Permit Purchase and Permit Printing

Return to core.tn.gov

Enter your User ID and Password

Click Sign In
From the Quick Start Menu

In the drop-down box “Board”, select “Permits – Electrical and Residential”.

Click Select
In the drop-down box labeled “Choose Application”

Select the type of Permit you are purchasing. *Note this example is a Standard Electrical Permit*

Residential Permits are for Residential Construction/Building

Standard Electrical Permits are for all electrical work

Click Select

On the Introduction screen, read and then click “Next”
Answer (Yes or No) for each of the questions

Click Next

Enter the Organization/Homeowner Name

- If the permit is being purchased by a company, enter the company’s name
- Enter the homeowner name only if it is the homeowner purchasing the permit to perform work on their own residence
Enter the three (3) required addresses with the required information:

- Main
- Construction Location
- Owner (permit owner) - the email address entered here will receive the inspection reports

Click Next

Zip codes can be looked up and will auto populate the city, state, county and country

If multiple counties are presented confirm the county with the customer

If an address is the same as one that has already been entered, the copy button can be used to copy the information
Based on the construction location county you will be presented with a list of electrical providers.

Select the provider for the construction location.

<table>
<thead>
<tr>
<th>Inspection Services</th>
<th>1416-JELlico ELECTRIC SYSTEM - JELlico</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor</td>
<td>1416-JELlico ELECTRIC SYSTEM - JELlico</td>
</tr>
<tr>
<td>Affirmation Detail</td>
<td>1494-LAFOLLETTE UTILITIES - LAFOLLETTE</td>
</tr>
<tr>
<td>Attachments</td>
<td>763-CLINTON UTILITIES BOARD - CLINTON</td>
</tr>
</tbody>
</table>

**Standard Electrical - Electrical Provider**

NOTE: It is the permit purchaser's responsibility to make necessary contact with the power provider that will be serving you before permits are purchased.

If you do not see your electrical provider in the list, check the construction location county in contact information to ensure that it is correct. Press "Back" to return to the previous screen. Press "Next" to continue.

Press "Cancel" to cancel this application and return to the main menu.
Select who is purchasing the permit (Contractor or Home Owner)
Select the Permit Type and the Occupancy Type
Select the services needed
Select the type of contractor that they are using.

Enter their license number if known or do a Name Search to locate the correct contractor.

Confirm that the contractor information displayed is correct and click next.
Enter the contact information of the person appearing before Issuing Agent

This screen is for attachments – no information is required to be attached.

Click Next
Review the application summary – edit any sections as needed

If complete click Next
Enter the response to the attestation

Click Submit

<table>
<thead>
<tr>
<th>Introduction</th>
<th>Standard Electrical - Attestation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Function Suitability</td>
<td>Press “Previous” to return to the previous section.</td>
</tr>
<tr>
<td>Name and Personal/Organization Details</td>
<td>Press “Submit” to continue.</td>
</tr>
<tr>
<td></td>
<td>Press “Cancel” to cancel this application and return to the main menu.</td>
</tr>
<tr>
<td>Contact Information</td>
<td>I hereby attest, under penalty of perjury, by pressing “Submit,” that I am authorized to purchase this permit for the property listed or authorized as an Issuing Agent to process the purchase of this permit for the property listed. I further authorize that by pressing “Submit,” I am authorizing such payment to be made or accepting payment as the Issuing Agent. I understand that failure of the payment to process correctly may result in penalties as if the payment had not been made, and the permit holder remains liable for such charges, as provided by law, and any penalties or permit revocation that may attach.</td>
</tr>
<tr>
<td>Electrical Provider</td>
<td>☐ Yes</td>
</tr>
<tr>
<td>Inspection Services</td>
<td>☐ No</td>
</tr>
<tr>
<td>Contractor</td>
<td></td>
</tr>
<tr>
<td>Affirmation Detail</td>
<td></td>
</tr>
<tr>
<td>Attachments</td>
<td></td>
</tr>
<tr>
<td>Summary (pre-fees)</td>
<td></td>
</tr>
</tbody>
</table>

After clicking Submit the application summary will be sent via email to the email address associated with the online account

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**Application Summary**

<table>
<thead>
<tr>
<th>License Type:</th>
<th>Standard Electrical</th>
</tr>
</thead>
<tbody>
<tr>
<td>File Number:</td>
<td>587914</td>
</tr>
<tr>
<td>Application:</td>
<td>Standard Electrical</td>
</tr>
<tr>
<td>Application Date:</td>
<td>01/16/2020 (mm/dd/yyyy)</td>
</tr>
<tr>
<td>Organization Detail</td>
<td></td>
</tr>
<tr>
<td>Organization Name:</td>
<td>Electric</td>
</tr>
<tr>
<td>Business Name:</td>
<td></td>
</tr>
<tr>
<td>Addresses</td>
<td>Main address: Contractor or homeowner purchasing the permit</td>
</tr>
</tbody>
</table>
Click Pay Now for credit card and eCheck payments

Select the fee
Select the type of payment you are using
Click Next
Click Next

Review the Billing information and make any needed updates (information is pulled from the main address)

Enter the credit card or eCheck information

Click Submit
Payment Confirmation Screen

Click Next

After clicking next the payment summary will be sent via to the email address associated with the online account and you will be redirected back to the Quick Start Menu
Print Permit

Begin on the Quick Strat Menu

Search under Manage you License, Permit or Registration

Locate the permit number that you want to print.

Click the drop down and select “Print License Certificate”

The permit will display on the screen and you will be able to print it.

If the permit does not automatically display, ensure the you have the pop-up blocker turned off and try again.