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ePermits
Customers may utilize the ePermits site [https://epermits.nashville.gov](https://epermits.nashville.gov) to apply, pay for and renew many types of Metro Government permits. This document outlines the customer processes for Fire Permit Applications.

**NOTE:** ePermits ONLY accepts payment via credit/debit card. Payments online will automatically incur a 2.3% convenience fee. This fee is collected by a third-party processor. Metro does not receive any part of the fee. By making an online payment, you have acknowledged you understand the convenience fee will be charged as calculated above and you have agreed to pay the fee.

**Apply for A New Fire Permit**

1. The ePermits site has an options menu on the left-hand side of the screen.
2. Selecting **Apply for a Permit** under the *Fire Permits* section will display the permit type section. Verify you are not a robot by completing the captcha challenge.
3. Permit type section.

A. The permit type **FDPERMIT – Fire Department Permits** will be pre-selected.

B. Select the sub-type of Permit desired. A description of each permit sub-type is below.

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDBLASTING</td>
<td>Blasting Permit</td>
</tr>
<tr>
<td>FDAIRCRTN</td>
<td>Air Curtain Permit</td>
</tr>
<tr>
<td>FDCNSTRLR</td>
<td>1 Year Concession Trailer Permit</td>
</tr>
<tr>
<td>FDLPG</td>
<td>LPG Propane Permit</td>
</tr>
<tr>
<td>FDPYRO</td>
<td>Pyro and Flame Effect Permit</td>
</tr>
<tr>
<td>FDSPEVW TCH</td>
<td>Special Event Fire Watch Permit</td>
</tr>
<tr>
<td>FDTENT</td>
<td>Tent Permit</td>
</tr>
</tbody>
</table>

C. Enter the business, event or truck name, such as Tootsie’s Orchid Lounge or Red Cross Benefit. Note, this field will show on the permit.

D. Accept the **Terms and Conditions** by reading the terms and clicking the box stating *I understand that checking this checkbox means I have agreed to the terms and conditions above.*

E. Click **Next >** to proceed to the next step. All required fields must be entered before clicking **Next >**.
4. All screens display the steps the user will complete to apply for a permit. The current step is always highlighted in a darker blue. The current step is also displayed in the upper-right corner of the screen.

5. The next step is to select the address where the permit will be located. You will be asked up to three questions about your knowledge of the permit location.
   A. If you know the address, click Yes under the question “Do you know the full address of the location for this permit?” Otherwise, click No.
      i. When this option is chosen, you will enter the street name and street number for the address and click Search.

      ![Search screen with street number and street name fields]

      ii. When the search returns results, the user will then choose the desired address by pressing the Select button in that row.

      ![Screen showing search results with two matches]

      iii. If the address does not reside within Davidson County you will deselect “Address Inside of Davidson County” and enter your address information.
B. If you do not know the address but do know the nearest intersection, click **Yes** under the question “**Do you know the intersection of the location for this permit?**” Otherwise, click **No**.
   i. When this option is chosen, you will enter each intersecting street name and click the Next button.

C. If you do not know the address or nearest intersection, click **Yes** under the question “**Would you like to select the address from the map?**”
   i. When this option is chosen, the user will find the desired permit location on the map.
   ii. Once the location is found on the map, place the marker (blue icon) at the permit location by clicking on the map at the desired location.
6. The next step involves identifying people associated with the application.
   a. There must be one Permit/License Applicant added
   b. There must be one Responsible Party added.
      i. The Responsible Party Company Name or Name field (if the Company Name field is left blank) will show on the permit.

<table>
<thead>
<tr>
<th>Role</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit/License Applicant</td>
<td>The individual or business that is applying for the permit.</td>
</tr>
<tr>
<td>Responsible Party</td>
<td>The individual or business responsible for the event or business.</td>
</tr>
</tbody>
</table>
7. The next screen is where you will upload copies of any documentation regarding your application, such as a layout of the areas covered, business licenses, lease agreements, etc.

A. Use the **Browse** button or the “Or drop files here” to add documents

B. Added documents will appear under the **Current files** section on the left side.

C. Some Permit Types will require you to select the type of document you are uploading from the drop-down list.

D. Added files may be removed by clicking the “X” to the right of the file or clicking the **Remove All** button. The **Remove All** button will remove all attached files.

8. Once all desired files have been added, press the **Next** button to move to the next step.

9. The next screens provide a list of questions required as part of the application. Each permit type will have different questions. All required questions are outlined in red.

10. Once all questions have been answered, the **Complete Application** button will activate and allow you to continue to the next step.
11. The Application Overview screen will be displayed. Review the information on the screen to ensure it is accurate. If there are changes, choose the < Back button to return to the screen where changes are needed. Once the information is correct, use the Proceed to Payment > button to go to the credit card entry screen.
12. The applicant will then pay their fee, if applicable, plus the convenience fee of 2.3%, using a credit/debit card. All required fields must be entered.

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13. If the credit card being used for payment is issued to one of the people identified on the application, click the My Information button to select that person from the list. The Name address, email and phone fields entered for that person will be used to quickly fill in the contact information on the screen. Choose this option BEFORE entering the card information.

14. The user will enter their payment information and then press Submit Payment. The button will activate when all required information has been entered.
15. When the payment has been successfully processed, a summary is displayed.
   a. The Home button will then return the user to the EPermits home page.
   b. To apply for another permit, choose Apply For Another Permit and the system will return you to the permit selection screen.
   c. Choose the Print button to display a window which will allow you to print a copy of the application. When you have printed the application, click Close to close the window.

Please write down your permit number for reference:

FDPERMIT T2019-0038

FD Permit Overview print

Permit Summary

<table>
<thead>
<tr>
<th>Number</th>
<th>FDPERMIT T2019-0038</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Fire Department Permits / Fire Dept FMO Pyro and Flame Effect</td>
</tr>
<tr>
<td>Status</td>
<td>Application Submitted</td>
</tr>
</tbody>
</table>

Address

6th Ave
X:1737381864 Y:66780.532

Contacts

<table>
<thead>
<tr>
<th>PERMIT/LICENSE APPLICANT</th>
<th>RESPONSIBLE PARTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>Company</td>
</tr>
<tr>
<td>Name</td>
<td>Name</td>
</tr>
<tr>
<td>Address</td>
<td>Address</td>
</tr>
<tr>
<td>Work</td>
<td>Work</td>
</tr>
<tr>
<td>Phone</td>
<td>Phone</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reviews/ Inspections</th>
<th>TYPE</th>
<th>DESCRIPTION</th>
<th>STATUS</th>
<th>COMPLETED BY</th>
<th>COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVIEW</td>
<td>REVIEW</td>
<td>FD - List of Fireworks and D.O.T. classification</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REVIEW</td>
<td>REVIEW</td>
<td>FD - Fireworks Launch Diagram</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
16. The Fire Department will review your application and provide further information regarding your application progresses. Contact may be made via email, ensuring that all people and emails are entered correctly will help communication during the process.
Document Upload

When your application is submitted, it will be reviewed by a Fire Department representative. If your application is accepted, an email containing a checklist attachment and your document upload code will be sent. Note that portions of the example email are redacted to prevent incorrect access.

The ePermits system allows you to upload additional documents to your Metro Nashville Permit Application using the link or the access code below.

https://epermits.nashville.org/

Permit Number: BBPERMIT T18-25533
Access Code: QS6

You may also search for your permit on https://epermits.nashville.gov using your permit number or your address and selecting the appropriate permit from the results returned.

Once the permit is selected, click the Upload Documents button and enter the access code. You may then add documents to your permit.

This access code will expire in 90 days.

The Checklist is attached to email as a pdf document.

To upload additional documents using the direct link

1. Click on the first link in the email. This will take you directly to your permit document upload screen.
   A. Use the Choose file(s) button or the “Or drop files here” to add documents

   ![Choose file(s)](image)

   ![Or drop files here](image)

B. Added documents will appear under the Current files section on the left side.
C. Select the type of document from the drop-down list.
2. Once all desired files have been added, it is recommended you close the browser window.

To upload additional documents via permit lookup
1. Go to the website https://epermits.nashville.gov
2. Find the desired permit by searching by Address or Permit Number
   A. Select whether the search is on the Address or Permit # by clicking the appropriate button.
   B. Enter the search criteria.
   C. Click the magnifying glass to search.
D. Select the permit from the list of permits displayed by clicking on the permit row. For Fire Department Permits, the type is listed as FDPERMIT. The Permit Status will also usually be in a status of Pending.

![Image of permit list]

E. When you click on the desired permit, it will open the summary screen.
F. Click the **Upload Documents** button in the upper-right-hand corner.

![Image of permit summary]

G. Enter the Access Code in the window provided.
H. Press the **Continue to upload** button.

![Image of enter access code]

i. The user will be taken to the upload screen, unless an invalid Access Code is entered. If an invalid Access Code is entered, an error message will display.
3. When the file upload screen is displayed:
   A. Use the Choose file(s) button or the “Or drop files here” to add documents
   B. Added documents will appear under the Current files section on the left side.
   C. Select the type of document from the drop-down list.

3. Once all desired files have been added, it is recommended you close the browser window.
Fee Refund Policy

Application for a refund of fees paid for a fire permit must be made in writing on forms provided by the Nashville Fire Department (NFD) Finance division and Metro Finance. All refund requests must be approved by the Fire Marshal, or authorized designee prior to submission to NFD Finance.

Overpayments made because of a staff error will be refunded back to the credit card which was originally used to pay the fee or via check from Metro Finance.

Fees cannot be refunded after the application for a permit has been accepted and reviewed.

You will find the form at:

https://www.nashville.gov/portals/0/SiteContent/Fire/docs/firemarshal/Permits/PermitsRefundFormInstructions.pdf