Guidelines for Opening a Trust Account
City Plans Review & Permitting Office
865-215-2999

- Complete Application Form
  - Have each authorized person print or type their complete name
  - Have each authorized person sign their complete name

- The application must be notarized before submitting

- Pay the $500.00 initial (minimum) deposit; a receipt will be given for each transaction

- No cash refunds will be given from the Trust Accounts

- For contractors that hold more than one type of license, an account for each license will be required; however you may transfer funds between accounts

- If your account balance falls below the $100 minimum you will be required to make a deposit

- If you wish to close your account, a written request to the City Plans Review & Permitting office will be required

- It is the responsibility of the Account Holder to notify our office (in writing) of any changes to their account information, such as authorized persons, business address, business phone number, etc

- Applications for sub-permits may be faxed to 865-215-2627 and must include your Trust Account Number

December 2012