



***Building Safety Department
& Smyrna Utilities
315 S Lowry Street
Smyrna Tennessee 37167
www.townofsmyrna.org***

When gas will be provided by the Town of Smyrna (TOS) gas company, gas permits from the Town of Smyrna, Building Safety Department are required.

1. Confirm gas will be provided by TOS. Contact us at (615) 355-5740 option 4. You will need an address, or if this is a new subdivision/commercial project, names of cross streets to pinpoint your location. If TOS is indeed your provider, go to the next step.
2. Obtain a permit from the TOS Building Safety Department. An application can be obtained from townofsmyrna.org, building safety, and scrolling to the forms and applications section. The gas permit is at the bottom of the page. You can contact our office at 615-355-5704 option 1 for permitting questions.
3. Two inspections are required:
 - a. Gas rough in - prior to covering we will inspect all gas lines, connections, clearances, venting, electrical bonding, and view the gas pressure test (10 psi for 15 minutes minimum) provided by the installer. We will also inspect any other condition that might affect the safety of the installation. After this point you can get your tap fees paid - see item #4 below.
 - b. Gas final - this will be prior to the gas company turning on the system. All appliances must be installed and in operating condition or dead end lines must have a shut off valve and be securely capped. The pressure test gauge will be removed and the lines are to be hooked up to the meter, painted, and identified if required. We will also inspect any other conditions that might affect the safety of the installation. After this inspection passes and you receive written approval (via email), you may contact the TOS gas company to have your meter unlocked - see item #5 below.
4. After the gas rough in (see 3a above), you can come to the TOS gas office to pay your tap fees. At this visit, you will be asked to provide information for the gas load sheet (what appliances you will need gas for and BTU for each appliance). Once this is complete, you are ready for step 3b above.
5. After the gas final (see 3b above), you can contact the gas company at (615) 355-5740 to set up an appointment to have your meter unlocked. You will need to be present at the location for this step.

We hope this information is helpful. Please feel free to contact the Town of Smyrna if you have any questions.