

Metro Codes Permitting Process

METROPOLITAN GOVERNMENT OF
NASHVILLE AND DAVIDSON COUNTY

DEPARTMENT OF CODES AND
BUILDING SAFETY



1. To apply for a residential or commercial permit, submit your permitting documents to zoninghelpdesk@nashville.gov OR... Registered contractors can apply for residential building permits by visiting <https://epermits.nashville.gov/#/>. You will need to email permitissuance@nashville.gov to obtain your username and password for the e-permits website. For information about the required documents for permitting, e-mail zoninghelpdesk@nashville.gov
2. Once received, the permit application will be assigned to a Zoning Examiner. Should the Zoning Examiner have any questions or need additional information from you they will reach out to you by e-mail or by phone.
3. Most but not all applications require approvals from various Metro Agencies, such as Water and Sewer, Stormwater, Health, Fire Life and Safety, Planning Commission, Nashville Department of Transportation, Historic, ect. The Zoning Examiner will e-mail you with information and a check list that will aid you in obtaining these approvals. 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.
4. Once you contact the required departments and agencies, they may ask for additional information for approval. Each department has their own timeframe for processing and responding to requests. Most commercial permits will require electronic submittal of building plans through our e-plan system (not to be confused with our e-permits website) rather than being e-mailed to the Zoning Help Desk. Paper plans will not be accepted. Contact the zoninghelpdesk@nashville.gov for further instructions on how to submit plans and or plan requirements.
5. To check the status of reviews at any time go to <https://epermits.nashville.gov/#/>. From there you can see a department review status, open items, and comments by the review staff. Any questions should be directed to the specific department assigned on the permit application.
To view the contact for each department select "Available Reports" in the top right-hand corner and select print.
6. Once all departments have approved the permit application you may contact permitissuance@nashville.gov to add the contractor to the permit, request bond and license review, have a self-permit approved, receive instructions on how to retrieve approved electronic commercial plans, and make payment for the permit. Contact permitissuance@nashville.gov with further questions.

Fees for building permits involving new residential structures are charged based on the valuation figures. Fees for residential remodeling and all commercial work are based on the actual value of the improvements. Separate fees are charged for trade permits: plumbing, electrical, and gas/mechanical. Questions regarding the Fee schedule contact zoninghelpdesk@nashville.gov.
7. Upon payment and issuance of the building permit, an inspection checklist is also issued identifying which inspections are necessary to complete the project and obtain the Use & Occupancy Certificate.
8. When your project involves electrical, plumbing, gas/mechanical, or low voltage wiring, separate permits and inspections are required. These permits can be obtained by a licensed subcontractor after the building permit is issued. Questions about licensing or how to apply for a trade permit should be directed to permitissuance@nashville.gov