

Please contact us with questions you may have regarding:

- ✓ Plan Review
- ✓ Building Permits
- ✓ Building Inspections
- ✓ Sign Permits



**Planning & Codes
Department
Tullahoma Annex Building
321 N. Collins Street
Tullahoma, TN 37388
Tel: 931-455-2282
Fax: 931-454-1765
www.tullahoma-tn.com
Monday—Friday
7:30 a.m. until 4:30 p.m.**

"The Planning and Codes Department hopes this information has assisted you in opening your business, and made the process less complicated and more user friendly."



**Compliments of
City of Tullahoma
and the
Planning & Codes
Department**

Director.....Dwayne Hicks, CBO, MCP
City Planner.....Jennifer Amacher
Building Inspector/.....Mike Mann
Codes Enforcer
Administrative Assistant.....Nena Kelley



City of Tullahoma Requirements for OPENING A NEW BUSINESS





NEW BUILDING OR ADDITION

The City of Tullahoma requires a Site Plan for any new construction or additions to existing buildings. A copy of the checklist for this plan is available in the Planning & Codes Department or online at the City's website. To begin the approval process you must submit the Site Plan to the Planning Department. The City's Development Review Committee meets every Wednesday Morning at 8:00 am at the Planning & Codes Department in the Tullahoma Annex Building. This committee reviews the Site Plan and sends comments to the Planning Commission. The first Monday of each month at 4:00 pm the Planning Commission holds a Study Session to review plans and make additional comments. The plans are reviewed; then they are approved, approved with comments or disapproved at the Planning Commission's formal meeting at City Hall on the Third Monday of each month at 4:00 pm. At this point you must submit plans for a building permit (See: "Building Permit Application").



USING AN EXISTING BUILDING

You will need to provide the address for the building that you are interested in and confirm with the Planning & Codes Department that it is properly zoned for your business. DO NOT sign any contracts for property until you have verified the Zoning Classification. You may not be able to use this building, even if it has been used for the same type business before. At this point you must submit an application for a Business License (See: "Business License").



BUILDING PERMIT APPLICATION

You must submit at least two (2) sets of construction plans and specifications to the Planning & Codes Department for Permit Review. **These plans may require the design to be done by a registered professional and may also have to be reviewed by the State of Tennessee's Fire Marshal's Office.* Along with the plans and specifications you must complete a building permit application and pay the appropriate fees associated with the permit application. The application and plans will be reviewed and approved or returned to you for correction, before re-submittal to the Planning & Codes Department for final approval.



BUSINESS LICENSE

Anyone opening or operating a business in the City of Tullahoma must have a City of Tullahoma Business License as well as a Coffee County Business License. Both licenses are required before you can operate your business. After you apply for a business license you will be called by the Planning & Codes Department and the City of Tullahoma's Fire Inspector to schedule a Fire Safety Inspection on your business prior to opening. This inspection is done to assure safety not only for you and your employees but for anyone who may use your facility.

City of Tullahoma
Business License
Municipal Building
201 W. Grundy Street
Tullahoma, TN 37388
931-455-2648



Coffee County
Business License
County Clerk's Office
1329 McArthur Street
Manchester, TN 37355
931-723-5100

PROJECT GUIDELINES

1. DEFINE PROJECT

Does your project need a permit?

Permit requirements depend on the scope of your project or location related constraints.

2. SITE INFORMATION

Are there site constraints on your project?

Determine your property's zone and other site criteria.

3. DISCRETIONARY REVIEW

Does your project require special approvals prior to applying for a construction permit?

This special permit or approval may be needed for a number of reasons. For example, the project as proposed may be deviating from Land Development regulations (e.g., it may not meet setback requirements or may exceed density limits). The project may potentially impact environmentally sensitive lands or, the project may involve the subdivision of property.

4. PLAN REVIEW

Does your project conform with development standards and codes?

Plan reviewers will determine if a construction permit can be issued or your map approved.

5. PERMITS & APPROVALS

Do you have everything you need to obtain your permits and approvals?

See what is needed in this last step in the process of obtaining a permit for building/construction, grading, and work within a public right-of-way, or an approval for a mapping action.

6. INSPECTION

Are you ready for an inspection?

All construction that requires a permit must be inspected before it is covered or otherwise concealed.

7. OCCUPANCY

Is your project complete?

When construction work is complete, a Certificate of Occupancy must be obtained before a building can be occupied.