

Opening a Business in Portland

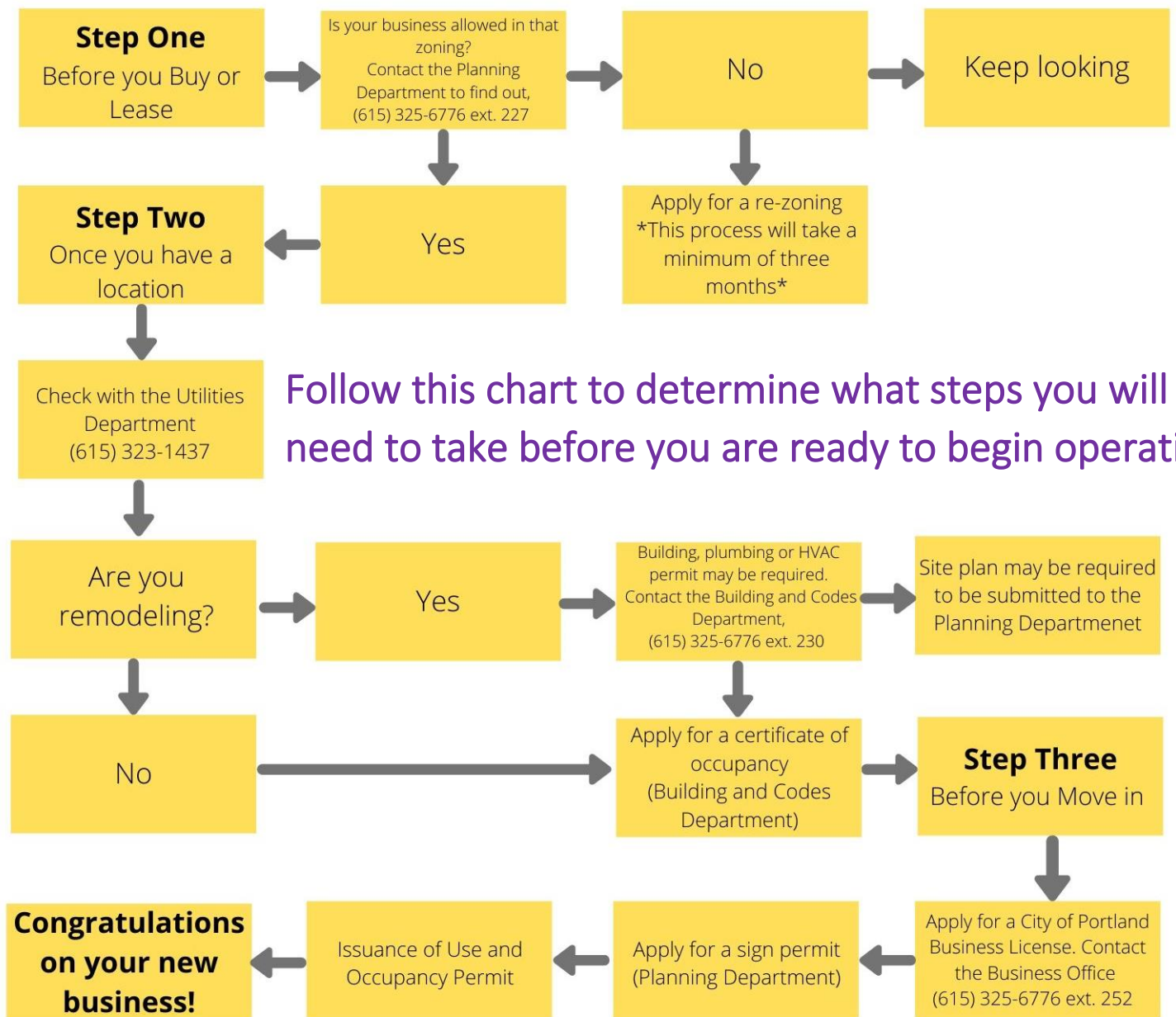


Steps to Opening a Business

Welcome to Portland!

Before you open the doors of your new business there are a few things you need to do.

If you are interested in building, remodeling, or doing any construction work on the property call the Planning Department and Building and Codes Department to discuss additional requirements that may be needed



For more information visit: cityofportlandtn.gov

Permits

Building, Plumbing, or HVAC

Permit Requirements:

All building, plumbing, and HVAC permits will only be issued to state of Tennessee licensed commercial contractors with liability insurance. If any remodel work is to take place – building construction drawings may or may not be required – this depends on what you will be doing to the structure. Talk to the Building and Codes Department to find out what will be required.

Site Plan Requirements:

Site Plans are required for any new construction or building additions. New construction of less than 5,000 square feet are review by city staff only and can be turned around quickly. Construction greater than 5,000 square feet are required to be approved by the planning commission.

Home Occupation Permit:

Any business being run out of a residential home must meet several conditions. A Home occupation permit application can be picked up

Business License Requirements:

Business License applications may be picked up at the business office or online. . A county license will also have to be obtained from the Sumner County Clerk's Office

Sign Permit Requirements:

Sign permits are required for all commercial signs, a sign permit may be picked up at the Planning Department or found online.

Utilities Requirements:

Contact the Portland Utilities Department to determine any necessary utility requirements. Certain businesses may need to address water pressure, natural gas, grease trap, or pre-treatment requirement requirements.

Use and Occupancy Permit Requirements:

Use and Occupancy permits are available from the Building a Codes Department or online

This is a Life Safety Permit to ensure the structure that will become your business is safe for the general public and employees. Building Codes and Fire Department do this inspection.

Contact Information

Planning Department

(615) 325-6776 ext. 227 – Kealan Millies-Lucke (Planner I)

Building Codes Department

(615) 325-6776 ext. 230 - Jane Johnson (Permit Tech)

Portland Public Utilities

(615) 323-1437 – Darlene Baker (Admin. Assistant)

Storm Water Department

(615) 323-9293 – Betty Lewis (Admin. Assistant)

Portland Business Office

(615) 325-6776 ext. 252 (Business Clerk)

State of Tennessee Electrical Permit

(615) 575-0523- Cheryl Barnes (State Electrical Permit Tech.)

Portland Chamber of Commerce

(615)325-9032 | info@portlandcof.com