

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

**METROPOLITAN PLUMBING CONTRACTOR APPLICATION FOR REGISTRATION  
Master Plumber and Septic Tank & Overflow Registration**

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 6.52, Section 140, I/We hereby make application as a Registered Metropolitan Plumbing Contractor.

Firm Name \_\_\_\_\_

Firm's Address \_\_\_\_\_ Local/Toll Free Phone No. ( ) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Will you be employed other than as the License Holder for the above listed firm? \_\_\_\_\_  
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 Master Plumber 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 Plumbing Examiners  
Date \_\_\_\_\_ Date \_\_\_\_\_

Bond 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. Please deliver or mail this application to *The Department of Codes and Building Safety Licensing Division, Metro Office Building, 800 - 2nd Avenue, South, P.O. Box 196350, 3<sup>rd</sup> Floor, Nashville, Tennessee 37219-6350.*

## **METROPOLITAN PLUMBING INSTRUCTIONS FOR REGISTRATION**

### STEP I

To apply for Registration as a Nashville and Davidson County Plumbing Contractor, please complete the “*Application for Registration as a Plumbing Contractor*”. The applicant who holds the Master Plumbers license 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 Plumbing 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) Your Bond must be the original copy – signed and the seal affixed to the Bond with 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
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### **Incomplete Applications for Registrations will not be accepted**

This documentation is to be furnished to the Department of Codes and Building Safety, Administrative Office, before issuance of Plumbing Permits.

### STEP V

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

Mail Registration with required information to:

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

If you wish to deliver in person, the address is 800 2<sup>nd</sup> Avenue, South, Metro Office Building, 3<sup>rd</sup> Floor.

