

## DBA Name Change Only Beer Permit Requirements

- **Certificate of Registration – Sales and Use Tax** (required only if document lists the DBA)  
[Tennessee Department of Revenue](#)  
500 Deaderick St  
Nashville, TN 37242  
615-253-0600
- **Business License**  
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.  
**Owner\_Manager\_Required\_Info** document can be found at:  
<https://www.nashville.gov/departments/beer-permits/downloadable-forms>
- **Copy of Lease or Deed** – if property owner (required only if the original contains prior DBA or is expired)  
**National Criminal Background Check** (must be within the previous 6 months)  
(Required for all Owners with 5% or more interest and General Managers)  
Recommended: [www.integrascan.com](http://www.integrascan.com)
- **Beer Board Initial Inspection**  
Please complete the Initial Inspection Form for a Name Change and email it to [beerboard@nashville.gov](mailto:beerboard@nashville.gov).  
The form can be found at <https://www.nashville.gov/departments/beer-permits/downloadable-forms/required-documents>.  
(Please choose the correct form for your permit type)