

Commercial Permit Application

METROPOLITAN GOVERNMENT OF
NASHVILLE AND DAVIDSON COUNTY

DEPARTMENT OF CODES
AND BUILDING SAFETY



Please fill in the application below and attach an electronic file of the site plan to zoninghelpdesk@nashville.gov to initiate a permit application. Once received, the permit application will then be assigned to a zoning examiner. You will be provided a date for which you should be given a permit application number and instructions on how to upload electronic plans. 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. **Affordable housing projects must submit eligibility letter with initial application submission.** This is a protected form and entries can be placed in each field by pressing the "Tab" key to position the cursor to the corresponding field. This document and the site plan must be submitted in PDF format.

Name of Project	
Address of Project	
Map and Parcel Number (REQUIRED) Parcel ID https://maps.nashville.gov/ParcelViewer/	
Registered Eplan User Name	
Contact Name	
Contact Address	
Contact City, State, ZIP	
Contact Phone Number	
Contact Email Address	
Architect/Engineer Name	
A/E Phone Number	
Contractor Name	
Contractor Phone Number	
Contract Value or Construction Cost (if known) (Applications for rehab/renovations will not be accepted unless the cost is provided)	
SELECT ONE: <input type="checkbox"/> rehab/renovation (no additional square footage added) <input type="checkbox"/> new construction or addition	
Existing use: _____ New use: _____	
Scope of Work	

A SITE PLAN SHOULD BE INCLUDED WITH THIS APPLICATION FOR ALL PERMIT TYPES EXCLUDING ADDITIONS, CHANGE OF USE AND NEW CONSTRUCTION. SITE PLANS FOR ADDITIONS, CHANGE OF USE AND NEW CONSTRUCTION WILL BE INCLUDED IN THE ELECTRONIC PLANS THAT YOU WILL SUBMIT AFTER RECEIVING A TEMPORARY APPLICATION NUMBER. FOR FURTHER ASSISTANCE CONTACT ZONINGHELPDESK@NASHVILLE.GOV