



To: Contractors and Permit Applicants

From: Robert Holtz
rholtz@murfreesborotn.gov
Director of Building and Codes
(615) 893-3750

Date: March 24,2020

Re: Policy and Procedure Changes due to closing public access to City Hall

Due to Covid-19, the Mayor has asked that public access to city hall be closed to the public to help reduce the spread of the virus. We have established the following policies and procedure changes so that we can continue to serve the building community and protect the health and safety of the public and our team members. We have divided our Team Members into two teams that will work alternate days to further reduce the spread of the virus. This will cause delays in processing permits and inspections. We hope that you will understand the necessity of these changes so that we can still serve the building community. The changes are listed based on the type of permit that is being requested and will take effect on Wednesday March 25, 2020.

Residential Permits: (Single Family Dwellings and Duplexes): Permit applications for new construction, additions, renovations, accessory structures and fences, are available on our website. The permit application must be completed and emailed to planning@murfreesborotn.gov. Please include building plans if required and include an email address so that we can notify you when the permit is ready to be issued. The planning@murfreesborotn.gov address should only be used for submitting applications and not for questions or information. The Planning Department website has a contact list for planning or zoning related questions.

Commercial Permits: (New construction, additions, renovations, accessory structures and fences) The Building plans must be mailed to one of the addresses listed on the next page. Site plans should be coordinated with the Planning Department at (615) 893-6441.

Sub Permits for residential and commercial: (Plumbing, Mechanical, Gas, Boilers and Electrical) The applications are available on our website and should be emailed to buildingpermits@murfreesborotn.gov or requested through the online permitting portal. For information about signing up for online sub permits, please contact our office at (615) 893-3750.

Sign Permits: Applications are available online and should be emailed to kmorris@murfreesborotn.gov along with sign plans. A full-size site plan may be required for ground signs and should be mailed to our office at the address below.

Food Truck Permits: Food truck permit applications should be emailed to planning@murfreesborotn.gov. After the application is approved, you will be contacted about submitting your Fire and Health Department Inspections results in addition to the other documents listed on the application.

Payments: For all the above permits, payments can be made through our online portal or by mailing a check to:

City of Murfreesboro Building and Codes Department
111 W. Vine Street
Murfreesboro TN 37133-1139

A 3% fee is added for all payments by credit card. We do not have a fee for Plans Review. Contact our office about signing up to use our online payment portal.

Inspections: The cut off time for inspection requests will be changed. For inspections to be performed on Thursday March 26, 2020, they must be requested by 3:00 pm on Wednesday. You may submit inspection requests through the online portal until 3:00 pm and they will be scheduled for the next day. The 3:00 pm cut off time will continue until further notice.

THE FOLLOWING CHANGES WILL TAKE EFFECT FOR ALL INSPECTIONS PERFORMED ON THURSDAY MARCH 26TH AND EVERYDAY THEREAFTER UNTIL FURTHER NOTICE:

Framing, Insulation and Final Inspections of Dwelling Units (Including Townhomes):

No one will be allowed inside the dwelling unit while our Inspectors are performing these inspections.

Interior Renovation and Additions and Substandard Inspections of Occupied Structures:

We will no longer perform the interior inspections. If you have questions or comments, please contact Robert Holtz or Kevin Jones at (615) 893-3750.

Gas Pressure Tests: The Local Gas Licensing Ordinance allows the Building Official to waive the requirement of our Inspectors witnessing the pressure test if a locally licensed Gas Contractor submits a gas tag. We will no longer accept gas tags for Rough In, Service Entrance and Final gas inspections. The pressure reading of the gage must be witnessed by the Inspector as required by adopted codes.

We encourage everyone to use our online portal where possible and one of our Permit Technicians will be glad to assist you on how to access this useful tool.

Our office hours will not change and are Monday through Friday 8:00 am to 4:30 pm. If you have any questions or need additional information, please contact us. All inspectors will be available for calls at (615) 893-3750 between 8:00 am and 3:00 pm by leaving them a voicemail at the office.

We hope to return to our normal work schedule soon. As a building community, let's work together to get through these extraordinary times. Again, please feel free to reach out to myself or any of our staff members if you have any questions.

Address:

Physical Address:
City of Murfreesboro
Building and Codes Department
111 W. Vine Street
Murfreesboro; TN 37133-1139

PO Box:
City of Murfreesboro
Building and Codes Department
PO Box 1139
Murfreesboro TN 37133-1139