

METROPOLITAN ELECTRICAL INSTRUCTIONS FOR REGISTRATION

STEP I

To apply for Registration as a Nashville and Davidson County Electrical Contractor, please complete the “*Application for Registration as a Electrical Contractor*”. The applicant who holds the Master Electrician, Equipment Installer or Low Voltage Installer must complete the form.

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

A Notary Public attesting to the validity of the applicant and/or sole proprietor, partner or corporate officer’s signature must notarize the Registration form.

STEP IV

The Board of Electrical Examiners and Appeals will not approve registration until the following documentation is provided:

- Metropolitan Government/Davidson County Registration Form (enclosed)
- Metropolitan Government/Davidson County Permit Bond - \$40,000 (enclosed) Your Bond must be the original copy – signed and the seal affixed to the Bond with the Power of Attorney attached
- Certificate of Insurance, General Liability, minimum amount \$300,000 – Certificate Holder will be the Metropolitan Government – Nashville/Davidson County, Tennessee
- Davidson County Business License
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Incomplete Applications for Registrations will not be accepted

This documentation is to be furnished to the Department of Codes and Building Safety, Administrative Office, before issuance of Electrical Permits.

STEP V

Once approval is granted, the applicant will be allowed to obtain Electrical Permits. The individual who holds the Davidson County License, and who is the Registered Applicant must sign any permits obtained.

Mail Registration with required information to:

Department of Codes and Building Safety
Metro Office Building
P. O. Box 196350
Nashville, TN 37219-6350
615-862-6598

If you wish to deliver in person, the address is 800 2nd Avenue, South, Metro Office Building, 3rd Floor.

