



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