Permit Purchase and Permit Printing

Return to core.tn.gov

Enter your User ID and Password

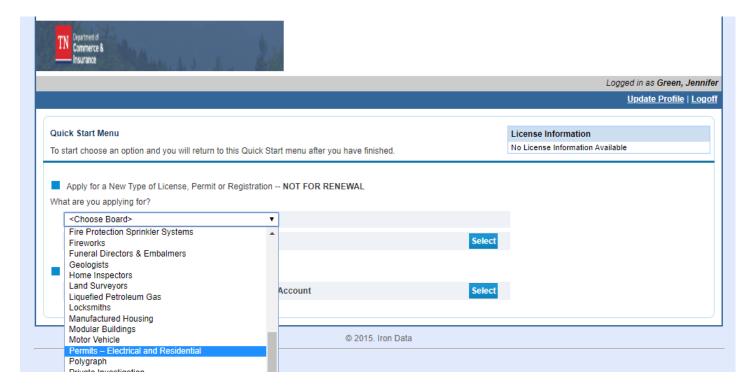
Click Sign In



From the Quick Start Menu

In the drop-down box "Board", select "Permits – Electrical and Residential".

Click Select



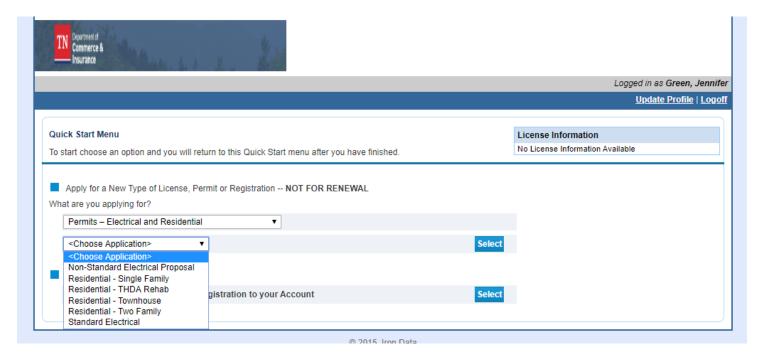
In the drop-down box labeled "Choose Application"

Select the type of Permit you are purchasing. *Note this example is a Standard Electrical Permit*

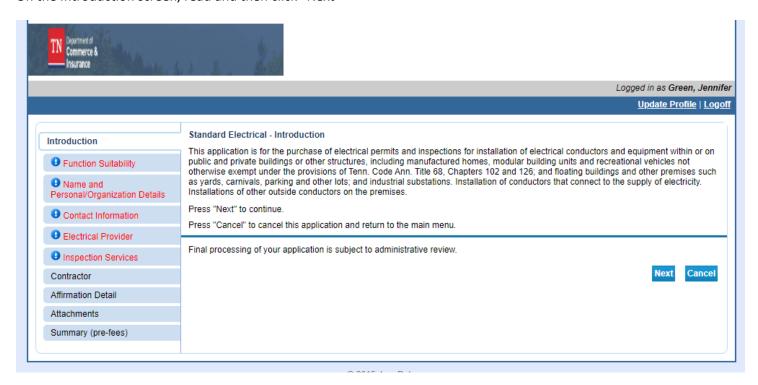
Residential Permits are for Residential Constuction/Building

Standard Electrical Permits are for all electrical work

Click Slect

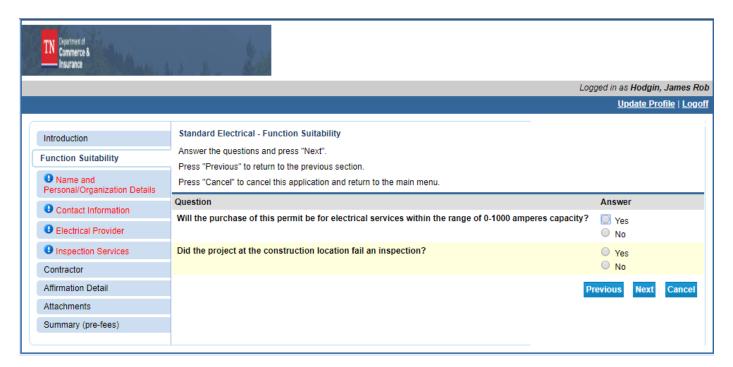


On the Introduction screen, read and then click "Next"



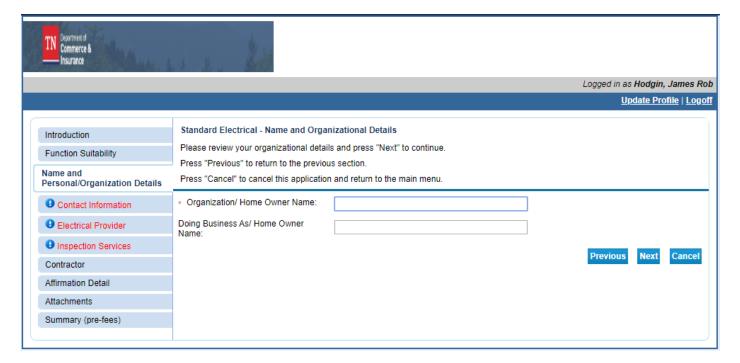
Answer (Yes or No) for each of the questions

Click Next



Enter the Organization/Homeowner Name

- If the permit is being purchased by a company, enter the company's name
- Enter the homeowner name only if it is the homeowner purchasing the permit to perform work on their own residence



Enter the three (3) required addresses with the required information:

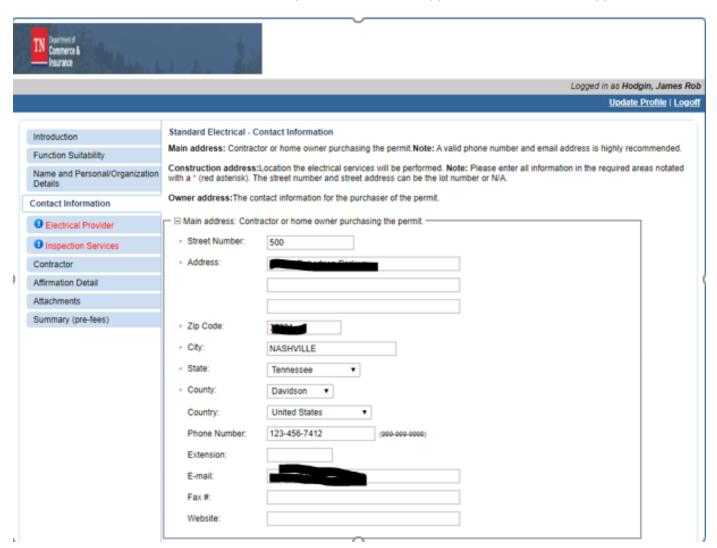
- Main
- Construction Location
- Owner (permit owner) the email address entered here will receive the inspection reports

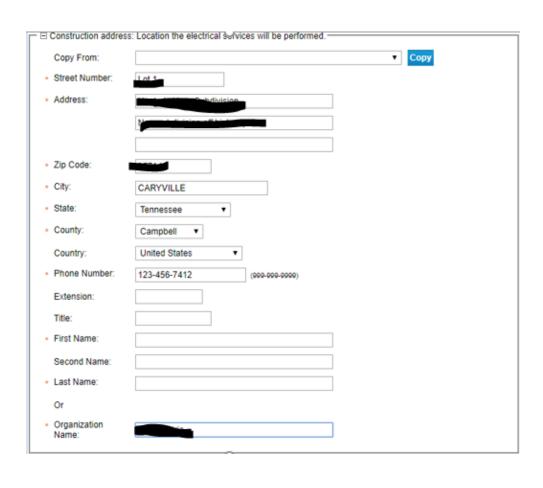
Click Next

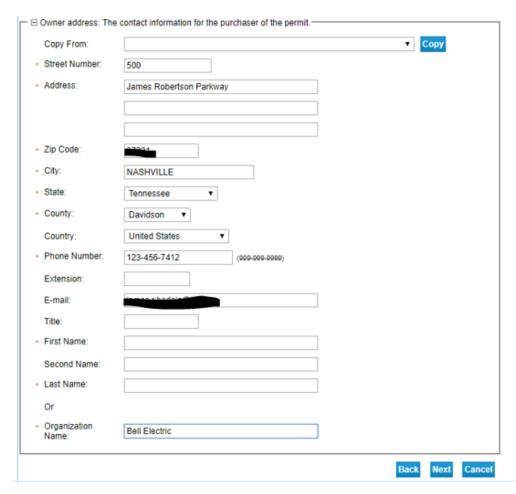
Zip codes can be looked up and will auto populate the city, state, county and country

If multiple counties are presented confirm the county with the customer

If an address is the same as one that has already been entered, the copy button can be used to copy the information

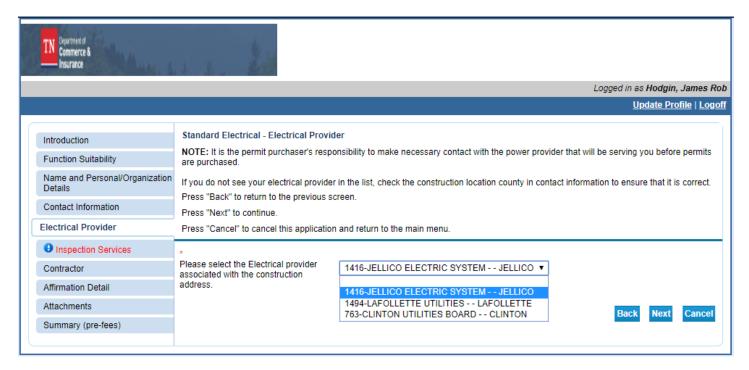




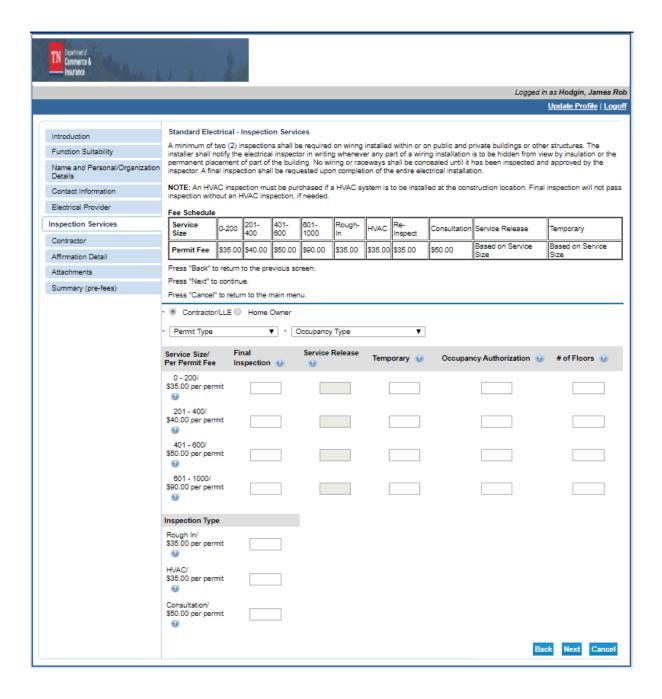


Based on the construction location county you will be presented of a list of electrical providers

Select the provider for the construction location

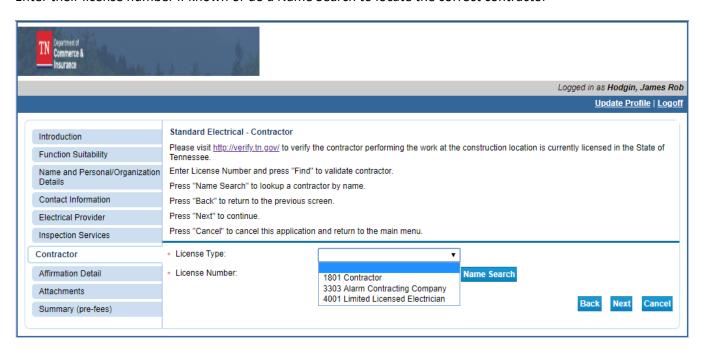


Select who is purchasing the permit (Contractor or Home Owner)
Select the Permit Type and the Occupancy Type
Select the services needed

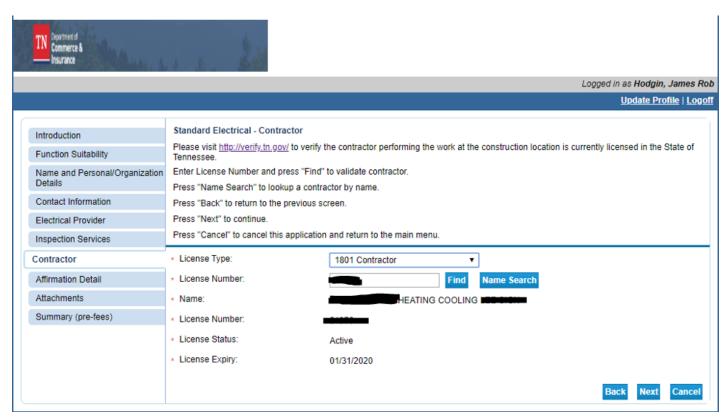


Select the type of contractor that they are using.

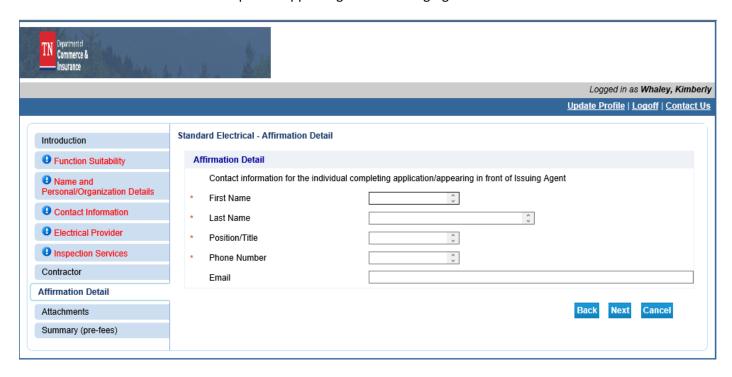
Enter their license number if known or do a Name Search to locate the correct contractor



Confirm that the contractor information displayed is correct and click next

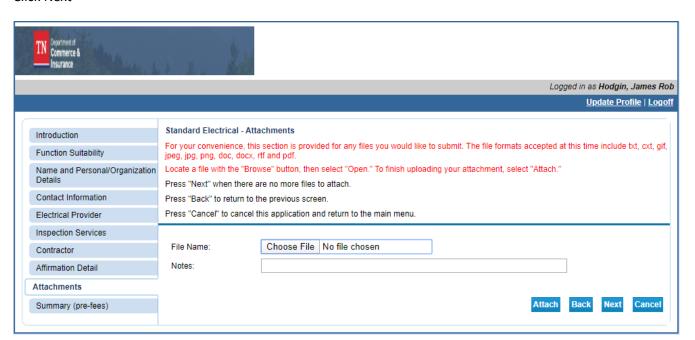


Enter the contact information of the person appearing before Issuing Agent



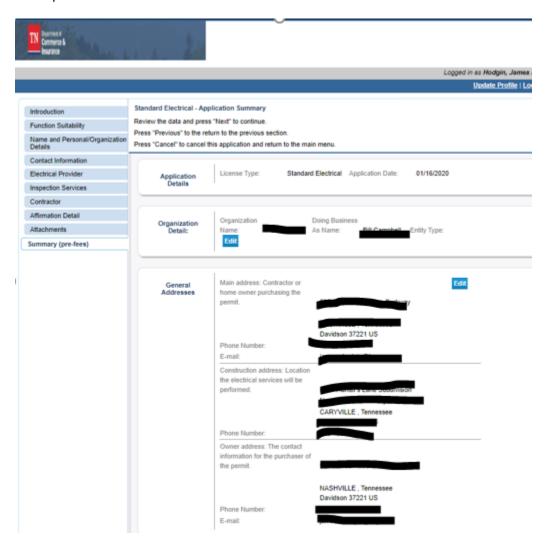
This screen is for attachments – no information is required to be attached.

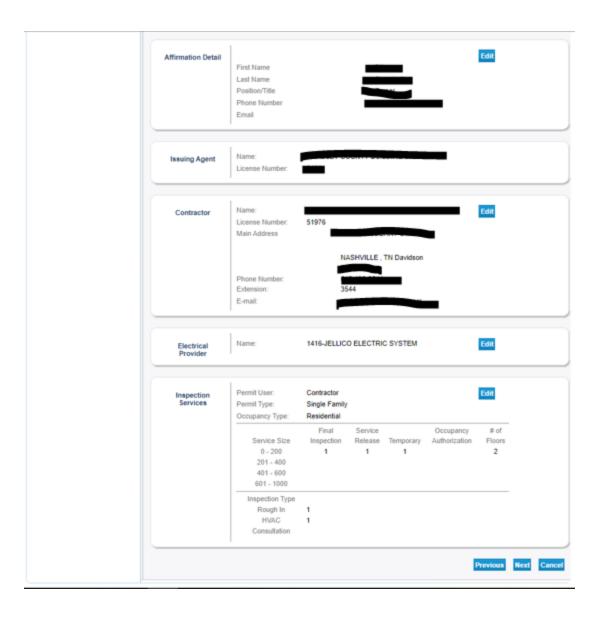
Click Next



Review the application summary – edit any sections as needed

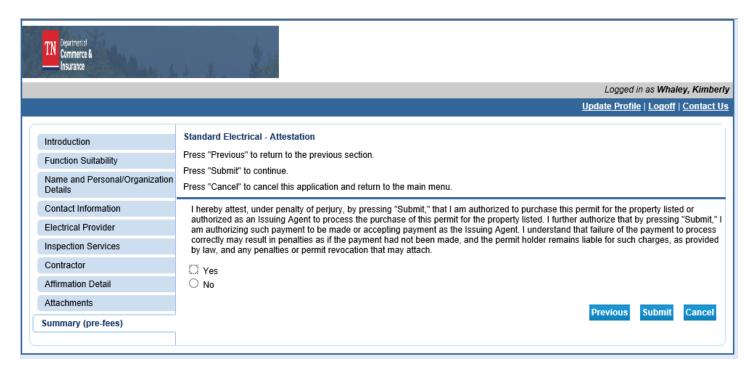
If complete click Next



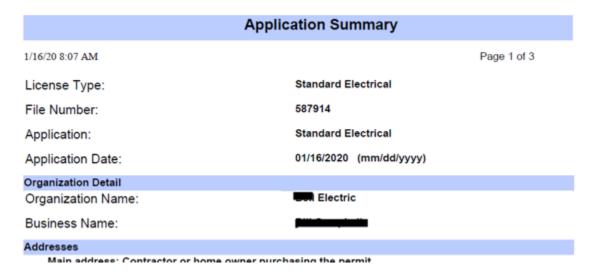


Enter the response to the attestation

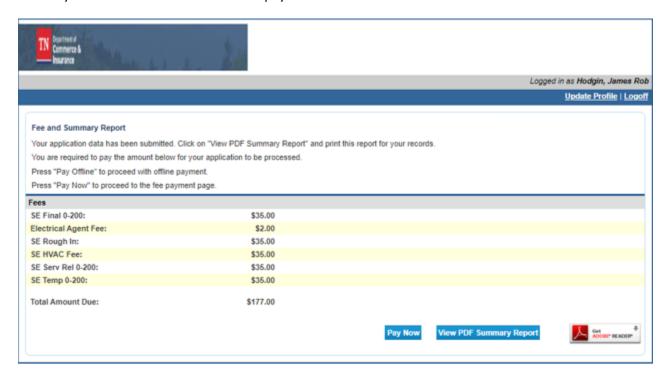
Click Submit



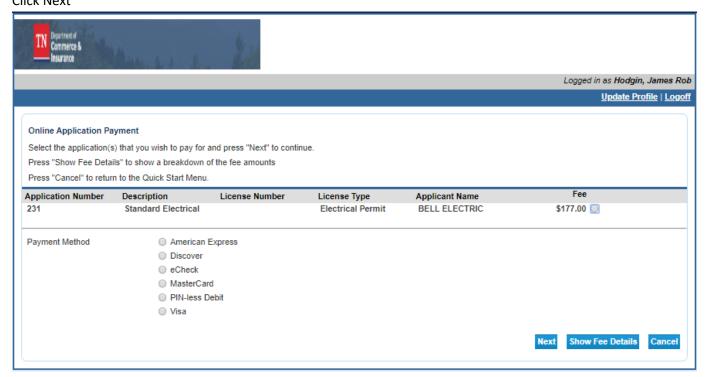
After clicking Submit the application summary will be sent via email to the email address associated with the online account



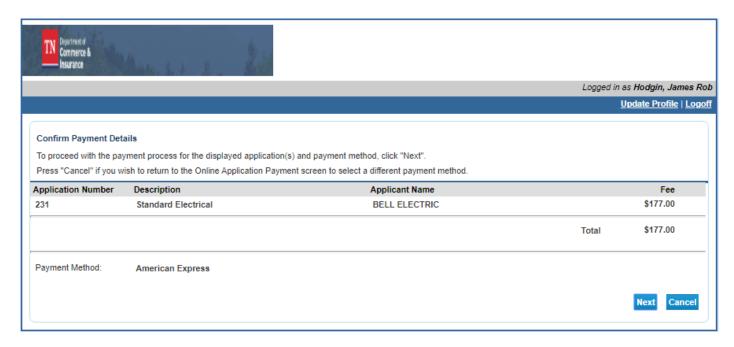
Click Pay Now for credit card and eCheck payments



Select the fee Select the type of payment you are using Click Next



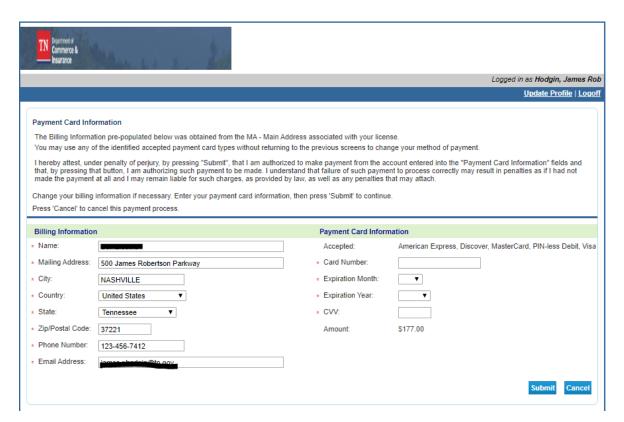
Click Next



Review the Billing information and make any needed updates (information is pulled from the main address)

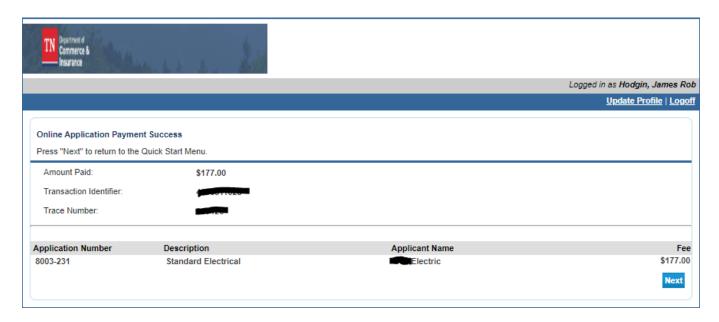
Enter the credit card or eCheck information

Click Submit



Payment Confirmation Screen

Click Next



After clicking next the payment summary will be sent via to the email address associated with the online account and you will be redirected back to the Quick Start Menu



Tennessee Department of Commerce and Insurance

Online Payment Summary

Amount Paid: 177.00

Transaction Identifier: Batch Trace Number: 01/16/2020

Application Number	Description	Applicant Name	Fee	Trace Number	Remitter	Beneficiary
88	Standard Electrical		177.00			Sell Electric

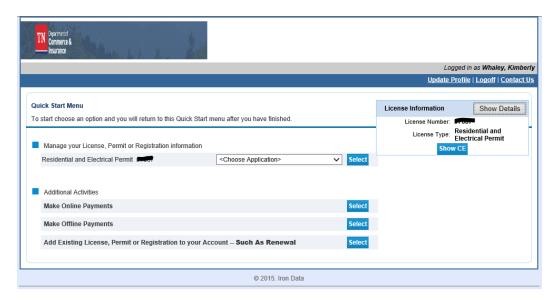
Print Permit

Begin on the Quick Strat Menu

Search under Manage you License, Permit or Registration

Locate the permit number that you want to print.

Click the drop down and select "Print License Certificate"



The permit will display on the screen and you will be able to print it.

If the permit does not automatically display, ensure the you have the pop-up blocker turned off and try again.

