

Residential Permit Application

METROPOLITAN GOVERNMENT OF
NASHVILLE AND DAVIDSON COUNTY

DEPARTMENT OF CODES
AND BUILDING SAFETY



Complete the application below and attach an electronic file of the site plan, renderings, and floor plans (if applicable) to zoninghelpdesk@nashville.gov to initiate a permit application. The permit application will be assigned to a zoning examiner. Should the Zoning Examiner have any questions or need additional information they will reach out to you by e-mail or by phone.

Once your application is processed, a Zoning Examiner will provide a checklist showing other Codes divisions and Metro agencies to contact for approvals before the permit can be issued. It is your responsibility to follow the requirements of the checklist on the building permit application and to make sure all necessary signoffs are received. Do not seek to determine what reviews and approvals are required on your own. If you fail to complete the steps identified in your permit application your process will be delayed. Allow plenty of time. You can track the progress of the application by address or by using the permit application number at <https://epermits.nashville.gov/#/>

Once you have all the required signoffs you can pay for the permit and begin construction. It is also the applicant's responsibility to schedule the necessary inspections with Metro Nashville at the proper time in the building process.

Permit's Property Address	
Parcel ID (REQUIRED) Parcel ID can be found at https://maps.nashville.gov/ParcelViewer/	
Contact Name	
Contact Phone Number	
Contact Email Address	
Property Owner	
Self-Permit	<input type="checkbox"/> Yes <input type="checkbox"/> No
If applying for a self-permit, you must submit this application along with notarized AFFIDAVIT OF EXEPTION and SELF PERMIT AFFIDAVIT	
SELECT ONE:	<input type="checkbox"/> Primary residence <input type="checkbox"/> Investment or rental property
Contractor Name	
Contractor Phone Number	
Contract Value or Construction Cost (if known)	
SCOPE OF WORK Provide detailed description of the work being performed (including new square footage dimensions) AND the intended use.	
Is the parcel on:	<input type="checkbox"/> Sewer <input type="checkbox"/> Septic <input type="checkbox"/> Renovation only <input type="checkbox"/> Addition only <input type="checkbox"/> Renovation and Addition
Select the Trade permits that the subcontractor will apply for:	<input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> GAS

FOR FURTHER ASSISTANCE CONTACT ZONINGHELPDESK@NASHVILLE.GOV

AFFIDAVIT OF EXEMPTION

(under T. C. A. § 13-7-211)

I, the undersigned, hereby swear or affirm that I am applying for a building permit from the Department of Codes Administration of the Metropolitan Government of Nashville and Davidson County and am exempt from the requirements of T. C. A. § 13-8-211 (proof of workers' compensation insurance) because:

(Check One)

- A. I am not required to obtain coverage under the Tennessee Workers' Compensation Law, T. C. A. § 50-6-104 through 106; or
- B. I am performing work on my own property in my own county of residence; or
- C. I am directly supervising work on my own property in my own county of residence.

Signed this _____ day of _____, 20_____.

MAP/PARCEL ID: _____

X _____

Permit Applicant's Signature

STATE OF TENNESSEE

COUNTY OF DAVIDSON

Personally appeared before me, _____, a Notary Public for the said State and County, who affirmed the information and executed the instrument hereinabove for the purpose therein contained.

Witness my hand and seal _____, Tennessee, this _____ day of _____, 20_____.

Notary Public

SELF BUILDING PERMIT RESPONSIBILITY

I hereby acknowledge that I am applying for this **SELF BUILDING PERMIT** in my own name, as property owner or lessee and I will act as my own general contractor accepting full responsibility for code compliance, for hiring and employing individuals, and subcontractors with ultimate responsibility for my own work and for the work of others. Acting as my own general contractor, **I further understand that I may forfeit certain protections**, which might be available to me through the State of Tennessee general contractor's licensing process. I further acknowledge that as a **SELF BUILDING PERMIT** holder I am responsible for requesting all required inspections and completing all authorized work in compliance with applicable adopted codes. **I further understand that separate permits are required for any proposed electrical, plumbing, and gas/mechanical work and is not part of the building permit.**

I have read and understand the above: _____(Please initial).

**METRO NASHVILLE & DAVIDSON COUNTY CODES
ADMINISTRATION**

**METRO OFFICE BUILDING 800
2ND AVENUE SOUTH
NASHVILLE, TN 37210**

MAP/PARCEL ID: _____

SELF PERMIT AFFIDAVIT

When a contractor obtains a building permit, the firm or corporation is totally responsible for the total construction including subcontractors to meet all codes. If the construction fails to comply with all codes, their bond of \$10,000.00 or \$40,000.00 can be used to repair the code violation.

When an owner obtains a building permit, he or she is totally responsible for the code compliance of the total construction project including subcontractors, even if a contractor is hired and the construction does not comply with all codes.

In effect THE OWNER, BY TAKING OUT THE PERMIT, THE \$10,000.00 OR \$40,000.00 BOND PROTECTION IS LOST. The only recourse left is to sue the contractor in Civil Court.

For contractor bids under \$25,000.00 but over \$3,000.00, a person or firm who gives bids to a homeowner is required to be registered by the State as a Home Improvement Contractor or a Residential State Contractor.

For contractor bids of \$25,000.00 or greater, a person or firm who gives bids to an owner is required to be a State Licensed Contractor.

For accepting a bid of \$25,000.00 or greater, a person or firm who accepts a bid from an unlicensed contractor is guilty of a Class A misdemeanor. A Class A misdemeanor penalty is 11 months & 29 days in jail.

SELF PERMIT AFFIDAVIT

I, _____, certify that:

1. I am not obtaining a building permit for a contractor.
2. I have not been issued a permit or made an application for construction of a duplex or single residence within a period of two (2) years.
3. I do not intend to construct a single-family residence or make an addition to an existing building of \$25,000.00 or greater for the purpose of resale, lease, rent or any other similar purpose.

SIGNED:

Property Owner

STATE OF TENNESSEE

COUNTY OF DAVIDSON

Before me, _____, a Notary Public in and for the said State and County, personally appeared _____, who upon oath, acknowledge _____, to be the owner(s) of the property therein described, executed the foregoing instrument for the purpose therein contained.

Witness my hand and seal _____, Tennessee, this _____, day of _____, 20_____.

Notary Public

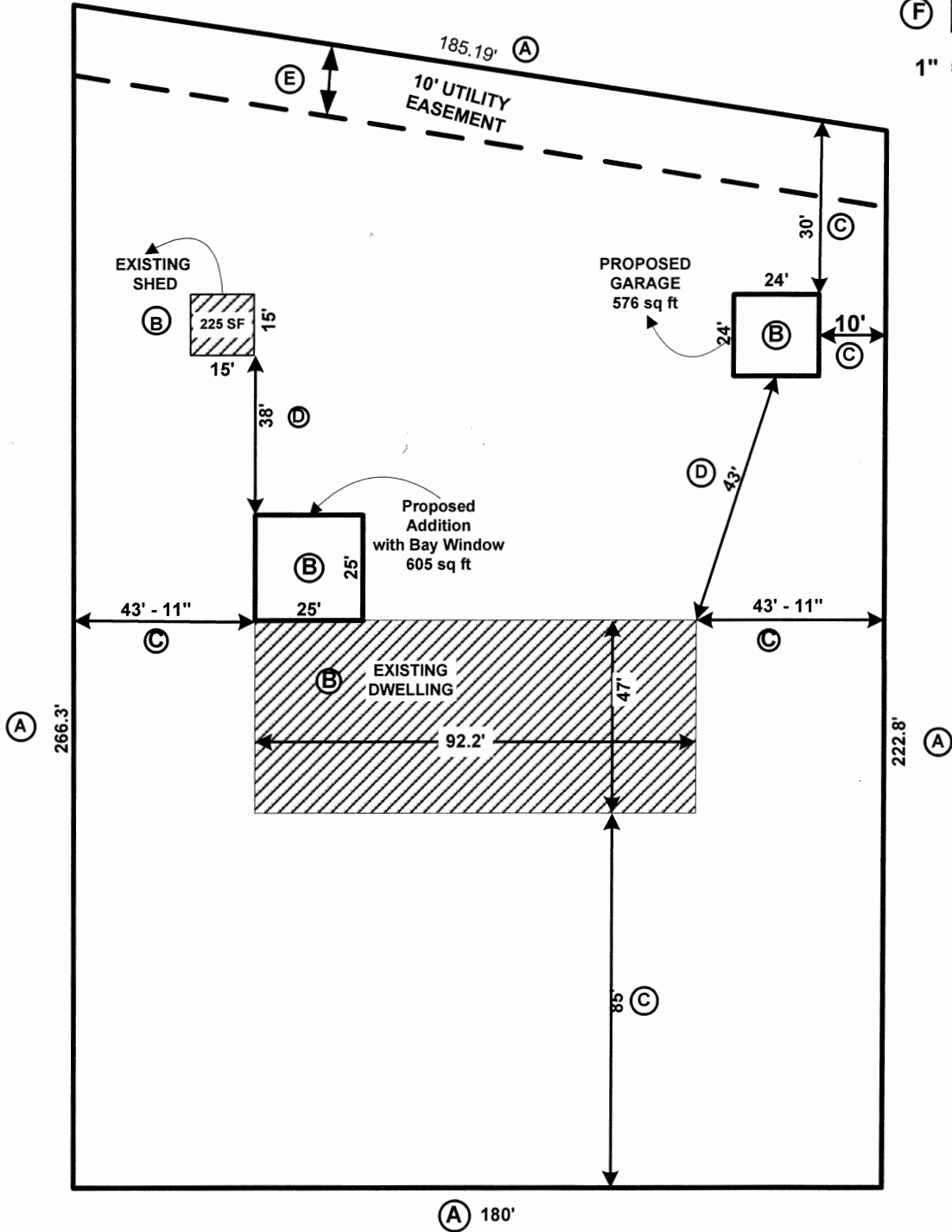
My Commission expires:

TYPICAL SITE PLAN



(F) N

1" = 40 ft
Scale



KINGS LANE

- A. Indicate site dimensions.
- B. Indicate location and size of existing and proposed structures.
- C. Indicate distance to property lines on all structures being constructed or altered.
- D. Indicate distance between new and existing structures.
- E. Indicate location of any known easements.
- F. Indicate scale drawing made to.