

Checklist for Starting a New Business in an Existing Building (Including “Change of Occupancy”)

Town of Ashland City

Are you planning to start a business in the Town of Ashland City? If so, the following checklist is a convenient tool that outlines some of the most important steps that are required. It's important to note that this list is not all inclusive, and depending on your situation, other requirements may apply. Representatives from the Town of Ashland City's Building & Codes Department and Ashland City Fire Department is available to assist you, so please call or come in to discuss your plans with a staff member if you have any questions.

New Business Requirements Checklist

This is a guideline for new business in the Town of Ashland City. This guideline is not an all-inclusive list and you are still responsible to meet all State and Federal requirements and laws.

1. Verify the address where you plan to set up your new business?

Point of Contacts: *Cheatham County 911, (615) 792-1214*

2. Schedule an appointment with Building and Codes Department. This is to ensure all requirements below are met.

A. Zoning

B. Parking

C. Permits (Pertaining to building, plumbing, mechanical and signs)

D. All applicable local ordinances

Points of Contacts: : *Allen Nicholson (615) 792-6455: Derek Noe 615-792-4531*

3. If you're planning to build or make renovations to an existing building, the information below will assist you in expediting the process.

Building permits can be obtained at the Building & Codes Department. Commercial building permits can only be issued to properly licensed contractors. Confirm your contractor is properly licensed by the State of Tennessee, has valid liability insurance and workers compensation. The following steps are typically handled by your contractor:

- A. Submit building renovation plans to the Building & Codes Department. Staff will review the plans, and based on code requirements, will either approve them or request that you make some changes. Staff will issue a building permit once all building code and zoning requirements have been met.



B. Below are the minimum requirements requested to be provided on the renovation plans:

1. Showing use of each space including all dimensions of each space, Egress to include (door widths, exit signs, emergency lighting), Indicate where address location will be posted, Fire Extinguishers to include (type, size, location per NFPA 10 or IFC),

4. Have you applied for a business license, beer and/or liquor license?

You must have both a county and a city business license to operate your business in the Town of Ashland City. City applications can be obtained at City Hall, county application can be obtained at the Cheatham County Clerk's Office. Fees for business licenses vary according to the type of business you are operating. Some businesses such as restaurants and nightclubs are required to have a background check on all owners, officers and managers of the business. This requirement will add additional time to your business license process and must be completed prior to applying for and obtaining a license for these types of businesses. Contact the City Recorder for more information.

City Hall (615) 792-4211

5. Have you applied for a Certificate of Occupancy or Change of Occupancy?

Once your building passes all inspections you will need a Certificate of Occupancy. You may apply for the Certificate of Occupancy at any time during the process but the certificate cannot be issued until all inspections have been completed by both the building and fire departments. A separate inspection is required for issuance of the Certificate of Occupancy. Typically the request for final inspection is handled by the tenant or business owner. A 24-hour notice is required prior to scheduling this inspection with the Building and Life Safety Department.

Contact numbers:

Building & Codes Department - 792-6455

233 Tennessee Waltz Parkway (Suite 103)

Public Works - 792-7553

233 Tennessee Waltz Parkway (Suite 103)

Ashland City Police Department - 792-5618

233 Tennessee Waltz Parkway (Suite 101)

City Hall - 792-4211

233 Tennessee Waltz Parkway (Suite 103)

Ashland City Fire Department - 792-4531

200 Little Marrowbone Rd.

Cheatham County Clerk's Office - 792-5179

264 S. Main St. (Suite 108)

