

PERMIT PROCESS OVERVIEW

Note: Processes are subject to change. Document is intended for general reference and is only updated on a periodic basis. It is the tenant responsibility to contact the city directly to confirm most current process & requirements.

Overview:

Drawings must be submitted to the following jurisdictions for review & approval in order to receive your building permit and ultimately commence construction. In all, this process typically takes **6-8 weeks** total.

- City of Nashville Building Department
- <http://www.nashville.gov/Codes-Administration/Construction-and-Permits/Building-Permit-Process.aspx>
- For forms and applications: <http://www.nashville.gov/Codes-Administration/Construction-and-Permits/Electronic-Plans-Review.aspx>
 - Building – note that Planning and Zoning and the Fire Marshal must approve before the permit is issued.
 - Mechanical
 - Electrical
 - Plumbing
 - Health (food) tenants will need approval before the permit is issued.
<http://www.nashville.gov/Health-Department/Environmental-Health/Food-Protection-Services.aspx>
- City of Nashville Metropolitan Planning Commission
- <https://www.nashville.gov/Committee-Information/ID/114/Metropolitan-Planning-Commission.aspx>
 - Zoning and site plan review (tenants with exterior elevations and patios)

Note that tenants requiring liquor and beer permits will file separate applications for liquor (state) and beer (city – Nashville has a beer permit board) permits. There is no limit on the number of restaurant and bar licenses, and you do not need to purchase a license in Tennessee, but both liquor and beer permits generally are not issued until local building codes officials have issued a certificate of occupancy, which puts pressure near the end of the construction process and requires that the process be planned carefully.

Submittal Process:

Step #1:

- Drawings are submitted to the City per directions on the website.

- Review typically takes about **6-8 weeks**.
 - Submit: (1) copy of application (available on websites via link above) and a pdf of the full set of construction documents with an electronic stamp, for review, and applicable fees.
 - **Note: If any exterior façade changes are proposed (excluding signage) review can potentially take several weeks and even months depending on scope.**

Step #2:

- Once all divisions have approved, building permit will be issued.
- Additional information regarding inspections is available on the forms and applications portion of the website.
- The City of Nashville has a Portal where you can schedule and check status of inspections.
<http://www.nashville.gov/Codes-Administration/Construction-and-Permits/E-Permits-System.aspx>