

## **Commercial Building Permit Submittal**

We apologize for any inconvenience at this time, the Land Development Offices are closed to all but LDO personnel. Most staff members are working remotely.

**We strongly recommend making contact with the plans review department on how to proceed with the submission of plans for commercial building permits. The plan's review email address is [LDOPlansReview@chattanooga.gov](mailto:LDOPlansReview@chattanooga.gov). We are working on some form of electronic submission for small projects. Large projects will need to be dropped off in the lobby of the Development Resource Center at 1250 Market Street or mailed in.**

Please make sure your application and other information are complete on the Building Permit application. Include an email address and phone number, more than one if possible, such as office and cell.

Once we have accepted your plans and entered your information, we will contact you regarding plans review payment through a credit card. A check may be mailed to our office, please include the project information. After payment is processed, the plans will be routed to the different departments for their review.

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When the review is complete the person identified as the main contact will be notified the permit is ready for issuance and

payment arrangements can be made through our permitting clerks.