Onboarding the Permit

Log into core.tn.gov

Enter your User ID and Password

Click Sign In
If no active permit or license has previously been added to the account - Complete Option #1

If you are directed to the Quick Start Menu - Complete Option #2

**Option #1**

Select “Yes”, and then click “Next” because you have already purchased a permit

From the drop-down options, select “Permits – Electrical and Residential”
Select which type of permit you have purchased from the drop-down box.

<table>
<thead>
<tr>
<th>Licence Type</th>
<th>How do I know?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permits – Electrical and Residential</td>
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<tr>
<td>Select One</td>
<td></td>
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<tr>
<td>Electrical Permit</td>
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<tr>
<td>Issuing Agent</td>
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<td>Marina Permit</td>
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<tr>
<td>Residential Building Permit</td>
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<td>THDA Permit</td>
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</table>
Enter the following from the information provided on your permit

**Make sure all digits are entered exactly as they appear**

- License Number is your (permit number)
- Indiv Org Number (entity number)
- Zip Code

Click on the reCAPTCHA “I’m not a robot”

Complete the required reCAPTCHA challenge

Click Next
Confirm the information

Click Next

You will then be directed back to the Quick Start Menu
Click the drop-down to request inspections, purchase additional services, or purchase re-inspections.
Option #2

If you are directed to the Quick Start Menu

From the Quick Start Menu click “Select” beside “Add Existing License, Permit, or Registration to your Account”.

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From the Quick Start Menu click “Select” beside “Add Existing License, Permit, or Registration to your Account”.
From the drop-down options, select “Permits – Electrical and Residential”

Select the Board - Permits – Electrical and Residential

Select the type of permit that you have purchased from the drop-down box.

Click Next
Enter the following from the information provided on your permit:

- **Make sure all digits are entered exactly as they appear**
  - License Number is your (permit number)
  - Indiv Org Number (entity number)
  - Zip Code

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