

**Business Relocation  
And  
New Business Start-up  
Guide**



# Johnson City, Tennessee

## General Business Information and Start-up Contacts

---

### *Introduction*

Johnson City, Tennessee General Business Information and Start-up Contacts is the result of efforts of the Entrepreneurship Task Force formed from Johnson City's Economic Summit. This document provides access to the resources needed to start, expand, or relocate a business to the City of Johnson City, Tennessee.

---

### *Mechanics*

This document contains numerous links. These links are color coded to aid in navigation. **Green links** are internal document links that, when clicked, move to another part of the document. **Red links** are external to the document. An Internet connection is required to take advantage of these links.

Every effort is made to insure the reliability of the external links. However, Internet sites come and go without advance notice. If you find a dead link please contact the **webmaster**.

---

### *Contents*

1. **Frequently asked questions**
2. **Alphabetical listing by subject**
3. **Alphabetical listing by agency**
4. **Licensing and permitting agencies**
5. Information sources and contacts
  - a. **Federal**
  - b. **State**
  - c. **Regional**
  - d. **Johnson City/Washington County**

## Johnson City, Tennessee

### General Business Information and Start-up Contacts

---

#### *Frequently asked questions*

1. **I am starting a business in Johnson City, what licenses do I need?**
  2. **How do protect my business name in Tennessee?**
  3. **What are the kinds of business that I can locate on property that I recently purchased in Johnson City?**
  4. **I am thinking about moving my business to the City of Johnson City. Who should I contact?**
- 

#### **I am starting a business in Johnson City, what licenses do I need?**

This seemingly simple question has a complex answer. It depends on the type of business that is being started. Most retail, wholesale, manufacturing, and personal and business services will require a Washington County and Johnson City **business license**. The business license is a combination business license (\$20.00 annually) and Gross Receipts Tax. There are four categories of businesses and each category has several subcategories. The tax rate is established for each classification. These rates range from 1/10 of 1 percent to 3/80 of 1 percent. Detailed information about the business license and gross receipts tax can be found in the **Tennessee Department of Revenue Business Tax Guide**.

**Sales and Use Tax** is another certificate that may have to be obtained. The Tennessee Department of Revenue states:

“If your business will be involved in manufacturing, distributing, selling, renting, or leasing tangible personal property, or providing taxable services, you must hold a Certificate of Registration in order to conduct business in Tennessee. This requirement applies whether your business is a sole proprietorship, partnership, LLC, corporation, or any other type organization including those that are non-profit. Retailers from other states that maintain a physical location, or nexus, in Tennessee, whether temporary or permanent, must also hold a Certificate of Registration. A business having more than one location must hold a Certificate for each business location. For example: a clothing business with locations in two malls must hold a Certificate for each location. Perhaps the best method of applying for the Certificate of Registration is to visit one of the Department of Revenue offices listed in this publication. Trained personnel are available there to explain Tennessee’s tax system and answer any of your questions. You may also apply for the Certificate by mail to any of the offices listed. A Registration Form, RV-F1300501, and instructions for completion can be downloaded from our web site at [www.state.tn.us/revenue](http://www.state.tn.us/revenue).”

[Source: <http://www.state.tn.us/revenue/forms/general/regbusn.pdf>]

Partnerships, Limited Liability Companies, and Corporations with or without employees must have a federal **Employer Identification Number (EIN)**. The EIN is obtained by

- completing IRS for SS-4 and mailing to the appropriate IRS Processing Center (See the form's instructions for the address), or
- electronically completing form SS-4 at <http://www.irs.gov/businesses/small/article/0,,id=98350,00.html> , or
- visiting the IRS Walk-in Office at 208 Sunset Drive, Suite 201, Johnson City.

Sole proprietorships with employees must have an EIN. Sole proprietorships without employees may use their social security number as their taxpayer identification number.

All business entities with employees in the State of Tennessee must have a Tennessee Employer Identification number in addition to the federal EIN.

<http://www.state.tn.us/labor-wfd/Employers/forms/emphand00.pdf>

A "new" employer must complete a Report to Determine Status – Application for Employer Number. If you are liable for unemployment insurance premiums in Tennessee, you will be assigned an eight digit employer account number (i.e. 0000-0000). Applications may be obtained by calling your **local Employer Accounts Office** or by calling toll free 1-800-344-8337 and pressing 1. If you are an out-of-state employer, call 1-615-741-2486. Make sure you specify whether you are a Regular Business, a Nonprofit Organization or a Government Employer.

[Source: <http://www.state.tn.us/labor-wfd/lsques.html#UIempacts>]

Tennessee employers with five (5) or more full and part-time workers (one (1) worker if the business is construction or mining) are required to carry Worker's Compensation Insurance. In Tennessee, Worker's Compensation Insurance is obtained through a private insurance carrier. Premium rates may vary between carriers, so obtain premium quotations from several insurance agents. More information can be received on-line at:

<http://www.state.tn.us/labor-wfd/wcfaq.html#cover> or

<http://www.state.tn.us/labor-wfd/Wcbrochu.pdf>

### **How do I protect my business name in Tennessee?**

Corporations, Limited Liability Companies, and Limited Liability Partnerships may file for the protection of an "assumed name" with the Tennessee Secretary of State. This is usually accomplished when originally creating one of these business entities.

Tennessee has not established rules or regulations for sole proprietorships and general partnerships to use DBA (doing business as) names that are protected statewide. To gain this protection, businesses need to develop and apply for a Tennessee Trademark or Service Mark. The **Tennessee Secretary of State's office** provides a **Filing Guide** that describes the process of registering the mark.

## **What are the kinds of business that I can locate on property that I recently purchased in Johnson City?**

First of all, you should never buy property until after you have checked the current zoning of the property.

After a customer and competitor analysis is performed, this question becomes a zoning issue. The City of Johnson City has numerous “zones” ranging from pure residential to mixed uses to commercial/business to industrial. Property owners should contact the City of Johnson City **Planning Department** to determine the current zone for the property. A quick review of the city’s **zoning ordinance** will identify the types of businesses that are permitted in the various zones. The city’s **rezoning policies and procedures**, as well as a **rezoning application**, is available on-line. If the property needs to be rezoned you should contact the Johnson City Planning Department at 1-423-434-6071.

## **I am thinking about moving my business to the City of Johnson City. Whom should I contact?**

Johnson City, Tennessee is an excellent place to start, expand, or relocate a business with many resources available to assist. If you are interested in relocating an existing business or moving to the City of Johnson City to start a business the three most frequently contacted agencies would be

- Johnson City/Jonesborough/Washington County Chamber of Commerce (**contact information** – **web site**), and
- Johnson City/Jonesborough/Washington County Economic Development Board (**contact information** – **web site**), and
- Johnson City Development Authority (**contact information** – **web site**).

## Johnson City, Tennessee

### General Business Information and Start-up Contacts

Alphabetical listing by subject

<b>Subject</b>	<b>Agency</b>
Alcoholic beverage tax	Revenue, Tennessee Department of
B2B networking	Downtown Johnson City Organization
B2B networking	Johnson City Development Authority
B2B networking	Johnson City Economic Development Board
B2B networking	Johnson City/Jonesborough/Washington County Chamber of Commerce
B2B networking	Northeast Tennessee Technology Council
Beer Permit	Johnson City, City of
Building permits	Johnson City, City of
Business consulting	Tennessee Small Business Development Center
Business counseling	Service Corps of Retired Executives (SCORE)
Business Incubator	ETSU Innovation Laboratory
Business License, County	Washington County, Tennessee
Business License, City	Johnson City, City of
Child care center licensing	Human Services, Tennessee Department of
Consulting	East Tennessee State University
Copyrights	Library of Congress
Dry cleaners	Environment and Conservation, Tennessee Department of
Employer Identification Number (Federal)	Internal Revenue Service
Employer Identification Number (State)	Labor and Workforce Development, Tennessee Department of
Environmental permitting	Environment and Conservation, Tennessee Department of
Financing	U.S. Small Business Administration
Financing, fixed asset	First Tennessee Development District
Financing, State	Economic and Community Development, Tennessee Department of
Foreign Trade	Foreign Trade Zone #204
Franchise and excise tax	Revenue, Tennessee Department of
Gross receipts tax	Revenue, Tennessee Department of
Incentive packages, state	Economic and Community Development, Tennessee Department of
Incentives – federal, state, and local	First Tennessee Development District
Incentives, local	Johnson City, City of
Incentives, local	Washington County, Tennessee
Incorporations	Secretary of State, Tennessee
Initial public offerings	U.S. Securities and Exchange Commission

<b>Subject</b>	<b>Agency</b>
Itinerary services	<b>Economic and Community Development, Tennessee Department of</b>
Itinerary services	<b>Johnson City/Jonesborough/Washington County Chamber of Commerce</b>
Itinerary services	<b>Northeast Tennessee Valley Regional Industrial Development Association</b>
Job placement	<b>East Tennessee State University</b>
Limited liability companies	<b>Secretary of State, Tennessee</b>
Liquor by the drink	<b>Alcoholic Beverage Commission, Tennessee</b>
Location/relocation assistance	<b>Northeast Tennessee Valley Regional Industrial Development Association</b>
Management education, workshops, and seminars	<b>Tennessee Small Business Development Center</b>
Patents	<b>U.S. Patent and Trademark Office</b>
Permits and licenses	<b>Accountancy</b>
Permits and licenses	<b>Alarm Systems Contractors</b>
Permits and licenses	<b>Architectural &amp; Engineering Examiners</b>
Permits and licenses	<b>Auctioneer Commission</b>
Permits and licenses	<b>Barber Examiners</b>
Permits and licenses	<b>Boxing &amp; Racing</b>
Permits and licenses	<b>Collection Service</b>
Permits and licenses	<b>Contractors/Home Improvement</b>
Permits and licenses	<b>Cosmetology</b>
Permits and licenses	<b>Employee Leasing</b>
Permits and licenses	<b>Funeral Directors, Embalmers, Burial &amp; Cemetery Services</b>
Permits and licenses	<b>Geology Registration</b>
Permits and licenses	<b>Land Surveyors</b>
Permits and licenses	<b>Motor Vehicle Commission</b>
Permits and licenses	<b>Pharmacy</b>
Permits and licenses	<b>Private Investigation &amp; Polygraph</b>
Permits and licenses	<b>Private Protective Services</b>
Permits and licenses	<b>Real Estate Appraisers</b>
Permits and licenses	<b>Real Estate Commission</b>
Petroleum Taxes	<b>Revenue, Tennessee Department of</b>
Privilege Taxes	<b>Revenue, Tennessee Department of</b>
Professions and businesses, state regulated	<b>Commerce and Insurance, Tennessee Department of</b>
Publications	<b>Secretary of State, Tennessee</b>
Publications	<b>U.S. Small Business Administration</b>
Relocation assistance	<b>Johnson City Development Authority</b>
Relocation assistance	<b>Johnson City/Jonesborough/Washington County Chamber of Commerce</b>
Research	<b>East Tennessee State University</b>

<b>Subject</b>	<b>Agency</b>
Research, contract	<b>Bureau of Business and Economic Research</b>
Research, statistics, and data	<b>Bureau of Business and Economic Research</b>
Research, statistics, and data	<b>Economic and Community Development, Tennessee Department of</b>
Research, statistics, and data	<b>First Tennessee Development District</b>
Research, statistics, and data	<b>Johnson City/Jonesborough/Washington County Chamber of Commerce</b>
Research, statistics, and data	<b>Northeast Tennessee Technology Council</b>
Research, statistics, and data	<b>Tennessee Small Business Development Center</b>
Research, statistics, and data	<b>U.S. Department of Commerce--Bureau of the Census</b>
Research, statistics, and data	<b>U.S. Small Business Administration</b>
Restaurant and other health inspections and permits	<b>East Tennessee Regional Health Office</b>
Sales tax registration	<b>Revenue, Tennessee Department of</b>
Securities registration	<b>U.S. Securities and Exchange Commission</b>
Severance taxes	<b>Revenue, Tennessee Department of</b>
Site plans	<b>Johnson City, City of</b>
Site selection	<b>Economic and Community Development, Tennessee Department of</b>
Site selection	<b>Johnson City Economic Development Board</b>
Site selection	<b>Northeast Tennessee Valley Regional Industrial Development Association</b>
Solid waste taxes	<b>Revenue, Tennessee Department of</b>
State unemployment insurance	<b>Labor and Workforce Development, Tennessee Department of</b>
Student interns	<b>East Tennessee State University</b>
Technology issues	<b>Northeast Tennessee Technology Council</b>
Tobacco taxes	<b>Revenue, Tennessee Department of</b>
Trademark registration (federal)	<b>U.S. Patent and Trademark Office</b>
Trademark registration (state)	<b>Secretary of State, Tennessee</b>
Underground storage tanks	<b>Environment and Conservation, Tennessee Department of</b>
Used motor oil	<b>Environment and Conservation, Tennessee Department of</b>
Used tires	<b>Environment and Conservation, Tennessee Department of</b>
Wholesale and retail	<b>Alcoholic Beverage Commission, Tennessee</b>

<b>Subject</b>	<b>Agency</b>
liquor sales	
Worker's Compensation Insurance	<b>Labor and Workforce Development, Tennessee Department of</b>
Workforce development and education	<b>East Tennessee State University</b>
Workforce development and employee training	<b>Alliance for Business and Training (AB&amp;T)</b>
Workforce development and job training	<b>Labor and Workforce Development, Tennessee Department of</b>
Zoning/rezoning	<b>Johnson City, City of</b>
Zoning/rezoning	<b>Washington County, Tennessee</b>

## Johnson City, Tennessee

### General Business Information and Start-up Contacts

Alphabetical listing by agency

Subject	Agency
Permits and licenses	<b>Accountancy</b>
Permits and licenses	<b>Alarm Systems Contractors</b>
Liquor by the drink	<b>Alcoholic Beverage Commission</b>
Wholesale and retail liquor sales	<b>Alcoholic Beverage Commission</b>
Workforce development and employee training	Alliance for Business and Training (AB&T)
Permits and licenses	<b>Architectural &amp; Engineering Examiners</b>
Permits and licenses	<b>Auctioneer Commission</b>
Permits and licenses	<b>Barber Examiners</b>
Permits and licenses	<b>Boxing &amp; Racing</b>
Research, contract	<b>Bureau of Business and Economic Research</b>
Research, statistics, and data	<b>Bureau of Business and Economic Research</b>
Permits and licenses	<b>Collection Service</b>
Professions and businesses, state regulated	<b>Commerce and Insurance, Tennessee Department of</b>
Permits and licenses	<b>Contractors/Home Improvement</b>
Permits and licenses	<b>Cosmetology</b>
Dry cleaners	<b>Environment and Conservation, Tennessee Department of</b>
Environmental permitting	<b>Environment and Conservation, Tennessee Department of</b>
Underground storage tanks	<b>Environment and Conservation, Tennessee Department of</b>
Used motor oil	<b>Environment and Conservation, Tennessee Department of</b>
Restaurant and other health inspections and permits	East Tennessee Regional Health Office
Job placement	<b>East Tennessee State University</b>
Research	<b>East Tennessee State University</b>
Student interns	<b>East Tennessee State University</b>
Workforce development and education	<b>East Tennessee State University</b>
Incentive packages, state	<b>Economic and Community Development, Tennessee Department of</b>
Research, statistics, and data	<b>Economic and Community Development, Tennessee Department of</b>

<b>Subject</b>	<b>Agency</b>
Site selection	Economic and Community Development, Tennessee Department of
Permits and licenses	Employee Leasing
Business Incubation	ETSU Innovation Laboratory
Financing, fixed asset	First Tennessee Development District
Incentives – Federal, state, and local	First Tennessee Development District
Research, statistics, and data	First Tennessee Development District
Foreign Trade	Foreign Trade Zone #204
Permits and licenses	Funeral Directors, Embalmers, Burial & Cemetery Services
Permits and licenses	Geology Registration
Child care center licensing	Human Services, Tennessee Department of
Employer Identification Number (federal)	Internal Revenue Service
Relocation assistance	Johnson City Development Authority
Site selection	Johnson City Economic Development Board
Beer Permit	Johnson City, City of
Building permits	Johnson City, City of
Business License, City	Johnson City, City of
Incentives, local	Johnson City, City of
Site plans	Johnson City, City of
Zoning/rezoning	Johnson City, City of
B2B networking	Johnson City/Jonesborough/Washington County Chamber of Commerce
Relocation assistance	Johnson City/Jonesborough/Washington County Chamber of Commerce
Research, statistics, and data	Johnson City/Jonesborough/Washington County Chamber of Commerce
Employer Identification Number (State)	Labor and Workforce Development, Tennessee Department of
State unemployment insurance	Labor and Workforce Development, Tennessee Department of
Worker's Compensation Insurance	Labor and Workforce Development, Tennessee Department of
Workforce development and job training	Tennessee Technology Center, Elizabethton
Permits and licenses	Land Surveyors
Copyrights	Library of Congress
Permits and licenses	Motor Vehicle Commission
Technology issues	Northeast Tennessee Technology Council
Location/relocation assistance	Northeast Tennessee Valley Regional Industrial Development Association

<b>Subject</b>	<b>Agency</b>
Site selection	Northeast Tennessee Valley Regional Industrial Development Association
Permits and licenses	Pharmacy
Permits and licenses	Private Investigation & Polygraph
Permits and licenses	Private Protective Services
Permits and licenses	Real Estate Appraisers
Permits and licenses	Real Estate Commission
Alcoholic Beverage Taxes	Revenue, Tennessee Department of
Franchise and excise tax	Revenue, Tennessee Department of
Gross Receipts Taxes	Revenue, Tennessee Department of
Petroleum Taxes	Revenue, Tennessee Department of
Privilege Taxes	Revenue, Tennessee Department of
Sales tax registration	Revenue, Tennessee Department of
Severance Taxes	Revenue, Tennessee Department of
Incorporations	Secretary of State, Tennessee
Limited liability companies	Secretary of State, Tennessee
Trademark registration (state)	Secretary of State, Tennessee
Business counseling	Service Corps of Retired Executives (SCORE)
Business consulting	Tennessee Small Business Development Center
Management education, workshops, and seminars	Tennessee Small Business Development Center
Research, statistics, and data	U.S. Department of Commerce--Bureau of the Census
Patents	U.S. Patent and Trademark Office
Trademark registration (federal)	U.S. Patent and Trademark Office
Initial public offerings	U.S. Securities and Exchange Commission
Securities registration	U.S. Securities and Exchange Commission
Financing	U.S. Small Business Administration
Publications	U.S. Small Business Administration
Research, statistics, and data	U.S. Small Business Administration
Business License, County	Washington County, Tennessee
Incentives, local	Washington County, Tennessee
Zoning/rezoning	Washington County, Tennessee

## Johnson City, Tennessee

### General Business Information and Start-up Contacts

#### Licenses and Permits:

##### Employer Identification Number (EIN)

Federal and State (get Federal EIN first)

##### Internal Revenue Service

Form SS-4

208 Sunset Drive, Suite 201

Johnson City, TN 37604

<http://www.irs.gov/formspubs/index.html>

##### Tennessee Department of Labor and Workforce Development

Form LB-0441

Johnson City Employer Accounts Office

206 High Point Drive

P.O. Box 90

Johnson City, Tennessee 37605-0090

Phone: 423-952-2261

Fax: 423-952-6057

Carter, Greene, Hancock, Hawkins, Johnson, Sullivan, Unicoi and Washington

---

#### Tennessee Secretary of State

**Forms and Filing Guides** for corporations, limited liability companies, limited partnerships, and limited liability partnerships are available at:

<http://www.state.tn.us/sos/>

#### Forming a new Tennessee Corporation or Limited Liability Company

Corporations or LLC organized in states other than Tennessee must register with the Secretary of State as a Foreign Corporation.

Corporations wishing to receive the “S” designation must file IRS form 2553 with the Internal Revenue Service. This is a federal tax designation, not a state designation.

Using qualified, professional legal, tax, and accounting services is highly recommended when selecting the form of business ownership.

---

## **Sales Tax Registration**

The registration application, **form RV-F1300501**, is to be used to apply for tax registration and make you aware of the major business taxes administered by the Tennessee Department of Revenue.

### **Tennessee Department of Revenue**

206 High Point Drive  
Johnson City, TN 37601  
423-854-5321

This link provides a brief description of major license and tax requirements for Tennessee businesses <http://www.state.tn.us/revenue/forms/general/regbusn.pdf>

These taxes include:

- (1) Alcoholic Beverage Taxes,
- (2) Franchise and Excise Tax,
- (3) Gross Receipts Taxes,
- (4) Petroleum Taxes,
- (5) Privilege Taxes,
- (6) Sales and Use Tax,
- (7) Severance Taxes,
- (8) Solid Waste Taxes, and
- (9) Tobacco Taxes.

### **Tennessee Franchise and Excise Tax**

All Tennessee business entities, except sole proprietors and general partnerships are subject to Tennessee F&E Tax. Information and registration forms can be found at the Tennessee Department of Revenue web site or the local Department of Revenue Office.

<http://www.state.tn.us/revenue/tntaxes/fae.htm>

---

## **Business License and Gross Receipts Tax**

Each county and most municipalities require a Business License for those businesses with revenue exceeding \$3,000 per year.

<http://www.state.tn.us/revenue/taxguides/bustaxguide2005.pdf>

### **County Business License**

**Washington County:** \$15 + \$5 filing fee

Washington County Clerk  
County Courthouse  
103 W. Main Street  
Jonesborough, TN 37659  
Phone: 423-753-1621

Downtown Centre  
101 E. Market Street  
Johnson City, TN 37601  
Phone: 423-461-1450

**City Business License**

**City of Johnson City:** \$15 + \$5 filing fee

Finance Department  
Municipal and Safety Building  
601 East Main Street  
Johnson City, TN 37601  
Phone: 423-434-6042  
Fax: 423-434-6087

---

**Other licenses and permits may be needed based upon the type of business being started.**

City and County **zoning and sign ordinances**, including site plans, building permits, and **certificate of occupancy requirements.**

**City Planning Department** – 423-434-6071  
**County Zoning Office** – 423-753-1753

---

**Restaurant - Health Inspections**

**East Tennessee Regional Health Office**

1233 Southwest Avenue Extension  
Johnson City, TN 37604  
423-929-5925 or

**Health Department**

415 State of Franklin  
Johnson City, TN 37604  
423-928-7125

---

**Wholesale and retail sales of liquor;**

**Liquor by the drink**

**Alcoholic Beverage Commission (State)**

207 N. Boone Street  
Johnson City, TN 37604  
423-434-6451

---

**Beer Permit (on and off premises)**

City of Johnson City  
423-434-6000

---

**Child Care Center Licensing**

**Tennessee Department of Human Services**

Child Care Licensing Division  
907 Buffalo Street  
Johnson City, TN 37604  
Phone: 423-434-6915

---

## Information Sources and Points of Contact

### *Federal*

#### **U.S. Small Business Administration**

<http://www.sba.gov/>

Tennessee District Office

<http://www.sba.gov/tn/>

50 Vantage Way, Suite 201

Nashville, TN 37228

Phone: 615/736-5881

Fax: 615/736-7232

TTY/TDD Number: 615/736-2499

---

#### **U.S. Department of Commerce**

**Bureau of the Census**

<http://www.census.gov/>

---

#### **Patents and Trademarks**

**U.S. Patent and Trademark Office**

<http://www.uspto.gov/>

**Tennessee Secretary of State -- Trademark Registration**

[http://www.state.tn.us/sos/bus\\_svc/trademarks.htm](http://www.state.tn.us/sos/bus_svc/trademarks.htm)

---

#### **Copyrights**

**Library of Congress**

<http://www.copyright.gov/>

---

#### **Securities and Exchange Commission**

<http://www.sec.gov/>

---

### *State*

#### **Department of Commerce and Insurance**

Protects the interests of consumers while providing fair, efficient oversight and a level field of competition for industries and professionals doing business in Tennessee.

Divisions of Consumer Affairs, Fire Prevention, Insurance, Securities, TennCare

Oversight, Regulatory Boards.

<http://www.state.tn.us/commerce/>

### **Regulatory Boards:**

These professions and businesses have additional licensing requirements.

(<http://www.state.tn.us/commerce/boards/index.html>)

- **Accountancy**
- **Alarm Systems Contractors**
- **Architectural & Engineering Examiners**
- **Auctioneer Commission**
- **Barber Examiners**
- **Boxing & Racing**
- **Funeral Directors, Embalmers, Burial & Cemetery Services**
- **Collection Service**
- **Contractors/Home Improvement**
- **Cosmetology**
- **Employee Leasing**
- **Geology Registration**
- **Land Surveyors**
- **Motor Vehicle Commission**
- **Pharmacy**
- **Private Protective Services**
- **Private Investigation & Polygraph**
- **Real Estate Commission**
- **Real Estate Appraisers**

---

### **Department of Economic and Community Development**

Encourages economic growth, assists Tennessee communities in preparing and competing for economic development and job creation opportunities, offers support services for entrepreneurs, existing industries and new firms, while marketing the state and recruiting new industries domestically and internationally.

Home Page:

<http://www.state.tn.us/ecd/>

Small Business Guide:

[http://www.state.tn.us/ecd/res\\_guide.htm](http://www.state.tn.us/ecd/res_guide.htm)

---

### **Department of Environment and Conservation**

Protects the quality of Tennessee's air, land and water, and preserves, conserves, and promotes Tennessee's natural and cultural resources.

<http://www.state.tn.us/environment/>

Contact for environmental permits such as used motor oil, used tires, dry cleaning chemicals, and underground storage tanks (*this is not an exclusive list*).

Johnson City EAC  
2305 Silverdale Road  
Johnson City, TN 37601-2162  
Phone: (423) 854-5400  
FAX: (423) 854-5401

<http://www.state.tn.us/environment/eac/?eac=jceac>

**Permitting of dry cleaners:**

<http://www.state.tn.us/environment/permits/dcerp.php>

---

## **Department of Labor and Workforce Development**

Connects people to jobs and job-related assistance, offers education, safety and training programs, supplies labor market information, and ensures healthy and safe work places. Administers Unemployment Insurance and Workers' Compensation.

<http://www.state.tn.us/labor-wfd/>

**Workers' Compensation Insurance** is monitored and audited by L&WD but the insurance is purchased from a private sector insurance carrier. Each employee occupation has a separate premium rate. Office occupations are lowest; construction occupations are the highest. Workers' Compensation Insurance is required when a business has five (5) employees (full or part-time). Construction firms are required to carry Workers' Compensation Insurance when they have one (1) employee.

---

## **East Tennessee State University**

**ETSU's Home Page:**

<http://www.etsu.edu>

**Employment services to employers and locating student interns.**

<http://www.etsu.edu/careers/>

**College of Business & Technology**

<http://www.etsu.edu/cbat/>

**Bureau of Business and Economic Research**

College of Business & Technology

East Tennessee State University

Box 70700

Johnson City, TN 37614

Phone: 423-439-5677

Fax: 423-439-8381

E-mail: [Bureau@etsu.edu](mailto:Bureau@etsu.edu)

<http://www.etsu.edu/cbat/bureau/>

Provides local, regional, state and national data and research.

### **Tennessee Small Business Development Center**

College of Business & Technology  
ETSU Innovation Laboratory  
2109 W. Market Street  
Johnson City, TN 37604  
Phone: 423-439-8505  
Fax: 423-439-8506  
E-mail: [bjjustice@mail.tsbdc.org](mailto:bjjustice@mail.tsbdc.org)  
<http://www.tsbdc.org>

### **ETSU Innovation Laboratory**

2109 W. Market Street  
Johnson City, TN 37604  
Phone: 423-439-8500  
<http://www.etsuilab.org/>

### **Tennessee Secretary of State**

This office is also required to keep other records as set out by statute. The activities include the receipt and recording of all corporate charters and annual reports, receipt of all trademarks, the execution of notary commissions and the receipt of all state administrative rules and regulations.

Tennessee Secretary of State  
312 Eighth Avenue North  
6th Floor, William R. Snodgrass Tower  
Nashville, TN 37243  
<http://www.state.tn.us/sos/>

---

### ***Regional***

#### **Northeast Tennessee Career Center**

2515 Wesley Street  
Johnson City, TN 37601  
Telephone: (423) 610-0222/  
FAX: (423) 610-0078  
<http://www.netcc.org/aboutus.htm>

Tennessee Career Centers are where people and jobs connect. Tennessee has a network of centers across the state where employers can go to find the workers they need and job seekers can get assistance and career information. Each center offers computerized labor market information, internet access, workshops, and an online talent bank, in addition to job placement, recruitment, and training referrals.

---

### **First Tennessee Development District**

207 N. Boone Street, Suite 800

Johnson City, TN 37604

Phone: 423-928-0224

Fax: 423-928-5209

<http://www.ftdd.org/>

The FTDD is a comprehensive, regional planning agency. Through their division of Community and Economic Development business owners and managers can access local, regional, and state economic data. Through an affiliate organization, First Tennessee Economic Development Corporation, business owners can access expansion capital for long-term fixed asset acquisition.

---

### **Northeast Tennessee Technology Council**

2016 Highway 75, Suite 2

Blountville, TN 37617

Phone 423.279.9000

Fax 423.279.9066

E-mail [dboggs@netntech.org](mailto:dboggs@netntech.org)

<http://www.netntech.org/>

The Northeast Tennessee Technology Council is a non-profit organization whose purpose is to educate, engage and support a region of technology-based businesses and entrepreneurs that will enhance the region's economy and technological infrastructure.

---

### **Northeast Tennessee Valley Regional Industrial Development Association**

P.O. Box 1022

Tri-Cities Regional Airport Blountville, Tennessee 37617

Phone (423) 279-3240

Fax (423) 323-4016

<http://www.netvaly.org/>

The Northeast Tennessee Valley Regional Industrial Development Association (NETVRIDA) is an association of power distributors and economic development associations representing a multi-county region in the Northeast Tennessee Valley of the southeastern United States. Our mission is to:

- Make your industrial site search easier and faster.
  - Help you avoid costly mistakes.
  - Save you money.
  - Increase your profit margin.
-

**Service Corps of Retired Executives (SCORE)**

<http://www.score.org/> National Website

NE Tennessee SCORE -0584

1st Tennessee Bank Bldg

2710 S. Roan Street, Ste. 584

Johnson City TN 37601

Phone: (423) 461-8051

Fax: (423) 461-8052

Hours: Mon - Fri 9:00 - noon

[http://www.score.org/cgi/third\\_party.cgi?url=http%3A//www.scoretn.org/](http://www.score.org/cgi/third_party.cgi?url=http%3A//www.scoretn.org/)

Small business success across America is SCORE's mission. Since 1964, SCORE volunteers have donated their expertise in more than 600 skill areas to aid entrepreneurs. 7.5 million entrepreneurs have been counseled by SCORE or attended SCORE workshops. With 389 offices for face-to-face mentoring and Ask SCORE for online advice, SCORE serves the needs of today's entrepreneurs.

**Tri-Cities Air Cargo and Trade Development**

P.O. Box 1055

2525 Hwy 75

Blountville, TN 37617

(423) 325-6090

[http://www.triflight.com/content/fs\\_default.htm](http://www.triflight.com/content/fs_default.htm)

The Air Cargo and Trade Development office supports economic development through: developing air cargo for the region, administering Foreign Trade Zone #204, promoting Customs Port #2082, and providing trade development assistance.

---

***Johnson City / Washington County***

**City of Johnson City, Tennessee**

Municipal and Safety Building

601 East Main Street

P.O. Box 2150

Johnson City, TN 37605-2150

423-434-6000

<http://www.johnsoncitytn.org/>

### **Downtown Johnson City Organization**

Downtown Action Coalition

<http://www.downtownjc.org/>

---

### **Johnson City Development Authority**

118 Tipton Street

PO Box 419

Johnson City, TN 37605-0419

423-928-2988

<http://www.jcdevelopment.org/>

The JCDA will: (1) provide assistance to investors and businesses seeking to locate and expand in Johnson City and selected geographic areas (i.e. downtown); (2) make recommendations and implement projects to improve the business climate and overall appearance of downtown; and (3) recruit business/development projects to downtown.

---

### **Johnson City Economic Development Board**

603 East Market Street, Suite 200

Johnson City, TN 37601

423 975-2380

<http://www.jcedb.org/>

The Economic Development Board is the lead agency in developing current and future economic opportunities. The Board provides demographic information, business assistance, business retention programs, site selection information, and other services for new and existing businesses.

---

### **Johnson City/Jonesborough/Washington County Chamber of Commerce**

603 East Market Street

P.O. Box 180

Johnson City, TN, 37605

423-461-8000

800-852-3392

<http://www.johnsoncitytnchamber.com/content/default.asp>

The Chamber partners with local governments and other organizations involved in pursuing improvements in the overall quality of life for the city, county, and region – particularly in the areas of transportation, education, healthcare, tourism, economic development, community development, and workforce development.

---

### **Washington County, Tennessee**

Jonesborough Courthouse and J.C. Downtown Centre

P.O. Box 219

Jonesborough, TN 37659

<http://www.washingtoncountyttn.com>

---