

City of White House
PLANNING/CODES DEPARTMENT

STEPS TO OPENING A BUSINESS

1. Discuss business intentions with City Planning and Codes Staff.
2. Inquire about city limits and regional county boundaries.
3. Ask about city and county impact fees and other associated cost.
4. Match business intentions with proper zoning districts within the city.
5. Obtain a copy if needed, of the City of White House Zoning Ordinance (\$20.00), copy of the Commercial Design Standards (\$10.00). Zoning Ordinance available on-line at www.cityofwhitehouse.com
6. For a new construction, submit a site plan (complying with Section 3.110 of the Zoning Ordinance) to the City of White House Planning Commission prior to the monthly scheduled meetings as shown on the annual Planning Commission Schedule. (Additions to existing buildings require site plan amendments).
7. For a business going into an existing building, set up a preliminary walk through inspection to determine any code improvement items required with the new business use.
8. Check with utility providers to obtain services: sewer, electric, telephone, and trash pick up.
9. If Planning Commission approves site plan for new building and additions, submit three (3) copies of construction plans prepared by a State of Tennessee licensed designer meeting state requirements. The Planning/Codes Department and Fire Department will review the plans.
10. After approval of building construction plan, obtain necessary permits, pay impact fees, and any additional fees with the Planning and Codes Department.
 - A. Permits:
 - *Building
 - *Grading
 - *Electric
 - *Demolition and Remodeling, if needed
 - *Sign

*Plumbing and Gas/Mechanical

*Temporary use if needed

Permits to be obtained by state licensed contractor meeting state Licensing requirements.

B. Bonds:

*Builders: insure completion of improvements

*Maintenance: insure maintenance of improvements for one year after completion.

C. Impact Fees:

*Commercial/Industrial fees fund major road projects, fire and police protection.

11. All construction is required to be inspected.

Typical Inspections Completed:

A. Erosion Control/Grading

B. Footing/Foundation

C. Slab/Plumbing

D. Foundation Plate

E. Exterior Sheeting/Flashing

F. Framing/Rough-In.

G. Insulation

H. Site Development-(including: parking, landscaping, lighting, etc.)

I. Final/Certificate of Occupancy

J. Construction Bond Release

K. Electrical-Inspections performed by State Electrical Inspectors

*For same day city inspections, request must be made weekdays before 9:00 a.m.

12. A business license is required for both City and County Governments. City Business licenses are obtained at the City Hall/Civic Center at 105 College Street.

13. Contact County Clerk's Office for county business licenses and tax information.

14. Visit City of White House Chamber of Commerce for community information.

The City of White House welcomes you to the City, and wishes you success.

These basic steps are minimal and should not be taken as final until applicant has reviewed all requirements with the Planning Department.

PHONE NUMBERS:

City of White House (615) 672-4350

Mayor's Office ext. 2111

City Administrator ext. 2111

Planning & Codes	ext. 2120
Property/Business Tax/License	ext. 2100
City Recorder	ext. 2111
Sewer Department	672-3654
Fire Department	672-5338
Police Department	672-4903
Public Works (Trash Pick-Up)	672-0215
Chamber of Commerce	672-3937
Robertson County Clerk Office	384-5895
Sumner County Clerk Office	452-4063
Cumberland Electric	672-7066
Piedmont Gas	734-0665
White House Utility	672-4110
Bell South	557-6500
Comcast Cable Co.	244-5900
Forward Sumner Economic Council	822-7610
Department of Commerce/Insurance	741-1322
State Contractors Board	741-8307

FEES AND COSTS:

- *City of White House Impact Fees are based on type of use/1,000 sq. ft.
- *Sumner County Industrial Impact Fees \$0.40/sq. ft.
- *Robertson County Impact Fees-Commercial \$0.30/sq. ft.
- *Site Plan Planning Commission Review-Dependant on type of plan to be reviewed.
- *Construction Plan Review –1/2 Building permit fee.
- *Engineering Review Fee-based on engineer's fee.
- *Certificate of Occupancy-\$25.00
- *Copy of Zoning Ordinance-\$20.00
- *White House Business License-\$20.00
- * Copy of Commercial Design Standards-\$10.00

PERMITS:

- *Building based on Southern Building Codes Valuation.
- *Electric based on electrical needs plus \$5.00 office fee.
- *Demolition-\$50.00
- *Remodeling: Simple remodel based on sq. ft., complete remodel ½ building.
- *Sign: Permanent \$100/sign, temporary banner N/C, Sign Face Change-\$50.00, Interstate Sign- \$500.00.