

March 2021

HOW TO OBTAIN PERMITS ASSOCIATED WITH THE REPAIR OF WEATHER DAMAGED HOMES

The Department of Codes and Building Safety urges you to use extreme caution when re-entering any residence that has been damaged.

A building permit is required prior to making repairs to damaged homes and buildings.

While building permits are not required for ordinary maintenance and repairs, the repair of a weather damaged home or building is far from “ordinary.”

Although no permits are required to do the “demolition” and “clean-up” associated with the project (the removal of drywall and damaged carpet, doors, etc.), a building permit is required prior to installation of the drywall and prior to repair of any electrical, plumbing, or mechanical (HVAC) system damage.

How does a building permit benefit the Homeowner?

In a word: **SAFETY**. A building permit and the inspections that accompany a permit protect you, your family and guests, and future owners. It protects your neighbor. It protects your contractor. It protects the city. Evidence of permits and inspections may be required in an insurance claim or property sale. All of this adds up to a protection of your property's value.



Who can obtain Building Permits?

A property owner who presently occupies or intends to occupy a single-family residence or a licensed contractor may obtain a building permit to construct or repair a residence.

Below are some guidelines to help understand the process for permitting repairs for flood damaged residences.

Special warning regarding homeowner repair permits

When a licensed contractor obtains a building permit, the contractor is totally responsible for the construction (including the work performed by subcontractors) to meet all codes. If the construction fails to comply with all codes, their permit bond can be used to repair the code violation.

When an owner obtains his or her own building permit, the owner becomes totally responsible for code compliance including the work of subcontractors – even if a contractor is hired and the construction does not comply with all codes.

**If you have hired the services of a contractor,
require the contractor obtain the building permit.**

TO APPLY FOR PERMITS

- Email permitapplication@nashville.gov to apply for a building permit. Be sure to include the owner's name, the property address and/or tax map and parcel number, and a description of the work to be done. You should also include in the email that you are applying for a permit due to flood damage.
- A Zoning Examiner will enter the permit application information in the computer. Some applications may require approvals from other departments such as Historic Commission or MDHA. When this occurs the Zoning Examiners will provide you with information and a check list that will aid you in obtaining these approvals.
- Once you have obtained all the required approvals, your last step is to email codespermitpay@nashville.gov. Be sure to include your name, phone number, and contractor's company name with state license number.
- The permit clerk will also include a checklist of the inspections you are required to have made during construction. At the appropriate stages of construction, you are responsible for requesting the proper inspections. An inspector will meet you on site and inspect the work. The inspector will either approve the work or explain the changes you need to make to obtain approval. When you complete the work, the inspectors will give you an approval, which indicates that the work passed inspection. At the end of your project, you should have a final approval for all of the phases of your project; these include but are not limited to Building, Mechanical, Plumbing and Electrical.

The repair and inspection sequence for damaged properties:

- Now that you have your building permit, the next step is to secure the services of a licensed electrical contractor and a licensed HVAC contractor to inspect electrical and HVAC equipment.
- Do not install drywall or cover the electrical or HVAC systems until the following has been completed:
 - The licensed electrical and HVAC contractors will obtain electrical and HVAC permits associated with the repair and replacement of any damaged electrical, HVAC systems or any part thereof. The licensed contractors will complete their work and call Codes for inspections and approvals.
 - After the Electrical and Mechanical work has been inspected, insulation must be installed in the exterior walls and floors to meet the requirements of the adopted energy codes. Walls must be insulated with R-13, and floors must be insulated with R-19.
 - After installing insulation and before hanging the drywall, you will call the Codes Department's Building Inspection Division (862-6550) and request a "framing inspection." Upon receiving our approval of the framing inspection, you are then free to hang the drywall and complete the remainder of the repairs.

Important Codes Department Telephone Numbers:

Permit Division — 862-6517	Zoning Review—862-6510
Plans Review — 862-6540	Building Division — 862-6550
Electrical Division — 862-6560	Gas/Mechanical Division — 862-6570

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