



# RUTHERFORD COUNTY BUILDING CODES DEPARTMENT

*Creating a Sustainable Future Through Building Standards and Safety*

## APPLICATION FOR MECHANICAL PERMIT

For your convenience, you may fax or email this permit application ahead of time and we will do our best to have it ready for you when you come in. Or you have the option to submit your application and request that we call you for payment when the permit is ready, we will then forward you your permit copy via email. **Please note that while we are happy to provide the payment by phone option for your convenience, in order for us to be able to complete the permit accurately, this form MUST be completed in its entirety. If it is incomplete, you will not receive a call and will be required to resubmit the completed application or visit the office to obtain it.**

MECHANICAL CONTRACTOR: \_\_\_\_\_ STATE LICENSE #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

PHONE: ( \_\_\_\_\_ ) \_\_\_\_\_

EMAIL: \_\_\_\_\_

CUSTOMER/BUILDER NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

LOT #: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_

If homeowner will grant access for inspection, please provide contact #: \_\_\_\_\_

### TYPE OF PROJECT (check all that apply)

- Single-Family   
  Multi-Family   
  Ind/Comm   
  Mobile Home   
  Other: \_\_\_\_\_  
 New Construction   
 Addition   
 Remodel   
 Repair   
 Other: \_\_\_\_\_

TYPE OF UNIT(central,mini-split, geothermal)	# UNITS	# TOTAL TONS

\_\_\_\_\_  
PLEASE CONTACT ME AT THE CONTACT NUMBER LISTED ABOVE WHEN PERMIT(S) IS READY,  
AND I WILL PAY BY PHONE.

I WILL PICK MY PERMIT UP FROM BLDG CODES OFFICE ON: \_\_\_\_\_  
(DAY YOU PLAN TO PICK UP)

**THIS PERMIT APPLICATION MAY BE FAXED OR EMAILED TO OUR OFFICE:**  
**FAX #: 615-898-7941    EMAIL: [buildingcodes@rutherfordcountyttn.gov](mailto:buildingcodes@rutherfordcountyttn.gov)**