

Permit Purchase and Permit Printing

Return to core.tn.gov

Enter your User ID and password.

Click Sign In



Comprehensive Online Regulatory & Enforcement System

Public Search | File a Complaint
Need Help | Contact Us

Returning User

* * are required.

*User ID:

*Password:

[Forgot user ID?](#) [Forgot password?](#)

New User

[Register a new account](#)



You must create a new online account even if you already use e-services. Your online account is separate from your e-Services account.



Sign-up and manage your licenses

Welcome to the Comprehensive Online Regulatory and Enforcement System. If you are a new user and wish to use this system, please select the "Register a new account" link on the left hand side of your screen.

If you have forgotten your user ID or password, select the appropriate link on the left hand side of your screen to recover your account.

Video Tutorials

- [Video: New Account](#)
- [Video: New Application](#)
- [Video: License Renewal](#)
- [Video: New Account Android](#)
- [Video: New Application Android](#)
- [Video: New Account iPhone](#)
- [Video: New Application iPhone](#)

THIS SYSTEM IS FOR AUTHORIZED USE ONLY!

Use of this system constitutes consent to monitoring, interception, recording, reading, copying or capturing by authorized personnel of all activities. There is no right to privacy in this system. Unauthorized use of this system is prohibited and subject to criminal and civil penalties.

From the Quick Start Menu

In the drop-down box "Choose Board", select "Permits – Electrical and Residential".

Click Select

Department of Commerce & Insurance

Logged in as *Green, Jennifer*

[Update Profile](#) | [Logoff](#)

Quick Start Menu

To start choose an option and you will return to this Quick Start menu after you have finished.

License Information
No License Information Available

Apply for a New Type of License, Permit or Registration -- NOT FOR RENEWAL

What are you applying for?

<Choose Board>

- Fire Protection Sprinkler Systems
- Fireworks
- Funeral Directors & Embalmers
- Geologists
- Home Inspectors
- Land Surveyors
- Liquefied Petroleum Gas
- Locksmiths
- Manufactured Housing
- Modular Buildings
- Motor Vehicle
- Permits – Electrical and Residential**
- Polygraph
- Private Investigation

Account

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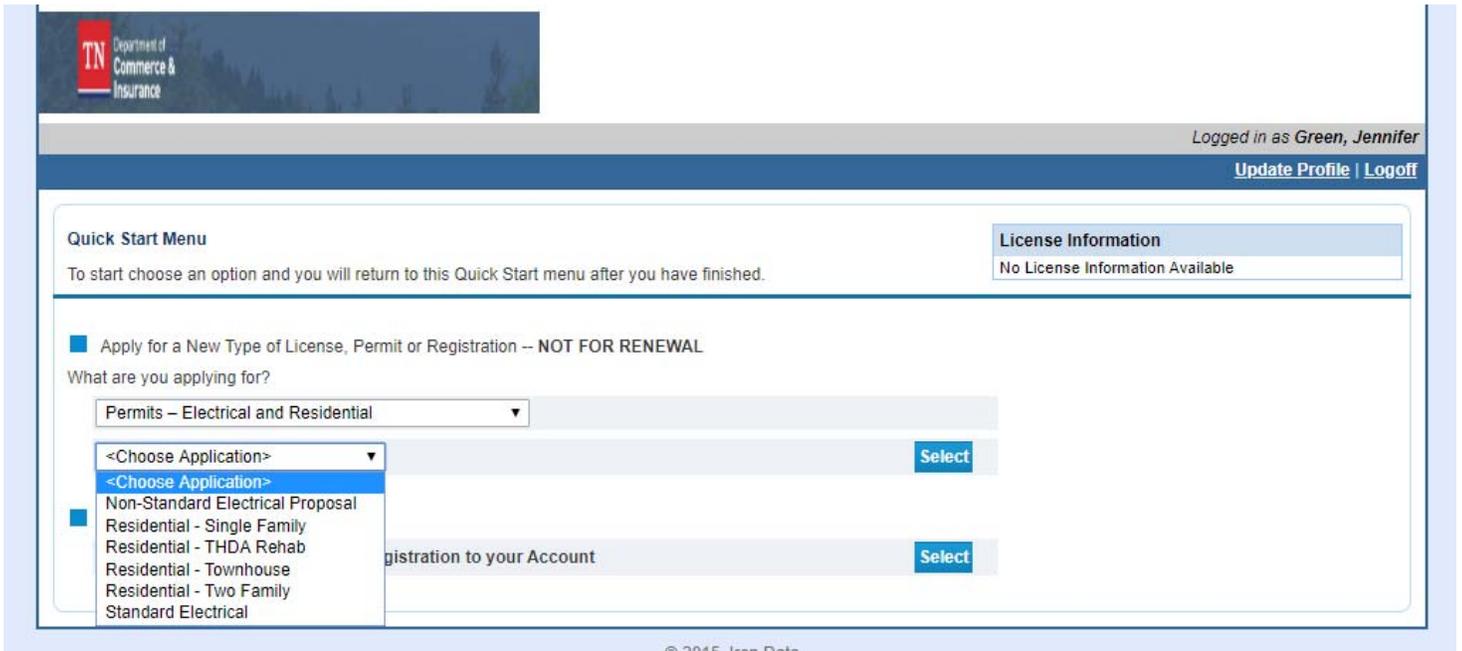
In the drop-down box labeled “Choose Application”

Select the type of permit you are purchasing. *Note this example is a Residential – Single Family*

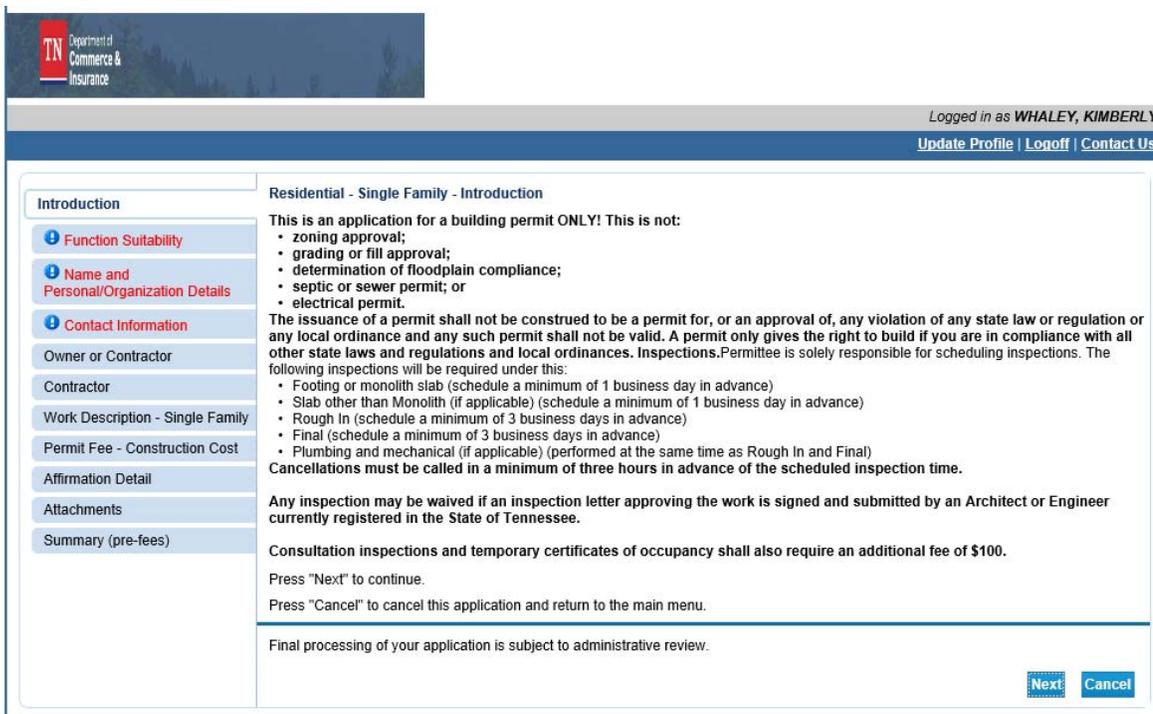
Residential are for residential constuction/building

Standard Electrical are for all electrical work

Click Slect



On the Introduction screen read and then click “Next”



Answer (Yes or No) for each of the questions

Click Next

The screenshot shows a web application interface for the TN Department of Commerce & Insurance. The user is logged in as WHALEY, KIMBERLY. The page title is 'Residential - Single Family - Function Suitability'. The left sidebar contains a navigation menu with the following items: Introduction, Function Suitability (highlighted), Name and Personal/Organization Details, Contact Information, Owner or Contractor, Contractor, Work Description - Single Family, Permit Fee - Construction Cost, Affirmation Detail, Attachments, and Summary (pre-fees). The main content area contains instructions: 'Answer the questions and press "Next". Press "Previous" to return to the previous section. Press "Cancel" to cancel this application and return to the main menu.' Below the instructions is a table with two columns: 'Question' and 'Answer'. The table contains three rows of questions, each with radio button options for 'Yes' and 'No'. The second row is highlighted in yellow. At the bottom right of the table are three buttons: 'Previous', 'Next', and 'Cancel'.

Question	Answer
Will the purchase of this permit be for new construction or additions to a Single-Family residence?	<input type="checkbox"/> Yes <input type="radio"/> No
Did the project at the construction location fail an inspection?	<input type="radio"/> Yes <input type="radio"/> No
Is the purchase of this permit for Electrical Installation at the construction location including HVAC system installations? -If Yes, please return to the quick start menu and select "Standard Electrical".	<input type="radio"/> Yes <input type="radio"/> No

Enter the Contractor or Homeowner Name (only if you are the homeowner purchasing your own permit)

The screenshot shows a web application interface for the TN Department of Commerce & Insurance. The user is logged in as WHALEY, KIMBERLY. The page title is 'Residential - Single Family - Name and Personal Details'. The left sidebar contains a navigation menu with the following items: Introduction, Function Suitability, Name and Personal/Organization Details (highlighted), Contact Information, Owner or Contractor, Contractor, Work Description - Single Family, Permit Fee - Construction Cost, Affirmation Detail, Attachments, and Summary (pre-fees). The main content area contains instructions: 'Press "Next" to continue. Press "Previous" to return to the previous section. Press "Cancel" to cancel this application and return to the main menu.' Below the instructions are five input fields for name details: Title, First Name (marked with an asterisk), Middle Name, Last Name (marked with an asterisk), and Suffix. At the bottom right of the form are three buttons: 'Previous', 'Next', and 'Cancel'.

Enter the three (3) required addresses with the required information.

- Main
- Construction Location
- Owner (permit owner)

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.

The screenshot shows a web application interface for entering contact information. At the top left is the logo for the Tennessee Department of Commerce & Insurance. The top right shows the user is logged in as 'Hodgin, James Rob' with links for 'Update Profile' and 'Logoff'. A left-hand navigation menu includes 'Introduction', 'Function Suitability', 'Name and Personal/Organization Details', 'Contact Information', 'Electrical Provider', 'Inspection Services', 'Contractor', 'Affirmation Detail', 'Attachments', and 'Summary (pre-fees)'. The main content area is titled 'Standard Electrical - Contact Information' and contains instructions for 'Main address', 'Construction address', and 'Owner address'. Below these instructions is a form for the 'Main address' with fields for Street Number (500), Address (redacted), Zip Code (redacted), City (NASHVILLE), State (Tennessee), County (Davidson), Country (United States), Phone Number (123-456-7412), Extension, E-mail (redacted), Fax #, and Website.

TN Department of Commerce & Insurance

Logged in as Hodgin, James Rob

[Update Profile](#) | [Logoff](#)

Introduction

Function Suitability

Name and Personal/Organization Details

Contact Information

Electrical Provider

Inspection Services

Contractor

Affirmation Detail

Attachments

Summary (pre-fees)

Standard Electrical - Contact Information

Main address: Contractor or home owner purchasing the permit. **Note:** A valid phone number and email address is highly recommended.

Construction address: Location the electrical services will be performed. **Note:** Please enter all information in the required areas notated with a * (red asterisk). The street number and street address can be the lot number or N/A.

Owner address: The contact information for the purchaser of the permit.

Main address: Contractor or home owner purchasing the permit.

• Street Number: 500

• Address: [Redacted]

• Zip Code: [Redacted]

• City: NASHVILLE

• State: Tennessee

• County: Davidson

Country: United States

Phone Number: 123-456-7412 (999-999-9999)

Extension: [Redacted]

E-mail: [Redacted]

Fax #: [Redacted]

Website: [Redacted]

Construction address: Location the electrical services will be performed.

Copy From:

• Street Number:

• Address:

• Zip Code:

• City:

• State:

• County:

Country:

• Phone Number: (000-000-0000)

Extension:

Title:

• First Name:

Second Name:

• Last Name:

Or

• Organization Name:

Owner address: The contact information for the purchaser of the permit.

Copy From:

• Street Number:

• Address:

• Zip Code:

• City:

• State:

• County:

Country:

• Phone Number: (000-000-0000)

Extension:

E-mail:

Title:

• First Name:

Second Name:

• Last Name:

Or

• Organization Name:

Identify yourself as one of the following and answer the corresponding question.



Department of
Commerce &
Insurance

Logged in as **WHALEY, KIMBERLY**
[Update Profile](#) | [Logoff](#) | [Contact Us](#)

- Introduction
- Function Suitability**
- Name and Personal/Organization Details**
- Contact Information

Owner or Contractor

- Contractor
- Work Description - Single Family**
- Permit Fee - Construction Cost
- Affirmation Detail
- Attachments
- Summary (pre-fees)

Residential - Single Family - Owner or Contractor

Homeowner or Contractor

* Please identify yourself as one of the following and answer the corresponding question. Home Owner Contractor

Home Owner:

- I am a record owner of the property on which the work is to be performed and this residential structure is for my own individual use and is not for sale, lease or rent and a homeowner permit has not been obtained by me within the last two (2) years.
- I will perform all work for which the building permit was issued, except where otherwise noted, and agree to ensure anyone hired must show proof of license where required by state law (\$25,000 or more for materials and labor.)
- I am not hiring a construction manager to oversee the project.
- I understand that should I cease to act as the owner- builder of the project, and hire a contractor to complete the project, this permit will be voided, and the contractor will apply for a new permit.

If you are a HOME OWNER purchasing this permit and agree to the above statements, please answer Yes: Yes N/A

Contractor:

- I hereby certify that I have completely read the important notices document and truthfully completed this application and that I have complied with the Business licensing and Workers' Compensation laws of the State of Tennessee*, that I am properly licensed pursuant to T. C.A. Title 62, chapter 16 and I certify availability of a public sewer or obtainment of a septic permit and all licenses or permits required by state or local law or ordinance.

If you are a CONTRACTOR purchasing this permit, and agree to the above statement please answer Yes: Yes N/A

[Back](#) [Next](#) [Cancel](#)

Enter the contractor's license number if know or do a Name Search to locate the correct contractor

Click Find

TN Department of Commerce & Insurance

Logged in as **WHALEY, KIMBERLY**

[Update Profile](#) | [Logoff](#) | [Contact Us](#)

Introduction

Residential - Single Family - Contractor

Please visit <http://verify.tn.gov/> to verify the contractor performing the work at the construction location is currently licensed in the State of Tennessee.

Enter License Number and press "Find" to validate contractor.

Press "Name Search" to lookup a contractor by name.

Press "Back" to return to the previous screen.

Press "Next" to continue.

Press "Cancel" to cancel this application and return to the main menu.

Contractor

License Type: 1801 Contractor

License Number:

[Find](#) [Name Search](#)

[Back](#) [Next](#) [Cancel](#)

Function Suitability

Name and Personal/Organization Details

Contact Information

Owner or Contractor

Work Description - Single Family

Permit Fee - Construction Cost

Affirmation Detail

Attachments

Summary (pre-fees)

Confirm that the contractor information displayed is correct and click "Next"

TN Department of Commerce & Insurance

Logged in as **Hodgin, James Rob**

[Update Profile](#) | [Logoff](#)

Introduction

Standard Electrical - Contractor

Please visit <http://verify.tn.gov/> to verify the contractor performing the work at the construction location is currently licensed in the State of Tennessee.

Enter License Number and press "Find" to validate contractor.

Press "Name Search" to lookup a contractor by name.

Press "Back" to return to the previous screen.

Press "Next" to continue.

Press "Cancel" to cancel this application and return to the main menu.

Contractor

License Type: 1801 Contractor

License Number:

[Find](#) [Name Search](#)

Name: [REDACTED] HEATING COOLING [REDACTED]

License Number: [REDACTED]

License Status: Active

License Expiry: 01/31/2020

[Back](#) [Next](#) [Cancel](#)

Function Suitability

Name and Personal/Organization Details

Contact Information

Electrical Provider

Inspection Services

Affirmation Detail

Attachments

Summary (pre-fees)

Complete the work description

Do not use commas when entering the information

Click Next

TN Department of Commerce & Insurance

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[Update Profile](#) | [Logoff](#) | [Contact Us](#)

Introduction

- Function Suitability**
- Name and Personal/Organization Details**
- Contact Information**
- Owner or Contractor**

Contractor

Work Description - Single Family

- Permit Fee - Construction Cost
- Affirmation Detail
- Attachments
- Summary (pre-fees)

Residential - Single Family - Work Description - Single Family

Work Description for Single Family

- * Work Description: New Construction Addition of 30 sq. ft. THDA New Construction Change of Occupancy
- * Heated Square Feet:
- * Unheated Square Feet:
- * Foundation: Conventional Non Monolithic - Slab and Footing Monolithic - Slab and Footing
- * Basement: Yes No
- * Number of Stories: 1 2 3
- * Finished Surface: Yes No
- * HVAC: Yes No
- * Fire Sprinkler: Yes No

[Back](#) [Next](#) [Cancel](#)

Enter the estimated construction cost of the new construction or addition

Introduction

- [Function Suitability](#)
- [Name and Personal/Organization Details](#)
- [Contact Information](#)
- [Owner or Contractor](#)
- Contractor
- [Work Description - Single Family](#)

Permit Fee - Construction Cost

Affirmation Detail

Attachments

Summary (pre-fees)

Residential - Single Family - Permit Fee - Construction Cost

Permit Fee

The permit fee is based on the cost of construction. You can use this fee schedule below to estimate your permit fee. This fee covers the cost of all required inspections and one free re-inspection. Additional re-inspections cost \$100 each.

NOTE: For construction costs above the maximum listed in the table below there is an additional fee of \$50.00 for each additional \$50,000 or fraction thereof.

* An HVAC and Plumbing Inspection is required for all new construction

** Slab other than Monolith Pour Inspection is required when slab and footing are cast separately

Additional information can be found at <https://www.tn.gov/commerce/fire/residential-permits/fire-residential-building-permit-fees.htm>

Cost of Construction*	Fee	Additional Fee for Plumbing and HVAC Inspection**	Additional Fee if Slab Other than Monolith Pour***
\$0 to \$5,000	\$100	\$100	\$100
\$5,001 to \$100,000	\$350	\$100	\$100
\$100,001 to \$150,000	\$400	\$100	\$100
\$151,001 to \$200,000	\$450	\$100	\$100
\$200,001 to \$250,000	\$500	\$100	\$100
\$250,001 to \$300,000	\$550	\$100	\$100
\$300,001 to \$350,000	\$600	\$100	\$100
\$350,001 to \$400,000	\$650	\$100	\$100
\$400,001 to \$450,000	\$700	\$100	\$100
\$450,001 to \$500,000	\$750	\$100	\$100
\$500,001 to \$550,000	\$800	\$100	\$100

Please enter the estimated construction cost of the new construction or addition.

[Back](#) [Next](#) [Cancel](#)

Enter the contact information of the person appearing before the 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"



Logged in as WHALEY, KIMBERLY

[Update Profile](#) | [Logout](#) | [Contact Us](#)

- Introduction
- Function Suitability
- Name and Personal/Organization Details
- Contact Information
- Owner or Contractor
- Contractor
- Work Description - Single Family
- Permit Fee - Construction Cost
- Affirmation Detail
- Attachments

Summary (pre-fees)

Residential - Single Family - Application Summary

Review the data and press "Next" to continue.

Press "Previous" to return to the previous section.

Press "Cancel" to cancel this application and return to the main menu.

Application Details	License Type: Single Family Residential	Application Date: 02/09/2020
----------------------------	--	-------------------------------------

Personal Details	Full Name: k m	Edit
-------------------------	-----------------------	----------------------

General Addresses	Main address: Contractor or home owner purchasing the permit.	111 East	Edit
		NASHVILLE , Tennessee Davidson 37211 US	
	Phone Number:	111-111-1111	
E-mail:			
Construction address: Location the residential construction will be performed.			
	111 East		
	NASHVILLE , Tennessee Davidson 37211 US		
Phone Number:	111-111-1111		
E-mail:			
Owner address: The contact information for the purchaser of the permit.			
	111 East		
	NASHVILLE , Tennessee Davidson 37211 US		
Phone Number:	111-111-1111		
E-mail:			

Homeowner or Contractor

[Edit](#)

Please identify yourself as one of the following and answer the corresponding question.

Home Owner

If you are a HOME OWNER purchasing this permit and agree to the above statements, please answer Yes:

Yes

2. Home Owner Only - I will perform all work for which the building permit was issued, except where otherwise noted, and agree to ensure anyone hired must show proof of license where required by state law (\$25,000 or more for materials and labor.)

3. Home Owner Only - I am not hiring a construction manager to oversee the project.

4. Home Owner Only - I understand that should I cease to act as the owner- builder of the project, and hire a contractor to complete the project, this permit will be voided and the contractor will apply for a new permit.

If you are a CONTRACTOR purchasing this permit, and agree to the above statement please answer Yes:

Work Description for Single Family

[Edit](#)

Work Description:	New Construction
Heated Square Feet:	2650
Unheated Square Feet:	500
Foundation:	Conventional
Basement:	No
Number of Stories:	1
Finished Surface:	No
HVAC:	Yes
Fire Sprinkler:	No

Permit Fee

[Edit](#)

Please enter the estimated construction cost of the new construction or addition. 350000

Affirmation Detail

[Edit](#)

First Name:	k
Last Name:	m
Position/Title::	Ms.
Phone Number:	111-111-1111
Email:	

Issuing Agent

Name:	TN Kimberly Morgan
License Number:	7720

[Previous](#) [Next](#) [Cancel](#)

Enter the response to the attestation

Click Submit



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[Update Profile](#) | [Logoff](#) | [Contact Us](#)

Introduction	Residential - Single Family - Attestation
Function Suitability	Press "Previous" to return to the previous section.
Name and Personal/Organization Details	Press "Submit" to continue.
Contact Information	Press "Cancel" to cancel this application and return to the main menu.
Owner or Contractor	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.
Contractor	
Work Description - Single Family	<input type="checkbox"/> Yes
Permit Fee - Construction Cost	<input type="radio"/> No
Affirmation Detail	
Attachments	
Summary (pre-fees)	

[Previous](#) [Submit](#) [Cancel](#)

After clicking submit the application summary will be sent via email.

Application Summary

1/16/20 8:07 AM Page 1 of 3

License Type:

File Number: **587914**

Application:

Application Date: **01/16/2020 (mm/dd/yyyy)**

Organization Detail

Organization Name:

Business Name:

Addresses

Main address: Contractor or home owner purchasing the permit

Click "Pay Now" for credit card and eCheck payments

TN Department of Commerce & Insurance

Logged in as *Hodgin, James Rob* [Update Profile](#) | [Logoff](#)

Fee and Summary Report

Your application data has been submitted. Click on "View PDF Summary Report" and print this report for your records.
You are required to pay the amount below for your application to be processed.
Press "Pay Offline" to proceed with offline payment.
Press "Pay Now" to proceed to the fee payment page.

Fees	
SE Final	\$35.00
Agent Fee:	\$2.00
SE Rough In:	\$35.00
SE HVAC Fee:	\$35.00
SE Serv I	\$35.00
SE Temp	\$35.00
Total Amount Due:	\$177.00

[Pay Now](#) [View PDF Summary Report](#) 

Select the fee.

Select the type of payment you are using.

Click "Next."

TN Department of Commerce & Insurance

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Online Application Payment

Select the application(s) that you wish to pay for and press "Next" to continue.
Press "Show Fee Details" to show a breakdown of the fee amounts
Press "Cancel" to return to the Quick Start Menu.

Application Number	Description	License Number	License Type	Applicant Name	Fee
231			Permit	BELI	\$177.00 <input checked="" type="checkbox"/>

Payment Method

- American Express
- Discover
- eCheck
- MasterCard
- PIN-less Debit
- Visa

[Next](#) [Show Fee Details](#) [Cancel](#)

Click "Next."

Confirm Payment Details

To proceed with the payment process for the displayed application(s) and payment method, click "Next".
Press "Cancel" if you wish to return to the Online Application Payment screen to select a different payment method.

Application Number	Description	Applicant Name	Fee
231		BELL I	\$177.00
Total			\$177.00

Payment Method: **American Express**

[Next](#) [Cancel](#)

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 Card Information

The Billing Information pre-populated below was obtained from the MA - Main Address associated with your license.
You may use any of the identified accepted payment card types without returning to the previous screens to change your method of payment.

I hereby attest, under penalty of perjury, by pressing "Submit", that I am authorized to make payment from the account entered into the "Payment Card Information" fields and that, by pressing that button, I am authorizing such payment to be made. I understand that failure of such payment to process correctly may result in penalties as if I had not made the payment at all and I may remain liable for such charges, as provided by law, as well as any penalties that may attach.

Change your billing information if necessary. Enter your payment card information, then press 'Submit' to continue.
Press 'Cancel' to cancel this payment process.

Billing Information	Payment Card Information
* Name: <input type="text"/>	Accepted: American Express, Discover, MasterCard, PIN-less Debit, Visa
* Mailing Address: <input type="text" value="500 James Robertson Parkway"/>	* Card Number: <input type="text"/>
* City: <input type="text" value="NASHVILLE"/>	* Expiration Month: <input type="text"/>
* Country: <input type="text" value="United States"/>	* Expiration Year: <input type="text"/>
* State: <input type="text" value="Tennessee"/>	* CVV: <input type="text"/>
* Zip/Postal Code: <input type="text" value="37221"/>	Amount: \$177.00
* Phone Number: <input type="text" value="123-456-7412"/>	
* Email Address: <input type="text" value="james.hodgin@tn.gov"/>	

[Submit](#) [Cancel](#)

Payment Confirmation Screen

Click "Next."



Department of
Commerce &
Insurance

Logged in as *Hodgin, James Rob*

[Update Profile](#) | [Logoff](#)

Online Application Payment Success

Press "Next" to return to the Quick Start Menu.

Amount Paid: \$177.00

Transaction Identifier:

Trace Number:

Application Number	Description	Applicant Name	Fee
8003-231	Standard		\$177.00

[Next](#)

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



Tennessee Department of Commerce and Insurance Online Payment Summary

Amount Paid: 177.00
Transaction Identifier: [REDACTED]
Batch Trace Number: [REDACTED]
Payment Date: 01/16/2020

Application Number	Description	Applicant Name	Fee	Trace Number	Remitter	Beneficiary
[REDACTED]	Standard Electrical	[REDACTED]	177.00	[REDACTED]	[REDACTED]	[REDACTED] Bell Electric

Print Permit

From the Quick Start Menu

Under Manage your License, Permit or Registration information

Locate the permit number that you want to print.

Click the drop down and select – Print License Certificate

The screenshot displays the user interface for the TN Department of Commerce & Insurance. At the top left is the department logo. The top right shows the user is logged in as 'Whaley, Kimberly' with links for 'Update Profile', 'Logout', and 'Contact Us'. The main content area is titled 'Quick Start Menu' and includes a sub-header: 'To start choose an option and you will return to this Quick Start menu after you have finished.' There are two main sections: 'Manage your License, Permit or Registration information' and 'Additional Activities'. The first section has a dropdown menu currently set to '<Choose Application>' and a 'Select' button. The second section has three options: 'Make Online Payments', 'Make Offline Payments', and 'Add Existing License, Permit or Registration to your Account -- Such As Renewal', each with a 'Select' button. On the right side, a 'License Information' pop-up window is open, showing 'License Number: [redacted]' and 'License Type: Residential and Electrical Permit'. It also includes a 'Show Details' button and a 'Show CE' button. The footer of the page contains the copyright notice '© 2015. Iron Data'.

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 on your computer turned off and try again.



Department of
**Commerce &
Insurance**

500 James Robertson Parkway
Nashville, TN 37243
Tel: 615-741-7170
<https://www.tn.gov/commerce>

RESIDENTIAL BUILDING PERMIT

Permit #: 202016
Entity #: [REDACTED] Expiration Date: February 28, 2022
Issue Date: February 05, 2020 Zip Code:

Permit Owner: [REDACTED] Permit Owner Phone: [REDACTED]
Permit Owner Address: [REDACTED] County: 47185 - White
Contractor Name: [REDACTED] Contractor TN License #: [REDACTED]
Work to be Performed: Addition of 30 sq.ft. Foundation Type: N_MNLTHC
Cost of Construction: 180000
Heated Sq. Ft: 250 Unheated Sq. Ft: 600
Construction Address: [REDACTED]

Inspection Services

Original Permit: Footing Inspection 1
Residential Final Inspection 1
Residential Rough-In Inspection 1
Slab Inspection 1
Transaction Fee Total \$650

 Department Authorization No. 335585 February 2020,
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