

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY
DEPARTMENT OF CODES ADMINISTRATION**

APPLICATION FOR REGISTRATION

Check all that apply

Master Mechanical	HVAC&R	Gas & Appliance
Master Plumber	Septic Tank & Overflow	
Master Electrician	Equipment Installer	Low Voltage

Name of Licensed Individual _____ Certificate Number _____ Date _____

Home Address _____ (_____) _____
Area Code Home Telephone Number

City _____ State _____ Zip Code _____

E-mail Address _____

Signature of Licensed Individual

In accordance with the requirements of the Metropolitan Code, I/We hereby make application as a Registered Metropolitan Trades Contractor.

Firm Name _____

Firm's Address _____ Phone No. () _____

City _____ State _____ Zip Code _____ Fax () _____

Will you be employed other than as the License Holder for the above listed firm? Yes No
If so, by whom? _____ Number of hours per week? _____

I hereby certify that the above information is true to the best of my knowledge, and the above Metropolitan Mechanical License holder is employed full time, and I further attest to the validity of the above signature.

Signature of Sole Proprietor, Partner, or Corporate Officer

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 _____

Licenses and Insurance Required: Davidson County Business License Number _____
Metropolitan Permit Bond (\$40,000 Bond) _____
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*. If you have any questions, please contact the Permit Division at permitissuance@nashville.gov or 615-862-6517.

INSTRUCTIONS FOR REGISTRATION

STEP I

To apply for Registration as a Nashville and Davidson County Trades Contractor, please complete the *Application for Registration*. The applicant who holds the license 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 Mechanical, Plumbing, and 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) The bond must be signed and notarized with the Seal affixed to the Bond along with the Power of Attorney.
- Certificate of Insurance, General Liability, minimum amount \$300,000 – Certificate Holder will the Metropolitan Government – Nashville/Davidson County, Tennessee
- Davidson County Business License

Incomplete Applications for Registrations will not be accepted

This documentation is to be furnished to the Department of Codes Administration, Permit Division, before issuance of permits.

STEP V

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

Mail or deliver Registration with required information to:

The Department of Codes and Building Safety
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