



CITY OF TULLAHOMA

BUILDING CODES DIVISION

PO Box 807, 321 N. Collins Street, Tullahoma, TN 37388
P: 931 -455 -2282 F: 931 -454 -1765 www.tullahomatn.gov

Permit #: _____

USE AND OCCUPANCY PERMIT APPLICATION

The purpose of this application is for a new tenant opening a new business in an existing building or new owner of a pre-existing Tullahoma business to obtain a Certificate of Occupancy for a previously occupied space, if NO work, or only minor cosmetic work, will be done prior to occupying the building/tenant space (replacing or installing floor finish, interior paint or wall paper, or installation of display counters and shelving.

Modifications to existing fire sprinkler or alarm systems will require a separate permit. Any type of structural/framing, plumbing, mechanical, electrical work, or new signage will require a separate permit prior to work being performed.

Will there be remodeling? Yes (minor only) No

Will there be new signage? Yes No

PROPERTY OWNER INFORMATION

(leave blank if same as business owner)

Name(s): _____

Address: _____

City/State/Zip: _____

Phone: _____

E-Mail: _____

Signature: _____

Printed Name: _____

Date: _____

BUSINESS OWNER INFORMATION

(Address Other Than Business Address Required)

Name(s): _____

Address: _____

City/State/Zip: _____

Phone: _____

E-Mail: _____

Signature: _____

Printed Name: _____

Date: _____

PREVIOUS TENANT INFORMATION

Business Name: _____ Type of Business: _____

NEW TENANT INFORMATION

Business Name: _____

Address: _____ Suite Number: _____

Square Footage: _____ Sprinkler System: Yes No

Type of Business Use:

Assembly Business/Office Mercantile Warehouse/Factory Storage High-Hazard Other

REQUIRED INSPECTIONS:

- Any code deficiencies identified during an inspection must be corrected before a permanent Certificate of Occupancy can be issued.
- The following inspections are required:
 - Planning & Zoning Inspection - Planning & Zoning Department 931-455-2282
 - Building Safety Inspection - Building Codes Division 931-455-2282
 - Fire Department Inspection - Deputy Fire Marshal 931-434-9763
- Food-related service or food-storage businesses require approval by Coffee County Health Department.
- Child care centers, group and family child care homes require a State license.
- Hair salon, barber shop, aesthetician or cosmetology businesses require a State license.
- Proof of a current City of Tullahoma Business License is required.
- Inspections will be required for any other related permits.

Submit completed application to the Tullahoma Building Codes Division at nabbott@tullahomatn.gov or in person at 321 N. Collins Street.