

IMPORTANT: In order to use the online procedure to apply for a flood repair permit, all of the following criteria must be met. If these conditions are not true, application for the permit must be made at the offices of Metro Codes and Building Safety, 800 2nd Ave. South, Nashville, TN 37210.

- 1) You must be the homeowner of the property
- 2) The property must be classified as residential
- 3) The property must not be flagged as historic
- 4) If the property is in the FEMA Flood Plain and has been assessed by Storm Water, damage cannot exceed 40% of its appraised value.

Note: If your home is in the FEMA Flood Plain and has not yet been assessed by Storm Water, your home is not ready to have a permit issued. Please try again at a later date. Storm Water estimates that all assessments will be complete by June 11, 2010.

- 5) If the property is not in the FEMA Flood Plain, it must be flagged as storm damaged
- 6) The cost of the work to be performed cannot exceed \$100,000
- 7) In addition, you will be asked to read and initial the following:

SELF BUILDING PERMIT RESPONSIBILITY

I acknowledge that I am applying for this SELF BUILDING PERMIT in my own name, as property owner 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. I also acknowledge that this is my personal residence. 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 HVAC work and is not part of the building permit.

I have read and understand the above. Please confirm by entering your initials and clicking "I Accept":

Metro Department of Codes & Building Safety

Homeowners Guide to Apply for a Flood Repair Permit Online

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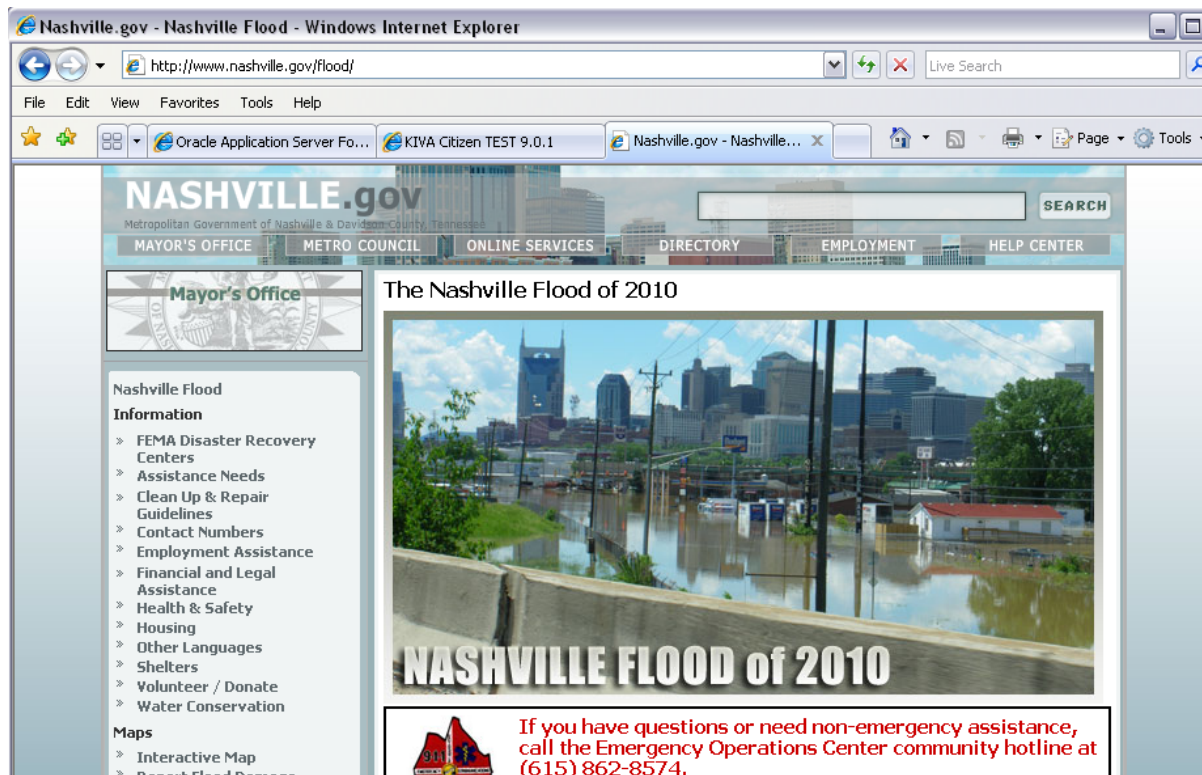
1. Introduction

This guide provides homeowners instructions on how to use the Metro Online Permit System to request a Flood Repair permit. The Online Permit System is a web-based application that will allow the homeowner to quickly and easily apply for and print the permit through the internet, eliminating the need to go to the Metro Codes and Building Safety office.

2. Apply For a Flood Repair Permit

2.1. Access the System

- 2.1.1. Go to www.nashville.gov/flood and click View or Download the User Guide for instructions to apply for a residential single family flood repair permit. Click the [Residential Flood Repair Permits](#) link in the box below the picture to begin the permit application process:




2.2. Step 2: Enter the Permit Address

- 2.2.1. Enter the full address or parcel number where the work will be performed.

Steps:

- 1. Permit Type
- 1.a. Professionals
- 2. Address**
- 3. Applicant Info
- 4. Work Type
- 5. Details
- 5.a. Fee Selection
- 6. Summary
- 7. Payment

Step 2: Enter the Permit Address Powered By 

Permit / License Type: CARM
Permit Description: HOMEOWNER FLOOD DAMAGE REPAIR PERMIT
Scope of Work: FLOOD REPAIR

Enter as much of the address as you know.

Number	Prefix	Street	Type	PD
Example: <input type="text" value="701"/>	<input type="text" value="N"/>	<input type="text" value="2nd"/>	<input type="text" value="St"/>	<input type="text"/>
Example: <input type="text" value="701"/>	<input type="text"/>	<input type="text" value="2nd"/>	<input type="text" value="Ave"/>	<input type="text" value="N"/>

[\[Help\]](#) [\[Advanced Search\]](#)

Street No	Prefix	Street Name	Type	PD
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

APN:

Address

- The address fields are Number (house number), Prefix (direction N, E, S, W), Street (name), Type (AVE, ST, RD, etc), PD (post direction N, E, S, W). See the examples on the screen.
- Enter "fox" in the Street box to look up all addresses with street name *equal* "fox".
- Enter "fox%" in the Street box to look up all addresses with a street name beginning with "fox". This will include Fox, Fox Vale, Foxglove, Foxboro, etc.
- Enter "%fox" in the Street box to look up all addresses with a street name ending with "fox".
- Enter "%fox%" in the Street box to look up all addresses containing the letters "fox" anywhere in the street name.

APN

- APN is an abbreviation for Assessor's Parcel Number. The APN is also referred to as the Map Parcel number.
- Do not enter dashes and / or special characters.
- To search by APN (Map Parcel number) use a wildcard when the entire parcel number is not entered, such as 123000%.


2.2.2. Click the **Next >>** button after entering your information.

2.2.3. If the full address was entered or the search returns only one address, the **Applicant Info** page is displayed (continue with **2.3 Applicant Info**).

2.2.4. If the search returns more than one address, the **Choose an Address** page below will be displayed. Information in any column can be clicked to select the correct address. The [<< Previous](#) and [Next >>](#) links at the top of the page will scroll through multiple pages.

Steps:

- 1. Permit Type
- 1.a. Professionals
- 2. Address
- 3. Applicant Info
- 4. Work Type
- 5. Details
- 5.a. Fee Selection
- 6. Summary
- 7. Payment

Powered By 

Step 2: Choose an Address

Permit / License Type: CARM
 Permit Description: HOMEOWNER FLOOD DAMAGE REPAIR PERMIT
 Scope of Work: FLOOD REPAIR

We found multiple addresses that match the information you entered.
 Please click on the correct one.

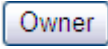

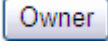


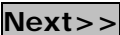
Displaying 1 - 4 of 4 matching records

Address	Owner	APN
193 OCALA DR	Brown, Culous L. Et Ux	16206029000
194 OCALA DR	Thompson, Freddie L. & Taranda L.	16206028900
197 OCALA DR	Carter, Leslie C.	16206017800
198 OCALA DR	Fulton, Sammie & Totty, Howard	16206017700

2.2.5. Click on the correct address to continue the application process.

2.3. Step 3: Enter Basic Information

This page allows you to enter your current information. Required fields are indicated by a red star (*) on the right side of the data entry box.

- 2.3.1. Click the  button above the Applicant's name to automatically populate the fields from the Owner's information in Metro's database. Click the  button to remove all of the applicant information.
- 2.3.2. Click the  button above the Applicant's name to automatically populate the fields from the Owner's information in Metro's database. Click the  button to remove all of the applicant information.
- 2.3.3. If the information is incorrect, please enter the correct information. Also include an email address if you would like to receive system generated emails such as inspection results.
- 2.3.4. If the applicant is the contact, click the  button in the Contact section to copy the Applicant information to the Contact fields. If you wish to have someone else be the contact, then enter their information just as you did in the Applicant section.
- 2.3.5. Click the  button after entering your information.

Steps:

- 1. Permit Type
- 1.a. Professionals
- 2. Address
- 3. Applicant Info
- 4. Work Type
- 5. Details
- 5.a. Fee Selection
- 6. Summary
- 7. Payment

Step 3: Enter Basic Information Powered By KIVA

Permit / License Type: CARM
Permit Description: HOMEOWNER FLOOD DAMAGE REPAIR PERMIT
Scope of Work: FLOOD REPAIR

Enter the basic permit information. Be sure to include the Applicant's E-mail address if you would like to be contacted via e-mail. [\[Help\]](#)

Copy From:

Applicant's Name: *

Applicant's Representative: *

Applicant's Title:

Applicant's Address: *

City / State / ZIP: * * *

Applicant's Phone: * **FAX:**

Applicant's E-mail:

Copy From:

Contact's Name: *

Contact's Representative:

Contact's Title:

Contact's Address: *

City / State / ZIP: * * *

Contact's Phone: * **FAX:**

Contact's E-mail:

2.4. Step 4: What work are you going to do?

- 2.4.1. Click the button after entering your information.
- 2.4.2. In the box, after 'To repair flood damaged residence', please provide a description of how high the water was in the lowest level of the residence. Such as 2' deep in the basement. Or 3' deep on the 1st floor.
- 2.4.3. Click the button after entering your information.

Steps:

- 1. Permit Type
- 1.a. Professionals
- 2. Address**
- 3. Applicant Info
- 4. Work Type
- 5. Details
- 5.a. Fee Selection
- 6. Summary
- 7. Payment

Step 4: What work are you going to do? Powered By KIVA

Permit / License Type: CARM
Permit Description: HOMEOWNER FLOOD DAMAGE REPAIR PERMIT
Scope of Work: FLOOD REPAIR

Write us a brief description of the work you intend to do.

For Flood Repair Permits: Please provide a description of how high the water was in the lowest level of the residence. For example, "2 feet deep in the basement" or "3 feet deep on the first floor".

(2000 characters max.): [\[Help\]](#)

To repair flood damaged residence.

[View Requirements](#) [Upload Documents/Plans](#)

2.5. Step 5: Enter Detailed Information

This page allows you to enter the estimated cost to do the work.

- 2.5.1. Repairs over \$100,000 must be permitted by coming to the Metro Codes and Building Safety office.
- 2.5.2. Enter the same value in both boxes. Do not enter special characters such as a comma (,) or dollar sign (\$). A decimal point may be entered. Example – 2500 for \$2500.
- 2.5.3. Click the **Next >>** button after entering your information.

Steps:

- 1. Permit Type
- 1.a. Professionals
- 2. Address**
- 3. Applicant Info
- 4. Work Type
- 5. Details**
- 5.a. Fee Selection
- 6. Summary
- 7. Payment

Step 5: Enter Detailed Information Powered By KIVA


Permit / License Type: CARM
Permit Description: HOMEOWNER FLOOD DAMAGE REPAIR PERMIT
Scope of Work: FLOOD REPAIR

Answer the following questions as best as possible.

You must enter the dollar value of this project. Do not enter special characters such as a comma (,) or dollar sign (\$). [\[Help\]](#)


What is the contract / estimate value of this project? *

[View Requirements](#)

2.5.4. The following error will occur when a value is not entered in each box, or when invalid characters are entered. Click the  button and enter a values without special characters such as a comma (,) or dollar sign (\$).



2.5.5. The following error will occur when the value entered exceeds \$100,000

Steps: 1. Permit Type 1.a. Professionals 2. Address 3. Applicant Info 4. Work Type 5. Details 5.a. Fee Selection 6. Summary 7. Payment	<p style="text-align: center;">** Error Message **</p> <p>Homeowners only: The value of the work to be completed is \$100,000 or more and is not eligible for the self-issued residential flood damage permit. Application for this permit must be made at the offices of Metro Codes and Building Safety, 800 2nd Ave. South, 37210.</p> <p>Contractor's only: The contract value exceeds the Professional License Monetary Limit, or a license was not attached to this application. Please re-enter the contract value or go back to "Step 1.a. Professionals" to attach a license. You must click the "Next" button after selecting a license to update the permit.</p> <p>Step 5: Enter Detailed Information Powered By </p> <p>Permit / License Type: CARM Permit Description: HOMEOWNER FLOOD DAMAGE REPAIR PERMIT Scope of Work: FLOOD REPAIR</p> <p>Answer the following questions as best as possible.</p> <p>You must enter the dollar value of this project. Do not enter special characters such as a comma (,) or dollar sign (\$). [Help]</p> <p>What is the contract / estimate value of this project? <input type="text" value="1111111"/> *</p>
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2.5.6. If the contract value is incorrect, re-enter the correct amount. If the amount of repairs is over \$100,000, you must apply for the permit at the Metro Codes and Building Safety office.

2.6. Step 6: Summary

This page displays a summary of the permit information entered.

2.6.1. Click the  button to complete the permit application process.

Steps:

- 1. Permit Type
- 1.a. Professionals
- [2. Address](#)
- [3. Applicant Info](#)
- [4. Work Type](#)
- [5. Details](#)
- 5.a. Fee Selection
- 6. Summary**
- 7. Payment

Step 6: Application Summary Powered By iVIVA

Please review your application and make sure the information is correct. If anything is incorrect, press the 'Back' button and correct the information. When the information is correct, press the 'Next' button to return to this summary.

When you are ready to complete the application and make any required payments, press the 'Next' button. [\[Help\]](#)

Permit / License Type: CARM
Permit Description: HOMEOWNER FLOOD DAMAGE REPAIR PERMIT
Scope of Work: FLOOD REPAIR

Address: 193 OCALA DR
Description of Work: TO REPAIR FLOOD DAMAGED RESIDENCE.

Applicant: [REDACTED]
193 OCALA DR
NASHVILLE, TN 37211
TEST

Contact: [REDACTED]
193 OCALA DR
NASHVILLE, TN 37211
TEST

Property Owner: [REDACTED]
193 OCALA DR
NASHVILLE, TN 37211

Fees

There are no fees due for this application

For building permits, the total fee amount is an estimate and not the final permit fee. The fees displayed after you receive the email approving your application reflect the actual building permit fee. \$0.00


Total Fees:

<< Back
Start Over
Next >>


2.7. Responsibility

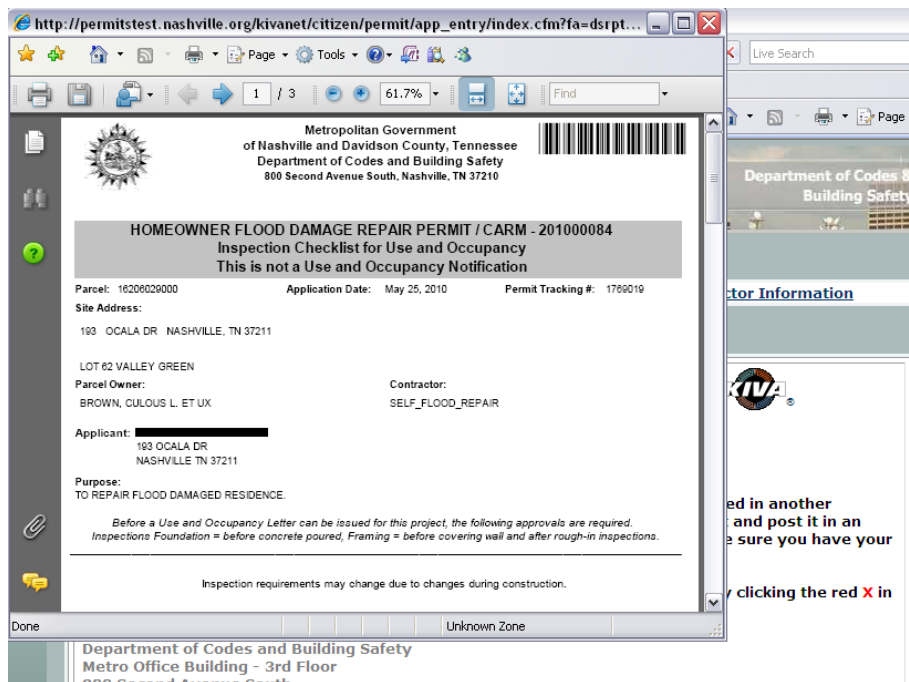
This page displays the self building permit responsibility agreement that the homeowner is agreeing to when applying for an online flood repair permit. Please read this carefully, it is important.

- 2.7.1. Enter your initials in the box.
- 2.7.2. Click the [I Accept](#) button to complete the permit application process. The permit will be issued and information about this permit will appear on the screen. **It is very important to record the Permit Number and Permit Tracking Number.** They are the references to this permit you will use when requesting your inspections.
- 2.7.3. Click the [Cancel](#) button to end your session and delete all of the information you have entered.


Steps: 1. Permit Type 1.a. Professionals 2. Address 3. Applicant Info 4. Work Type 5. Details 5.a. Fee Selection 6. Summary 7. Payment	 Powered By KIVA
	<h3 style="text-align: center;">Flood Information</h3> <p style="text-align: center;">Permit / License Type: CARM Permit Description: HOMEOWNER FLOOD DAMAGE REPAIR PERMIT Scope of Work: FLOOD REPAIR</p> <hr/> <p style="text-align: center;">SELF BUILDING PERMIT RESPONSIBILITY</p> <p>I acknowledge that I am applying for this SELF BUILDING PERMIT in my own name, as property owner, 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. I also acknowledge that this is my personal residence. 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 HVAC work and is not part of the building permit.</p> <p>I have read and understand the above. Please confirm by entering your initials and clicking "I Accept":</p> <p>Initials: <input type="text"/></p> <p style="text-align: center;"> I Accept Cancel </p>

2.8. Permit Issued

- 2.8.1.** Your permit is now entered into Metro's database and the **Permit Issued** page below will display. The printable permit should open in another browser window. Print the permit then close the permit window by clicking the  in the upper right corner. Your permit should be posted in a window on the street side of the house. The permit will list the inspections required during your project. These inspections may be requested by using out "IVR" system (for instructions go to **3. Schedule an Inspection**)



2.8.2. The confirmation page below will be displayed.

Permit Issued Powered By 

- Permit Number: CARM 201000084 [\[View Permit\]](#)
- Permit Tracking Number: 1769019

Congratulations! Your permit was issued. The printable permit should have opened in another browser window. If it didn't, click [here](#) to view it. Make sure you print your permit and post it in an appropriate place. If you have any questions, feel free to contact our office. Make sure you have your permit number (CARM 201000084) and Permit id (1769019) for reference.

When you have finished printing, please be sure to close your browser window by clicking the red X in the upper right corner:

Department of Codes and Building Safety
Metro Office Building - 3rd Floor
800 Second Avenue South
Nashville, TN 37210

2.8.3. **It is very important to record the Permit Number and Permit Tracking Number.** They are the references to this permit you will use when requesting your inspections.

3. Schedule an Inspection

To schedule an inspection, you will use the Interactive Voice Response Inspection System.

3.1. Access the System

3.1.1. The IVR Service Number is 862-6555. Dial this number from any touchtone telephone between the hours of 6:00 a.m. and 10:00 p.m. Monday through Saturday. Listen carefully to the directions in each message.

3.1.2. Your User ID will be 123.

3.1.3. You will need the Permit Tracking Number.

3.1.4. After your connection is made, you make your selections from the options offered, provide the requested information, and be sure to write down your confirmation number.