



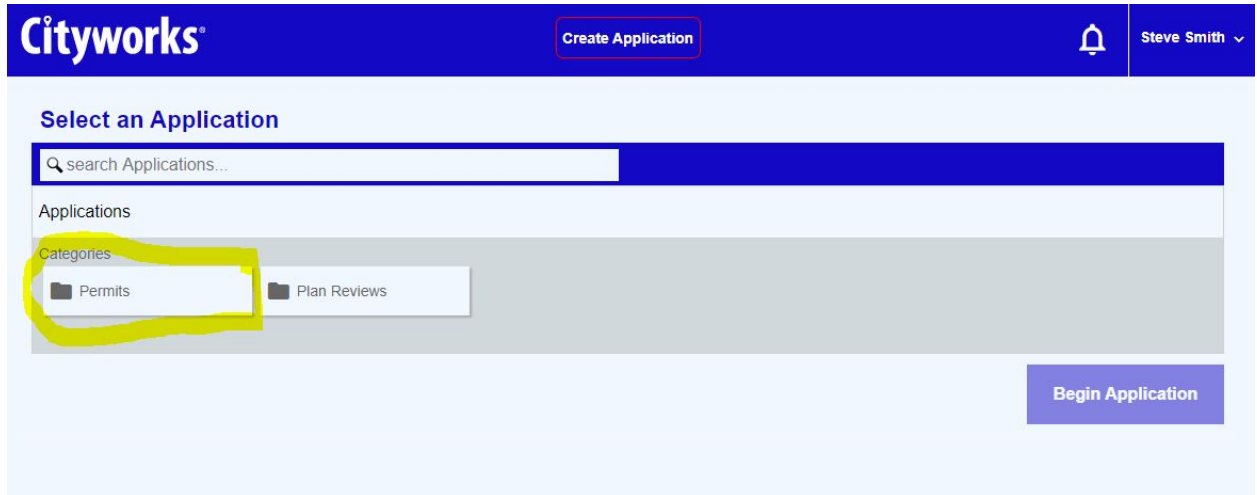
Instructions for Online Application for New Construction of a Single Family Dwelling, Duplex or Townhome

1. The first step to request a permit for a new house, duplex or townhouse is to create an account (if you haven't already done so in the past). Please go to <https://cw-pub.townofsmyrna.org/cw-pub/template/Login.aspx> . Once you have an account, please proceed to the following steps.
2. Your screen should look something like this:

Application ID	Description	Address	Status	Actions
20,447	Plan Review, Build-out	106 DEER RD, SMYRNA, TN, 37167	Open	Actions...
20-29617	Bldg Permit, Residential, 1-Fam. House	1011 AVERY PARK DR, SMYRNA, TN, 37167	Active	Actions...
20,413		1011 AVERY PARK DR, SMYRNA, TN, 37167	Open	Actions...
20-29615		1011 AVERY PARK DR, SMYRNA, TN, 37167	Active	Actions...

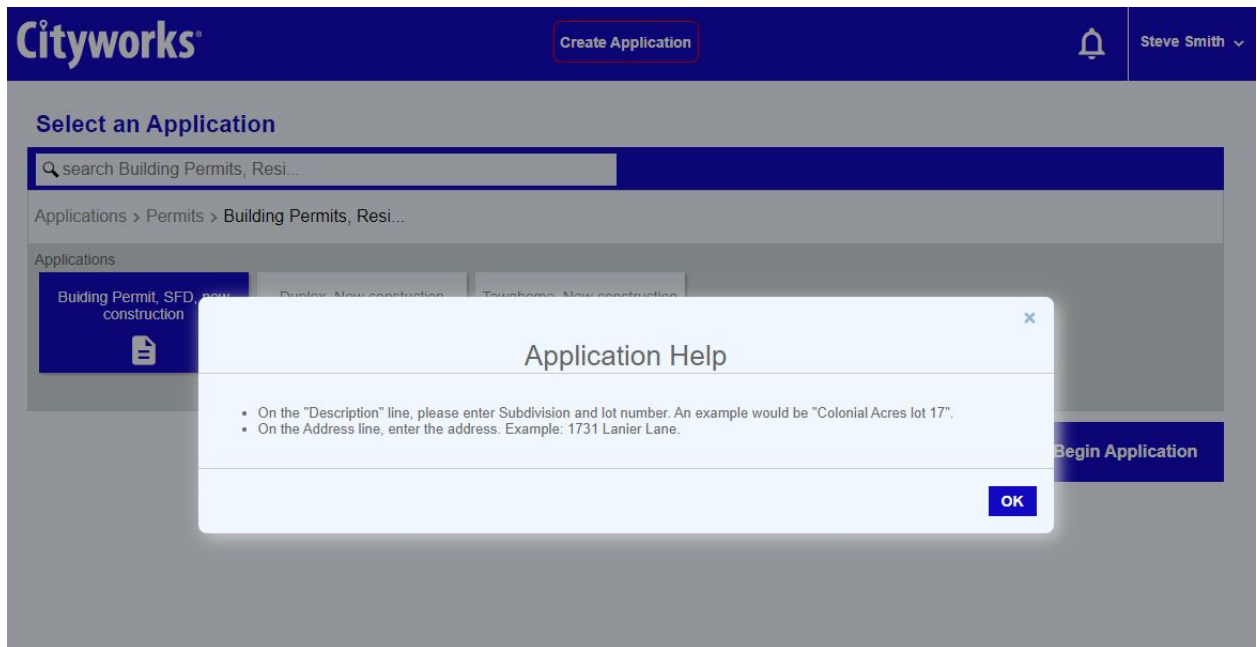
Click on either “Submit a new application” or “Create Application”

3. The next screen will look like this.

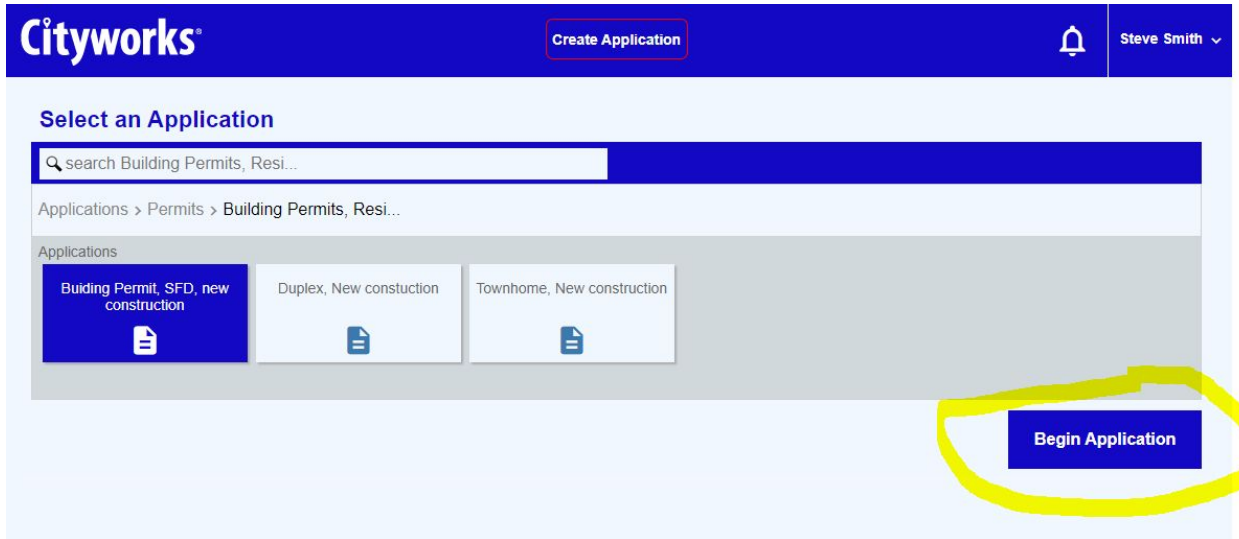


Select “Permits”, then select “Building Permits, Residential”.

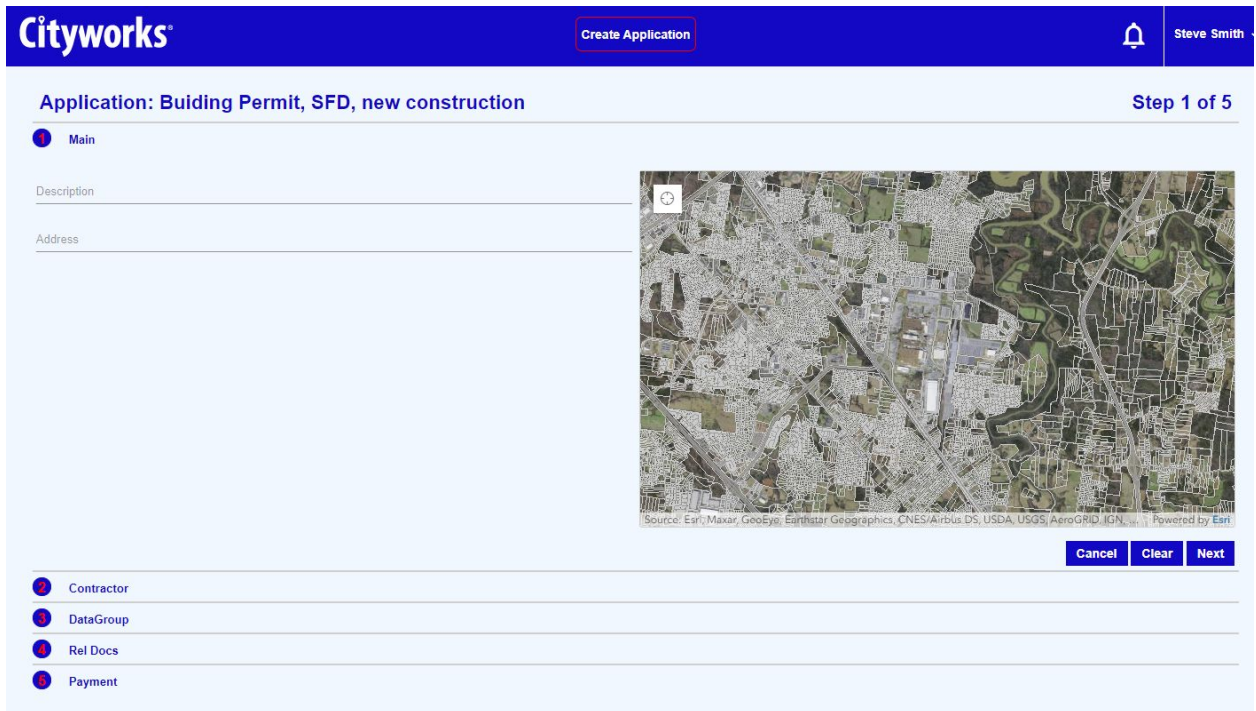
4. On the next screen you can select between “Single Family Dwelling”, “Duplex”, or “Townhome”. Once you have made your selection, your next screen will look something like this:



Be sure to read and follow the instructions. Then you should “X” out of this information page. Then click on “Begin Application”



5. The next screen will look like this:



For “Description” enter the subdivision and lot number, such as: Blakeney lot 17

For “Address”, if the address is 1731 Lanier Lane, only type “1731 Lanier” (no street suffix). **NOTE:** If the address does not auto-populate, or you have any difficulty with the address, simply leave it blank, and we will take care of it later. But we **MUST** have the subdivision and lot number.

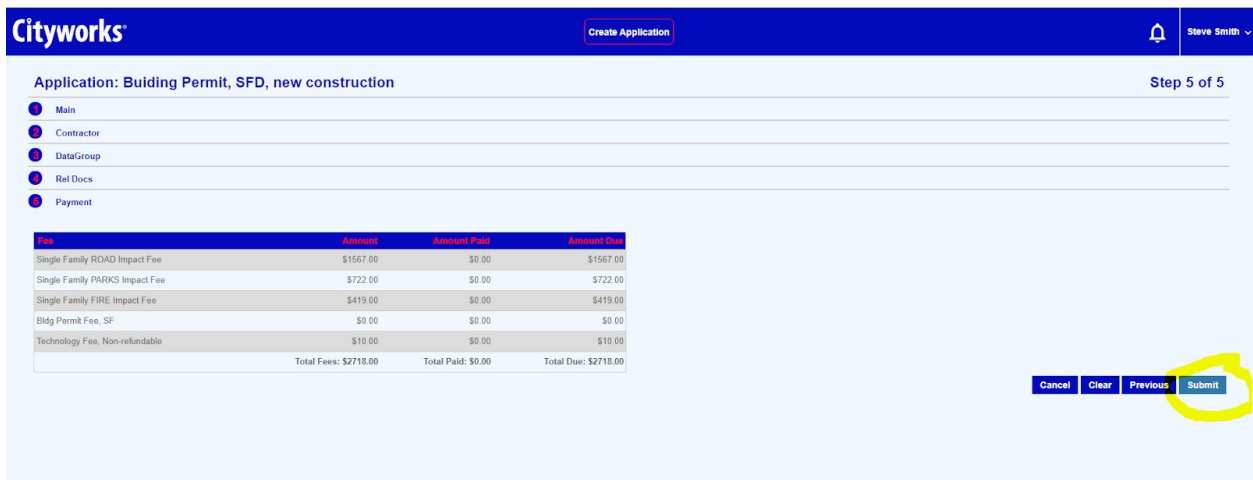
6. For “Contractor”, Hit the “Select Contractor” button, and check the box beside your Contractor’s name. Then click NEXT. (If you have never received permits from us

before, or are otherwise not on our list, you will not be able to proceed. Instead you will need to come to our office to apply for your permit.)

7. For “Data Group” you will need to enter information for the house you are building. Please enter all applicable information.
8. “Related Documents” is where you can attach any relevant documents. Examples of documents you may want to include are: Contractor’s License, Worker’s Compensation Insurance, and Smyrna Business Licence. You can attach as many documents as you need. Note that Rutherford County Development Tax is a REQUIRED document. Each document should be “labeled”. After a document is attached, click on “Label” and select which type of document it is.



9. Once done with attachments, click “Next”. The next screen will show the fees for this permit.



Do **not** try to pay fees at this time. You will receive an email informing you when fees are required. After viewing the fees, click “Submit”. This will send the permit application to us, where we will process it, and inform you of when to pay and receive your Building Permit.

That's it! If you have any questions, please feel free to contact us at 615-355-5704.