

APPLICATION FOR REGISTRATION AS A STATE MECHANICAL CONTRACTOR

In accordance with the requirements of the State of Tennessee, House Bill No. 522, I/We hereby make application as a Registered State Mechanical Contractor, to obtain Mechanical Permits in Nashville and Davidson County.

Date _____

Firm Name _____

Firm Address _____ Telephone No. (____) _____

City _____ State _____ Zip Code _____

State of Tennessee License No. _____ Classification _____
(Required: CMC-C or CMC)

Date of Expiration _____ Monetary Limitations _____

I hereby certify that the above information is true to the best of my knowledge, and I further attest to the validity of the above signature.

Sole Proprietor, Partner or Corporate Officer must sign

Qualifying Agent examined by the State of Tennessee _____ Home Phone Number _____ Date _____

Applicant Home Address _____ City _____ State _____ Zip Code _____

Signature of Qualifying Agent

I hereby certify that the above information is true to the best of my knowledge, and I further attest to the validity of the above signatures. Sole Proprietor, Partner or Corporate Officer AND Qualifying Agent must sign.

NOTARY PUBLIC REQUIRED TO NOTARIZE:

STATE OF _____
COUNTY OF _____

Personally appeared before me, _____, a Notary Public in and for said State and County, the within named, _____ has the authority and thereby executed the within instrument for the purpose therein contained.

Sworn to and subscribed before me this _____ day of _____, 20____
NOTARY PUBLIC _____ My Commission Expires _____

APPROVED _____
Director, Department of Codes Administration

_____ *State Mechanical Registration Number for Metro*

Date

Licenses and Insurance Required: State General Contractors License Number _____
Davidson County Business License Number _____
(Please provide original copies Metropolitan Permit Bond (\$40,000 Bond) _____
when submitting Registration) Certificate of Insurance (\$300,000 General) _____

Incomplete applications will not be accepted. When submitting this Registration, Bond, Certificate of Insurance, Business License, and Affidavit must be attached. Please complete the application and deliver or mail to *The Department of Codes and Building Safety, Metro Office Building, 800 2nd Avenue South, P.O. Box 196350, Nashville, Tennessee 37219-6350*. Any questions please contact the Licensing Division at 615-862-6598. (See Instruction Sheet for details)

INSTRUCTIONS FOR REGISTRATION AS A STATE MECHANICAL CONTRACTOR

Before completing Steps I-IV, you must first have a State of Tennessee License with the Classification of CMC-C or CMC. If you do not hold one of these classifications, you will need to contact the Department of Commerce and Insurance, Board for Licensing Contractors, 500 James Robertson Parkway, Suite 110, Nashville, Tennessee 37243, Phone (615) 741-8307.

STEP I

To apply for Registration as a Nashville and Davidson County State Mechanical Contractor, please complete the “*Application For Registration as a State Mechanical Contractor*”. The applicant who was administered the State of Tennessee Examination must complete the form. He or she must provide our office with an Affidavit letter from the State of Tennessee verifying Qualifying Agent.

The only State Mechanical Classifications accepted in Nashville and Davidson County are **CMC-C or CMC**.

STEP II

The sole proprietor, partner or corporate officer must sign the Registration form, verifying all information on the Registration form is true, and attest to the validity of the applicant's signature.

STEP III

The Registration form must be notarized by a Notary Public attesting to the validity of the applicant and/or sole proprietor, partner or corporate officer's signature.

STEP IV

No Registration will be approved by the Director of Codes and Building Safety until the following documentation is provided. Incomplete Applications for Registrations will not be accepted. The following documents must be provided:

- Provide a copy of your State of Tennessee License showing license number, limitations, and Classification(s)
- Provide an Affidavit from the State of Tennessee verifying who the Qualifying Agent is for the company. The State of Tennessee Contractors Board number is 615-741-8307
- Metropolitan Permit Bond - \$40,000 (Bond Form is attached) We can only accept the **original** Bond signed, notarized with the Seal affixed to the Bond along with the Power of Attorney. Copies are not accepted as legal documents
- Certificate of Insurance, General Liability, minimum amount \$300,000. As Certificate holder, please have this completed as Metropolitan Government/Nashville & Davidson County, Nashville, TN.
- Davidson County Business License – The County Court Clerk number is 615-862-6050.
- The Permit Bond, Certificate of Insurance and Metropolitan Business License is to be in the name displayed on the State of Tennessee License – no exceptions.
- A Check in the amount of \$100.00 for Mechanical Registration License Fee.

This documentation is to be furnished to the Department of Codes and Building Safety – Administrative Office before issuance of permits. Once approval is granted, the applicant will be allowed to obtain Mechanical Permits. Any permits obtained must be signed by the individual who was administered the State of Tennessee examination.

Mail or deliver Registration with required information to:

The Department of Codes and Building Safety
Mechanical Contractor Licensing Division
Metro Office Building
800 2nd Avenue South
P. O. Box 196350
Nashville, Tennessee 37219-6350
Licensing Division: 615-862-6598