

## Adding a Permit to Online System

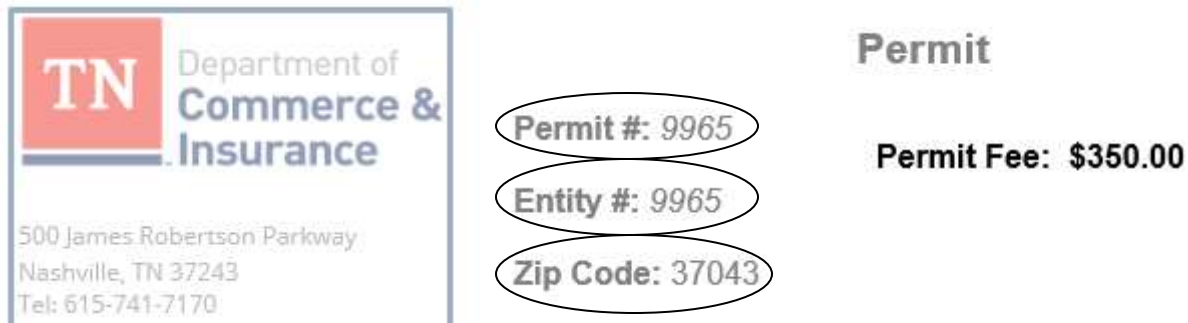
Please visit [core.tn.gov](http://core.tn.gov) to create an account in our online system. This account will be used to purchase and service permits including printing your permit and requesting inspections.

Tutorial videos are available on the online licensing website [core.tn.gov](http://core.tn.gov)

### Adding Permit to Online profile:

After the account is created, you will need the following numbers located on the top of your Electrical or Residential Permit to add the permit to your online profile;

**NOTE:** The word License on the online system refers to Permit, License = Permit



1. Select **"Add Existing License, Permit or Registration to your Account"**
2. Click **"Yes"** if you have an active permit, Click **"Next"**
3. Select **"Permits – Electrical and Residential"** from the TNDCI Board drop-down
4. Select the Permit type from the "License Type" drop down menu, Click **"Next"**
5. Enter the flowing from your Permit
  - Enter **permit number** next to License number
  - Enter **entity number** next to Indiv/Org Number ("entity" number)
  - Enter **Zip Code** next to zip code
6. Respond to Captcha requirements, Click **"Next"**
7. Confirm permit information, Click **"Next"**

### Requesting an inspection:

After the permit is added to the online profile, you will need to request required inspections under the "Manage your license information" section.

1. The option box next to the permit defaults to Request Inspection, select the blue button
2. Enter the date the project will be ready for inspection in the Date After box.  
**NOTE: The date cannot be the same date the request for inspection is made online.**
3. Select the inspection type ready for inspection from the drop-down menu below **"Inspection Type"**
4. Enter any important notes in relation to the requested inspection. For example, "Please inspect after 10 AM", "Beware of dog in backyard", "Final for well", "Turn right next to red barn with blue doors", etc.
5. Select next

**NOTE:** The Inspection Services button is a list of inspections remaining on the permit. Use this to keep track of future inspections that will need to be requested.