

I WANT TO OPEN A BUSINESS IN MONTEAGLE, TENNESSEE— WHAT DO I HAVE TO DO????

**OBTAIN BUSINESS PERMIT FROM TOWN COUNCIL—
REQUIRES RECOMMENDATION FROM BUILDING INSPECTOR
AND PERSONAL APPEARANCE AT CITY COUNCIL MEETING.**

Permit applications to be filed with city 7 business days before meeting.

NEW CONSTRUCTION

1. APPROVED SITE PLAN FROM PLANNING COMMISSION
Contact is Michael Frixen at 423-424-4261 or mfrixen@sedev.org
2. CERTIFICATE OF OCCUPANCY
Building Permit and inspections required based on the 2009 ICC codes
Building Permit may require architectural drawings as determined by Building Inspector
3. Compliance with Landscape Ordinance

EXISTING CONSTRUCTION

1. APPROVED SITE PLAN FROM PLANNING COMMISSION
Only if occupancy changes and site plan is required as determined by Codes Official Earl Geary at 423-605-3825 or egeary@townofkimball.com.
Contact Michael Frixen at 423-424-4261 or mfrixen@sedev.org for site plan instructions.
2. CERTIFICATE OF OCCUPANCY
Building Permit and inspections required based on the 2009 ICC codes
Building Permit may require architectural drawings as determined by Building Inspector if modifications are required to existing structure as determined by Building Inspector
3. Sketch or drawing of existing floor plan and proposed modifications including all features, exits, etc., with dimensions and enough detail to determine that Monteagle's Codes and ordinances are complied with.
4. Compliance with Landscape Ordinance if footprint of structure changes.

NEW CONSTRUCTION and EXISTING CONSTRUCTION

1. State approved back flow prevention on domestic water supply
2. All life safety issues addressed including egress, lighted exit signs, emergency lighting, etc., or as determined by the Building Inspector
3. Food service establishments (restaurants, fast foods, etc.) require a functioning grease trap collection system per Ordinance 6-11 and if required, current inspected commercial kitchen hood with fire suppression per 2009 International Mechanical Code.

WHAT IF I WANT TO PUT UP A SIGN OR BANNER?

1. **ALL SIGNS REQUIRE A SIGN PERMIT!**
Sign permit application with instructions are available at Town Hall.
2. ATTACHED SIGNS TO BUILDING PRIMARY FACE ARE PERMITTED PROVIDED THEY DO NOT EXCEED 20% OF FACE AREA
3. SIGNS ATTACHED TO BUILDING ROOF ARE NOT PERMITTED
4. PORTABLE SIGNS ARE NOT PERMITTED
5. SIGNS WITH FLASHING LIGHTS, RIBBONS, STREAMERS, ETC., ARE NOT PERMITTED AFTER 30 DAYS OF BUSINESS GRAND OPENING
6. BANNERS ARE PERMITTED PROVIDING THEY ARE ATTACHED TO **BUILDING STRUCTURE** AT ALL 4 CORNERS. YEARLY FEE REQUIRED
7. BANNERS ARE FREE FOR 30 DAYS AFTER BUSINESS GRAND OPENING, THEN \$100 PER YEAR
8. OFF PREMISE SIGNAGE IS NOT PERMITTED. Signs only permitted on your own business property.

THESE ARE ONLY A LIMITED FEW OF THE SIGN CONTROLS ADDRESSED IN MONTEAGLE'S SIGN ORDINANCE. IF YOU HAVE QUESTIONS PLEASE CALL OR REVIEW THE ORDINANCE AT TOWN HALL.