Go to www.johnsoncitytn.org

OR, go to: https://jc-cityviewweb.johnsoncitytn.org/CityViewPortal/

Click ‘Sign In’ or click ‘Apply for a Building Permit’
Create a HVAC Change-out Application

Step 1: Application Type

Enter as much relevant information as possible in the 'Comments' box, including Contractor name if different from applicant, and break down of costing.
Step 2: Permit Type

Step 3: Work Items

Work Items cont. below -
Step 4: Description of Work

**Permit Application – Description of Work**

Required information is indicated with an asterisk (*).

**Mechanical Permit Work Items**

AC Unit

QTY: *

Please enter the quantity for this work item in the units specified.

**Electrical Permit Work Items**

Electrical Service 30 Amps

QTY: *

Please enter the quantity for this work item in the units specified.

Electrical Service 60 Amps

QTY: *

Please enter the quantity for this work item in the units specified.
Step 5: Location

If the 'Search for Address' box doesn't auto-complete as you type, click 'Can't find address?', and type your address or as much information as you have into the boxes.
Step 6: Contacts

To add additional contacts to a permit, please contact the Codes Division desk.
Step 7: Upload Files

* Guidelines For Electronically Submitting Documents:
  - Submitted documents should be under 40MB in size.
  - Accepted file extensions:
    - pdf, dwg, cad, jgp, png, tif, docx, xlsx
  - Limit the number of individual drawing sheets uploaded
  - Full drawing sets are preferred (in one file)
  - If size restriction makes that impossible, please split set by ARCH, MEP, and Civil
  - All plans should be to scale.

If you have any questions, call Adrienne Brown at 434-5845 or email abrown@johnsoncitytn.org

Once you have chosen the files you wish to upload, please click the button located at the bottom of the page, to complete your submission.

* Current Submittal

Submit #: 1 Permit Application Submittal (03/13/2019)

Type | Status | Date Verified
--- | --- | ---
Application Form | Pending |  

Select a new document for this requirement.

* Upload Additional Documents

Select any additional documents you wish to provide.

Provide a short description of this set of documents:

HVAC change-out permits may not have any documentation, and when ‘Review & Submit’ is clicked, the Reminder will be shown. Click ‘OK’.
Step 8: Review & Submit

Please Note: Application Fees will be calculated after submittal, and an email will be sent after fees are generated. After the email is received, go into the application by clicking ‘My Items’, and then ‘Expand All’ to see permit applications. Permit applications with fees due will have an option to ‘Pay Fees’.
For Portal Assistance please contact:

Adrienne Brown
Permit Technician | Building Division | Development Services
423-434-5845, abrown@johnsoncitytn.org

Or the Code Division Desk, 423-434-6047