



OCCUPANCY PERMIT APPLICATION (RESIDENTIAL)

The Occupancy Permit is required for ALL new businesses, ownership changes, location changes, and use changes prior to any structure or portion thereof being occupied. Only an Occupancy Permit allows a site or structure to be occupied and open to the public.

The Planning Department will distribute the application to each relevant department. **If you have not been contacted within 3 business days, you may reach out to the department.** *Phone numbers listed below.*

If Building Permits were pulled, you will need to contact the Codes Department to request Final Inspection (615-590-4642) in addition to this application.

For issuance of a Temporary Use and Occupancy Permit:

All improvements not completed at the time of this request will require surety in the form of a **Letter of Credit** (see website: www.hvilletn.org/departments/planning/documents-and-plans for format) or **Cashier's Check** for an amount determined by the Engineering and Planning Departments.

In the event of new site construction or changes to a site:

Certificate of Compliance must be signed and stamped by the project Engineer and Landscape Architect before a Permanent Occupancy Permit can be issued.

All signage (Temporary and Permanent) must be applied for and approved through the Planning Department. If you have not applied, please pick up the sign permit application or find on the Planning Department website.

CONTACT NUMBERS		
Fire Department	(615) 822-1119	
Hendersonville Utility District (HUD)	(615) 824-3717	
Building – Codes Department	(615) 822-3802	
Engineering Department	(615) 822-1016	
Planning Department	(615) 264-5316	

*If Electrical or Building permit was pulled prior to January 1, 2020, the Electrical sign-off will come from the State Electrical Office. State Electrical Office contact number is (615) 575-0523.



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GENERAL INFORMATION

Dwelling Builder: _____
Project Address: _____ Lot#(s): _____
Subdivision: _____ Phase: _____ Section: _____
Date Site Plan Approved: _____

Choose Dwelling Type: Apartments Estate Villa Townhome Villa

CONTACT INFORMATION

Applicant/Contact Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

Permit Type: Permanent Temporary (Surety may be required)

OFFICE USE ONLY

Zoning District:	Use:
<input type="checkbox"/> This project may be issued a Temporary Occupancy Permit.	
<input type="checkbox"/> This project may be issued a Permanent Occupancy Permit.	

Dept: _____ Signature: _____ Date: _____