



## 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.

For any questions, please contact Britney Hutto via email at [bhutto@collegedaletn.gov](mailto:bhutto@collegedaletn.gov); by phone at 423-468-1967 or visit us at the City of Collegedale Economic Development Center at 5225 Tallant Road (Monday – Thursday 8:00am to 5:00pm; Fridays 8:00am – Noon).

For submittals via mail, send all required documentation to the following address:

Attn: Britney Hutto  
Zoning & Permit Clerk  
P.O. Box 1880  
Collegedale, TN 37315-1880

Phone: 423-468-1967  
Fax:423-468-1970  
Email: [bhutto@collegedaletn.gov](mailto: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](mailto:bhutto@collegedaletn.gov)**  
**Fax Number: 423-468-1970**