



City of Murfreesboro Required Documents Checklist

111 W Vine Street • Murfreesboro, TN 37130 • 615-893-6441

The list below is for reference only.

Additional documents or information may be required by the City of Murfreesboro

Suggested order of items:

Step 1: Fill out application

- Obtain Tennessee business licenses (by city or home-based county)
- Make copies of Driver's Licenses and vehicle registration
- Print out color photos of the vehicle (inside, front, both sides, and back)
- Obtain copy of automobile insurance

Step 2: Obtain a TN Department of Health Inspection Report (this can be done at any TN Department of Health location)

Step 3: Obtain a Fire Safety Inspection (this must be done by the Murfreesboro Fire Marshal's Office). Fire Safety inspections are done by appointment only.

- Phone Number: 615-849-2605
- Business Hours: M-F, 8 am – 4:30 pm

Step 4: Consult with Planning Department about Food Truck Ordinance and obtain signature on Application form.

- Phone Number: 615-893-6441
- Business Hours: M-F, 8am – 4:30 pm
- Address: 111 W Vine Street, Second Floor

Step 5: Take all above items to the Building and Codes Department, with a \$50 application fee, and they will process your application.

- Phone Number: 615-893-3750
- Business Hours: M-F, 8am – 4:30 pm
- Address: 111 W Vine Street, Second Floor

Checklist:

<input type="checkbox"/> Fill out application
<input type="checkbox"/> Obtain Tennessee business licenses (by city or home-based county)
<input type="checkbox"/> Make copies of Driver's Licenses and vehicle registration
<input type="checkbox"/> Print out color photos of the vehicle (inside, front, both sides, and back)
<input type="checkbox"/> Obtain copy of automobile insurance
<input type="checkbox"/> Obtain a TN Department of Health Inspection Report
<input type="checkbox"/> Obtain a Fire Safety Inspection
<input type="checkbox"/> Consult with Planning Department about Food Truck Ordinance and obtain signature on Application form.
<input type="checkbox"/> Take all above items to the Building and Codes Department, with a \$50 application fee, and they will process your application.