

Expedited Permits Available

What is an Expedited Permit?

An expedited permit is available to facilitate less complicated projects. Applicants and design professionals can meet with staff from Plans Review & Building Inspections and the Fire Marshal's Office to review submitted plans and receive permits on the spot at no additional cost.

Does my project qualify?

The expedited permit process is limited in scope to qualifying structures and occupancy classes, such as:

- Alterations to commercial buildings
- Business, Mercantile, Storage, Factory and Utility occupancy classes (No restaurant or grocery/food handling uses)
- Exterior work where no overlay district review is required (Historic Zoning, Downtown Design, Flood Zone etc.)
 - **Plans must be prepared and stamped by a design professional registered in the State of Tennessee.**
 - **Changes in occupancy do not qualify for expedited reviews.**
 - **Additions and new structures do not qualify.**

How do I start?

1. Submit the *Application for a Building Permit* and 2 sets of full-size construction drawings no later than 12:00 pm on any Tuesday. The project will be evaluated to ensure the scope is appropriate for the expedited process and that it complies with all zoning regulations. Construction drawings sent via e-mail will not be accepted.
2. If the project meets the zoning and scope requirements, then you will be contacted to schedule a meeting for the following Thursday afternoon. Plans Examiners (including the Fire Marshal's Office) will meet with you and your design professional to review the plans. The design professional can modify the plans during the meeting, if needed, depending on review comments. Once approved, the building permit may be issued.
3. If the project does not meet the zoning and scope requirements, you will be notified and the project must follow the standard plans review process.

What do I need to participate in the Thursday meeting?

- Two (2) full-sized sets of stamped plans / construction drawings
- The project design professional

On the day of the meeting:

Meet in room 461 (City County Building) for your expedited permit review. Representatives from Building Inspections and the Fire Marshal's Office will attend to evaluate the project plans, identify any deficiencies or required revisions, and once corrected, the plans can be approved, and permits can be issued the same day.

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