

TOWN OF CARTHAGE
INFORMATION ON OBTAINING A BUILDING PERMIT
FOR COMMERCIAL PROJECT

A building permit will need to be obtained in order to construct a new building, or to make changes to the building that you will be occupying, or if there will be a change in the use of an existing building. The following items will be needed to submit an application for a building permit:

1. Fill out the Town of Carthage Building Permit Application.
 - a. A State of Tennessee licensed contractor is required for all commercial repairs/alterations. Please make sure to list the contractor license number, address, and phone number. If you are using an out of state contractor, please visit the State of Tennessee's web page for further information, and a Town of Carthage Business License may also be required.
 - b. Please provide the owner, architect, engineer, and contractor information: Name, Address, Phone Number, Email.
 - c. Address (under contractor information) should be the actual property address for the commercial business that the permit being applied for.
 - d. Proposed Use – List a description of the work to be done.
 - e. List total square footage.
 - f. List the total estimated job value – this is to be of the total job (included electrical, plumbing, and mechanical).
 - g. Sign the application.
 - h. List the email address of the architect, engineer, and contractor.
2. Please Submit 3 complete sets of plans (24" x 36" or larger). One set will stay with Town of Carthage, one set will be given to the Building Inspector, and the third set will be stamped and given back to the contractor to keep on the job site.
3. The Plans Review Fee will need to be submitted to finalize the application. The plans review fee will be calculated by the Building Inspector and provided. The Building permit fees and any additional mechanical/plumbing fees will be figured by the plans examiner after the plans have been reviewed.
4. After the building permit is issued, the trade contractors will be allowed to pull their permits.
5. When all work is completed and all inspections have been approved (including all applicable inspections) a Certificate of Occupancy (CO) will be issued to the applicant.

Can a business owner pull their own building permit?

The answer is NO; the owner cannot pull building permits. The building permit needs to be pulled by a licensed General Contractor (for Commercial Work).

Do I need Building Plans or a licensed Architect/Engineer?

Detailed Building Plans are required to build multi-family dwellings, businesses, mercantile (retail or wholesale), educational, assembly, industrial, and institutional buildings. Any building that is not a one or two-family dwelling or an accessory building is considered to be a commercial building. All Assembly, Education, and Institution occupancy uses, and/or ANY occupancy over 5,000 square feet require a licensed Architect/Engineer.

- Assembly – Anything over 50 occupants
- Education – Some Daycare
- Institution – Some Daycare

Trade Permits – Mechanical and Plumbing

All trades must be performed by a licensed contractor of the trade. The licensed contractor must apply for permits through the Town of Carthage. All trade permits require inspections by the Building Inspector.

For questions or additional information, please contact the Town of Carthage at 615-735-1881, or contact the Building Inspector (Warren and Associates) at 615-444-2996.