

**METROPOLITAN GOVERNMENT OF NASHVILLE
AND DAVIDSON COUNTY
DEPARTMENT OF CODES ADMINISTRATION**

**METROPOLITAN MECHANICAL APPLICATION FOR REGISTRATION
MASTER MECHANICAL, HVAC&R and GAS AND APPLIANCE**

Name of Licensed Individual _____ Certificate Number _____ Date _____
Home Address _____ (_____) _____
Area Code Home Telephone Number _____
City _____ State _____ Zip Code _____
Signature of Licensed Individual _____

In accordance with the requirements of the Metropolitan Code, Chapter 16.16, Section 780, I/We hereby make application as a Registered Metropolitan Mechanical Gas Contractor.

Firm Name _____
Firm's Address _____ Phone No. () _____
City _____ State _____ Zip Code _____ Fax () _____

Will you be employed other than as the License Holder for the above listed firm? _____ (Yes or No)
If so, by whom? _____ Number of hours per week? _____

I hereby certify that the above information is true to the best of my knowledge, and the above Metropolitan Mechanical License holder is employed full time, and I further attest to the validity of the above signature.

Sole Proprietor, Partner, or Corporate Officer must sign here

STATE OF _____
COUNTY OF _____

Personally appeared before me, _____, a Notary Public in and for said State and County, the within named, _____ has the authority and thereby executed the within instrument for the purpose therein contained.

Sworn to and subscribed before me this _____ day of _____, 20____
NOTARY PUBLIC _____ My Commission Expires _____

APPROVED _____
Director, Department of Codes Administration Chairman, Board of Mechanical Examiners
Date _____ Date _____

Licenses and Insurance Required: Davidson County Business License Number _____
Metropolitan Permit Bond (\$40,000 Bond) _____
Certificate of Insurance (\$300,000 General) _____

Incomplete applications will not be accepted. When submitting this Registration, the Bond, Certificate of Insurance and Business License must be attached.

Mail or deliver Registration with required information to:

Department of Codes Administration
Metro Office Building
P.O. Box 196350
Nashville, TN 37219-6350
615-862-6598

**METROPOLITAN MECHANICAL
INSTRUCTIONS FOR REGISTRATION**

STEP I

To apply for Registration as a Nashville and Davidson County Mechanical Contractor, please complete the “*Application for Registration as a Mechanical Contractor*”. The applicant who holds the Master Mechanical, HVAC&R or Gas and Appliance Installers must complete the form.

STEP II

The sole proprietor, partner or corporate officer must sign the Registration form, verifying all information on the Registration form is true, and attest to the validity of the applicant’s signature.

STEP III

A Notary Public attesting to the validity of the applicant and/or sole proprietor, partner or corporate officer’s signature must notarize the Registration form.

STEP IV

The Board of Mechanical Examiners and Appeals will not approve registration until the following documentation is provided:

- Metropolitan Government/Davidson County Registration Form (enclosed)
- Metropolitan Government/Davidson County Permit Bond - \$40,000 (enclosed) Bond must Be the original signed by applicant, seal affixed and the Power of Attorney attached.
- Certificate of Insurance, General Liability, minimum amount \$300,000 – Certificate Holder will be the Metropolitan Government/Nashville/Davidson County, Tennessee
- Davidson County Business License

Incomplete Applications for Registrations will not be accepted

This documentation is to be furnished to the Department of Codes Administration, Administrative Office, before issuance of Mechanical Permits.

STEP V

Once approval is granted, the applicant will be allowed to obtain Mechanical Permits. The individual who holds the Davidson County License, and who is the Registered Applicant must sign any permits obtained.

Mail or deliver Registration with required information to:

Department of Codes and Building Safety
Metro Office Building
P.O. Box 196350
800 Second Avenue, South
Nashville TN 37219-6350
615-862-6598

