New Business

City of Mt. Juliet
OPENING A NEW BUSINESS

If you are planning to open a new business in Mt Juliet, whether it be new construction or taking over an existing space, please read over this information to make sure you are in compliance with City regulations and requirements.

Welcome to the City of Mt Juliet!
OPENING A NEW BUSINESS

If you plan to open or expand a business, you must first meet with our Planning and Zoning Department.

Building & Codes Division
Planning & Zoning Division
Public Works Department

2425 N Mt Juliet Road &
71 East Hill Street
Mt. Juliet, TN 37122

Tel: 615-773-6225 Building & Codes
Tel: 615-773-6283 Planning & Zoning
Tel: 615-773-7957 Public Works

www.MtJuliet-TN.gov
Monday - Friday 8am - 5pm

Please contact us with questions you may have regarding:

• Building Plans Submittals & Permits
• Building & Fire Inspections
• Zoning Questions

Jessica Gore – Public Works Director 773-7957
Jennifer Stewart – City Planner 773-6283
Mark Kirk – Building Official 773-6225
Jamie Luffman – Fire Chief 773-9830
Adam Meadors – Storm water 773-6270
George Page – Pretreatment 773-7957
Renee Basham – Business License 754-2554
Sharon Bachelier – Beer Permit 773-6204
Sign Permits 773-6283
**Building Permit Application:**
You must submit construction plans and specifications digitally to the building codes department for review and compliance of codes. These plans may be required to be designed by a licensed registered professional and also may be required to gain state fire marshal approval as well. Along with the plan submittal, you must complete an application for a building permit and pay the appropriate fees associated with the review and permit. Submittal packets may be found online.

**New Building or Additions:**
The City of Mt Juliet requires that site plan and elevation drawings be submitted for any new building. To begin the approval process, you must submit plans to the Planning and Zoning Department located downstairs at 2425 N Mt Juliet Road. After comments are addressed and approval is gained by the Planning and Zoning Department, you must then submit building drawings to the building codes department for review and approval for building permits. These plans may be submitted at the same time for quicker permitting.

**Using an Existing Building:**
You will need to provide the address for the building that you are interested in and confirm with the Planning and Zoning Department (773-6283) that it is property zoned for your intended use. DO NOT sign any leases or contracts for the property until you have verified the zoning and use of your business on
that site. You may not be able to use this structure even though the same type of business was there before. At this point, you may apply for a Business License. (See Business License). If your business involves selling beer, please inquire about a beer permit (773-6204) BEFORE signing anything.

**Business Licenses:**
Anyone opening or operating a business within the City Limits of Mt Juliet must have a license from the City as well as a Business License from Wilson County. After you apply for a Business License from the City you may receive calls from various departments for inspections, as well as a Fire Safety Inspection prior to opening your business. This inspection is done to assure safety not only for you and your employees but for anyone who may utilize your business.

**Pretreatment:**
Please contact George Page with the Public Works/Pretreatment Department at 773-7957.

**Signs (New & Temporary):**
The City of Mt Juliet requires all signs (new, reface or temporary), to be permitted. Please contact the Planning and Zoning Department (773-6283) before you purchase or install a sign. Certain signs may also require a Building -Permits and/or Electrical Permits.

If you have questions, please do not hesitate to reach out!