

CITY OF BAXTER

BUILDING, PLUMBING, AND MECHANICAL PERMITS

1. **Before obtaining permit forms, please consult with Bob Lane, Building Inspector (931) 260-2688.**

For water or sewer connections, contact Baxter Utility Department at (931) 858-4142.

For electrical inspections, contact UCEMC at (931) 528-5449.

2. Forms may be obtained from City Recorder Stacey Austin at Baxter City Hall 200 Main Street, Baxter (931) 858-4111 ext.1 OR printed from the City's website at www.cityofbaxter.com.

3. **Please complete forms before coming in to the office to obtain permit.**
This allows us to be serving other customers.

If you need help in completing permit forms or have questions, please contact Bob Lane at (931) 260-2688.

**Permits are issued in the recorder's office from 8 a.m. – 12 p.m.
Monday through Friday.**

4. Once the recorder's office has issued the permit and prior to work (pouring concrete, etc) contact Bob Lane at (931) 260-2688.
5. PERMIT MUST BE POSTED ON JOB.
5. The following inspections are required:
Building - footer inspection, framing inspection, final inspection
Mechanical – one time inspection after unit is installed (Reminder - You must also obtain an electrical permit through the local electric company.)
Plumbing – rough in and final inspection

Any special circumstances, please contact inspector.