

Off-Sale Beer Permit Requirements

- **TN Department of Agriculture approval**
(Only if selling food products)
TN Department of Agriculture: 615-837-5103
- **Certificate of Registration**
[Tennessee Department of Revenue](#)
500 Deaderick St
Nashville, TN 37242
615-253-0600
- **[Certificate of Existence \(for Tennessee Corporations\)](#)**
Tennessee Secretary of State
Division of Business Services
312 Rosa L. Parks Ave
Snodgrass Tower, 6th Floor
Nashville, TN 37243
615-741-2286
TNSOS.CERT@tn.gov
- **[Certificate of Authorization \(for out of state corporations\)](#)**
Tennessee Secretary of State
Division of Business Services
312 Rosa L. Parks Ave
Snodgrass Tower, 6th Floor
Nashville, TN 37243
615-741-6488
TNSOS.CERT@tn.gov
- **[Business License](#)** (must be same name as listed on application)
Davidson County Clerk
Main Office
700 President Ronald Reagan Way
Suite 101
P.O. BOX 196333
Nashville, TN 37210
8:00 a.m. to 4:20 p.m. (M-F)
615-862-6050
- **Owner/Manager Required Info**
Please provide all required information for each individual owner/officer and General Manager.
The "Owner/Manager Required Info" form can be found at
https://www.nashville.gov/sites/default/files/2024-03/Owner_Manager_Required_Info.pdf?ct=1710530067

- **Copy of Lease (or Deed** – if property owner)
(If a temporary permit is applicable, a signed copy of the lease or proof of ownership of property must be provided before the temporary permit can be issued.)
- **Floorplan** (may be hand-drawn)
- **National Criminal Background Check**
(Required for all Owners with 5% or more interest and General Managers)
Recommended: www.integriscan.com

(Note: All background checks must be emailed to us at beerboard@nashville.gov. Please **do not** upload directly to your application.)
- **Beer Board Initial Inspection**
Inspection requirements for each permit type can be found using the following link:
www.nashville.gov/departments/beer-permits/initial-inspections

If your permit type requires an initial inspection, please send an email request to initialinspections@nashville.gov
- **Use and Occupancy Permit**
Please contact the Codes Department at uoletters@nashville.gov
- **Zoning Approval**
If this is a new location/change of use, or you have general questions about zoning, please send an email to: zoninghelpdesk@nashville.gov