342-1003.

STEP 3 WARREN COUNTY HEALTH DEPARTMENT

If your business operations involve the purchase, processing or sale of food items a permit may be required by the Warren County Health Department, located at 1401 Sparta Road, McMinnville, TN 37110 or call (931) 473-8468.

Food trucks and food trailers must contact the Warren County Health Department for plan review and licensing. Contact them early in your business planning as this process can take two weeks.

STEP 4 WATER

All commercial enterprises are required to have backflow prevention devices attached to the water distribution system. If you are not sure if your location has this installed, any of the Water Systems will come out and check free of charge. Contact the applicable system for more information.

McMinnville Water Department: (931) 473-7542
(Warren County) Warren County Water Utility District: (931) 668-4175
(Warren County) West Warren-Viola Utility District: (931) 635-2762

STEP 5 UTILITIES

Contact the appropriate utility provider to ensure the availability of water, sewer, gas, electric, telephone, and other required utilities.

Available Utilities:

Charter Communication (Phone/TV/Internet): (888) 438-2427
Ben Lomand Communications (Phone/TV/Internet): (931) 668-4131
Frontier (Phone/TV/Internet): (931) 507-2532
McMinnville Water Department: (931) 473-7542
McMinnville Electric System: (931) 473-3144
Middle Tennessee Natural Gas: (931) 473-8494
(Warren County) Warren County Water Utility District: (931) 668-4175
(Warren County) West Warren-Viola Utility District: (931) 635-2762

STATE AND REGIONAL BIZ PLANNING RESOURCES AND TECHNICAL ASSISTANCE

TN Smart Start Portal: <https://www.tnsmartstart.com/>

Access to support and resources is crucial to early business success. This easy-to-use online tool will help you visualize your business model and connect with resources across the state.

Small Business Development Center (Chattanooga): (423) 756-8668 | <https://www.tsbdc.org/chscc/>

This center funded by the Small Business Administration can help you with business plan development, financial planning assistance, marketing plan development, and more.

The Business Resource Collective: (931) 520-6081 | <https://brcollective.org/>

The Business Resource Collective (BRC) is a partnership between organizations and entrepreneurs in the Upper Cumberland to assist new businesses find the exact resources they need to get started and grow.

Pathway Lending: (615) 425-7171 | <https://www.pathwaylending.org/>

Pathway Lending provides capital resources and educational services to businesses throughout Tennessee and Alabama. They focus their activities on underserved Target Markets that include businesses located in Qualified Investment Areas (as defined by low-income census tracts, poverty rates, and unemployment statistics) and African-American owned businesses.

LOCAL BUSINESS RESOURCES

McMinnville-Warren County Chamber of Commerce:

(931) 473-6611 | www.warrentn.com

McMinnville-Warren County Industrial Development:

(931) 474-4769 | www.wcidb.com

Main Street McMinnville (Historic Downtown):

(931) 506-5335 | www.mainstreetmcminnville.org

Biz Foundry West (Co-Working Space):

(931) 210-5105 | www.thebizfoundry.org

LOCAL COMMERCIAL DEVELOPMENT ASSISTANCE

The Payment In Lieu of Taxes (PILOT) program is available in C-1, C-2, & C-3 districts, if you intend to renovate or build new a commercial property. Through this program, taxes can be frozen at predevelopment levels for a predetermined period. The McMinnville Downtown Revenue Finance Corporation (MDRFC) oversees this program and to learn more about the details of the program and to pick up an application contact Mike Weatherspoon at 931-212-6498 or weatherspoon@blomand.net.