

# Metro Codes Permitting Process

METROPOLITAN GOVERNMENT OF  
NASHVILLE AND DAVIDSON COUNTY  
DEPARTMENT OF CODES AND  
BUILDING SAFETY



- To apply for a residential or commercial permit, submit your permitting documents to [zoninghelpdesk@nashville.gov](mailto:zoninghelpdesk@nashville.gov) OR... Registered contractors can apply for residential building permits by visiting <https://epermits.nashville.gov/#/>. You will need to email [permitissuance@nashville.gov](mailto:permitissuance@nashville.gov) to obtain your username and password for the e-permits website. For information about the required documents for permitting, e-mail [zoninghelpdesk@nashville.gov](mailto:zoninghelpdesk@nashville.gov)
- Once received, the permit application will be assigned to a Zoning Examiner. 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.
- Most but not all applications require approvals from various Metro Agencies, such as Water and Sewer, Stormwater, Health, Fire Life and Safety, Planning Commission, Nashville Department of Transportation, Historic, ect. The Zoning Examiner will e-mail you with information and a check list that will aid you in obtaining these approvals. It is your responsibility to follow the requirements of the checklist on the building permit application and to make sure all necessary signoffs are received. Do not seek to determine what reviews and approvals are required on your own. If you fail to complete the steps identified in your permit application your process will be delayed.
- Once you contact the required departments and agencies, they may ask for additional information for approval. Each department has their own timeframe for processing and responding to requests. Most commercial permits will require electronic submittal of building plans through our e-plan system (not to be confused with our e-permits website) rather than being e-mailed to the Zoning Help Desk. Paper plans will not be accepted. Contact the [zoninghelpdesk@nashville.gov](mailto:zoninghelpdesk@nashville.gov) for further instructions on how to submit plans and or plan requirements.

**Metropolitan Government  
of Nashville and Davidson County, Tennessee**  
Department of Codes and Building Safety  
800 President Ronald Reagan Way, Nashville, TN 37210

4598350

**APPLICATION FOR BUILDING COMMERCIAL - NEW / CACN - T2024091984**  
**THIS IS NOT A PERMIT**

PARCEL: APPLICATION DATE: 10/11/2024

SITE ADDRESS:

**SAMPLE PERMIT CHECKLIST**

PARCEL OWNER:  
APPLICANT:  
PURPOSE:

*Before a building permit can be issued for this project, the following approvals are required.  
The Applicant is responsible for contacting and providing any plans or other information to the individual agencies listed below.*

REVIEWING DEPARTMENTS	REVIEW STATUS	CONTACT INFORMATION
[A] Site Plan Review		@nashville.gov
[A] Zoning Review		@nashville.gov
[A] Zoning Sidewalk Requirement Review		@nashville.gov
[A] Zoning Street Tree Requirement Review		@nashville.gov
[B] Fire Life Safety Review On Bldg App		@nashville.gov
[B] Fire Sprinkler Requirement		@nashville.gov
[B] Fire Alarm Requirement		@nashville.gov
[B] Building Plans Received		@nashville.gov
[B] Building Plans Review		@nashville.gov
[D] Grading Plan Review For Bldg App		@nashville.gov
[E] Cross Connect Review For Bldg App		@nashville.gov
Sewer Discharge Review On Bldg App		@nashville.gov
[E] Sewer Availability Review For Bldg		@nashville.gov
[E] Sewer Variance Approval For Bldg		@nashville.gov
[E] Water Availability Review For Bldg		@nashville.gov
[A] Noise Mitigation Bldg App Review		@nashville.gov
[E] Water Variance Approval For Bldg		@nashville.gov
[F] Address Review On Bldg App		@nashville.gov
[F] Ramps & Curb Cuts Review For Bldg A		@nashville.gov
[F] Solid Waste Review On Bldg App		@nashville.gov
[J] Planning Zoning Review - CA		@nashville.gov

### Review Status Key:

If the space in the middle column is blank, no action has been taken by the department, or information required has not been received.

EMAIL PDF - Plans were received via e-mail.

EPLANS - Plans were received electronically.

APPROVED - Plans have been approved by the assigned department and their review is complete for the application.

REVIEWED - Plan has been approved by the assigned department and their review is complete for the application.

COND or RVWCOND - The reviewer has a conditional approval. The permit can be issued but there are issues that may be addressed. Typically, the reviewer will make note of the conditions. The conditions will require some missing information to be provided, or some issues are noted on the reviewed plans and the issue is expected to be coordinated in the field between the contractor and design team – any revisions required must be on site for the inspectors.

IGNORE - The department does not need to review this application. The permit can be issued with this status.

REJECTED\* - The reviewer has rejected the submitted information and will need to be contacted to resolve the issue before the permit can be issued.

\*A second status line will be added if the review is rejected. The rejected review will not go away, but a new line will be added to show APPROVED, REVIEWED, COND OR RVWCOND once updated plans have been received and approved.

UNDER REVIEW - The reviewer has begun the process of review but has not completed their review.

The permit cannot be issued until the review is completed with an APPROVED, REVIEWED, RVWCOND, COND, or IGNORE status.

- To check the status of reviews at any time go to <https://epermits.nashville.gov/#/>. From there you can see a department review status, open items, and view comments by the review staff. Any questions about comments should be directed to the specific department assigned on the permit application.

To view the contact for each department, select “Available Reports” in the top right-hand corner and select print.

6. Once all departments have approved the permit application you may contact [permitissuance@nashville.gov](mailto:permitissuance@nashville.gov) to add the contractor to the permit, request bond and license review, have a self-permit approved, receive instructions on how to retrieve approved electronic commercial plans, and make payment for the permit. Contact [permitissuance@nashville.gov](mailto:permitissuance@nashville.gov) with further questions.

Fees for building permits involving new residential structures are charged based on the valuation figures. Fees for residential remodeling and all commercial work are based on the actual value of the improvements. Separate fees are charged for trade permits: plumbing, electrical, and gas/mechanical. Questions regarding the [Fee schedule](#) contact [zoninghelpdesk@nashville.gov](mailto:zoninghelpdesk@nashville.gov).

7. Upon payment and issuance of the building permit, an inspection checklist is also issued identifying which inspections are necessary to complete the project and obtain the Use & Occupancy Certificate.
8. When your project involves electrical, plumbing, gas/mechanical, or low voltage wiring, separate permits and inspections are required. These permits can be obtained by a licensed subcontractor after the building permit is issued. Questions about licensing or how to apply for a trade permit should be directed to [permitissuance@nashville.gov](mailto:permitissuance@nashville.gov)