



BUILDING PERMIT CITY OF JEFFERSON CITY

Permit #

Tax #

See Page 2 for Instructions

112 City Center Drive
Jefferson City, TN 37760

Primary Contact
Primary Contact #

Job Address

Lot #

Plan (opt)

1 Owner

Address

2 Contractor

Address

3 Architect

Address

4 Use Of Building

Residential or Commercial (R or C)

5 Class Of Work

New
Addition
Alteration
Repair
Stories

6 Valuation Of Work

7 Permit Fee

8 Heated Square Footage

Describe The Work

Owner/Contractor Sign

Payment Method

Check#

Date

CC

Date

Application Accepted By

Plans Checked By

Approved By

Jefferson City Building Permit Processing

Note : Email is the preferred method of communication to szimmerman@jeffcitytn.com

1. Fill out the form & prepare drawings and license and insurance (if applicable)
2. Mail, Scan & Email or hand deliver your form and drawings attention Building Department at Jefferson City Hall 112 City Center Jefferson City TN. 37760
3. The Building Department will review your information and respond with your permit # , the fee amount and or any additional information required When your permit is ready for payment and pickup the Building Department will send you your permit with the permit number on the top right corner.
4. After you receive the permit number from the Jefferson City Building Department you may pay your Fee and your Permit will be Validated - (see the payment guide below) After payment copy can be picked up at the Building Department or emailed to you.

Payments are made per the guidelines below :

Checks are payable to the City of Jefferson City. Mail or hand deliver checks to Jefferson City Hall - Attention Building Official - 112 City Center Drive Jefferson City TN 37760

Include a copy of the permit you received with permit # from the Building Official with your check

Credit card payments must be coordinated through the Building Official before paying with a credit card at City Hall.