



Requirements for Tennessee State Certified Contractors or Home Improvement Contractors

The following items are needed for Tennessee State Certified Contractors or Home Improvement Contractors in order to apply for a building permit within City of Collegedale:

1. A copy of the license holder's current State of Tennessee contractor's license.
2. **Active** Certificate of insurance for general liability showing City of Collegedale as the certificate holder, in the minimum amount \$100,000 per occurrence.
3. **Active** Certificate of insurance for general liability showing City of Collegedale as the certificate holder or Worker's Compensation exemption.
4. License holder City of Collegedale qualifier update form, must be completed by the license holder.

If you have any questions, please contact us:

City of Collegedale
Economic Development Center
Attn: Britney Hutto
Zoning & Permit Clerk
4910 Swinyar Drive
P.O. Box 1880
Collegedale, TN 37315-1880

Phone: 423-468-1967
Fax: 423-468-1970
Email: bhutto@collegedaletn.gov



QUALIFER UPDATE FORM

Change of Address / Telephone / Fax / Email

License #	_____
Qualifier's Name	_____
Company Name	_____
Work Phone	_____
Cell Phone	_____
Email Address	_____
Fax	_____
Mailing Address	_____
City/State/Zip	_____
Physical Address	_____
City/State/Zip	_____

Please return Qualifier update form to:

City of Collegedale Building Department
P.O Box 1880
Collegedale, TN 37315

Or you may email or Fax to:
bhutto@collegedaletn.gov
Fax Number: 423-468-1970