

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.
3. Forms must be completed prior to obtaining permit. 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. **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.