



TENNESSEE DEPARTMENT OF AGRICULTURE

**JAI TEMPLETON
COMMISSIONER**

**Consumer and Industry
Services**

Welcome!

Re: Newly Acquired Manufacturing Addendum

Attached please find the requirements needed when seeking to 1) construct a new, 2) change, or 3) acquire an existing food manufacturer.

If the manufacturing business is taking on a **new name or undergoing renovation**, please complete the Food Manufacturer / Warehouse Plan Review Questionnaire found on TDA's food website returning it to Consumer and Industry Services (CSI) along with:

1. Floor plan of food establishment showing the location of equipment, plumbing, electrical services, mechanical ventilation which is to include the three compartment sink, hand sink and mop sink.
2. Labeling of all products to be produced and packaged in the establishment as is applicable.
3. Business license or registration with the TN Department of Revenue.
4. A lease agreement that is signed, dated and notarized as is applicable.
5. A certificate of occupancy which is issued by a municipal or county building department.

If the business is keeping the **acquired business'** original name, complete the Food Manufacturer / Warehouse Plan Review Questionnaire found on TDA's food website and return it to CSI along with:

1. Copy of business license or registration with the TN Department of Revenue.
2. A copy of the signed lease agreement, dated and notarized as is applicable.

The completed questionnaire and required documentation can be uploaded to TDA's Consumer and Industry Services website at NewFood.business@TN.gov, faxed to (615) 837-5005 or mailed to:

Tennessee Department of Agriculture
Consumer and Industry Services
Attn: Food and Dairy
P.O. Box 40627
Nashville, TN 37204

We appreciate your cooperation and look forward to doing business with you.