TOWN OF MONTEAGLE

16 DIXIE LEE AVENUE
P. O. BOX 127
MONTEAGLE, TENNESSEE 37356
11-1-2010

REQUIREMENTS FOR RESIDENTIAL AND COMMERCIAL BUILDING PERMIT

COMMERCIAL

SITE PLAN (Commercial, multi-family public/semi public, and industrial uses. Does not include duplexes or single family residence.)

1. APPROVED SITE PLAN SIGNED OFF BY PLANNING COMMISSION, UTILITIES DIRECTOR (WATER, SEWER), STREETS AND ROADS DIRECTOR, ARCHITECTURE COMMITTEE AND LANDSCAPING COMMITTEE. THIS PROCESS IS ALL COMPLETED IN THE PLANNING COMMISSION APPROVAL PHASE OF THE PROCESS.

   SITE PLAN MUST INCLUDE:

   A. CERTIFICATION THAT DOMESTIC WATER IS
      AVAILABLE THROUGH THE UTILITY OR TENNESSEE DEPARTMENT OF HEALTH APPROVED WELL;
      CERTIFICATION THAT UTILITY SEWER TAP IS AVAILABLE OR SEPTIC PERMIT FROM TENNESSEE DEPARTMENT OF HEALTH;
      CERTIFICATION DETERMINING WHAT STREETS/ROADS WORK TO BE REQUIRED AND WHO IS RESPONSIBLE FOR IT.

   B. SITE PLAN MUST BE PREPARED BY TENNESSEE LICENSED SURVEYOR AND STAMPED. BUILDING INSPECTOR MAY REQUIRE LICENSED SURVEYOR TO SET AND CERTIFY BUILDING CORNERS BEFORE FOOTINGS ARE DUG.

   C. ALL COMMERCIAL SITE PLANS AS DIRECTED BY STATE OF TENNESSEE LOCAL PLANNING 423-634-6446. CERTIFICATIONS DESCRIBED IN "A" ABOVE MUST APPEAR ON SITE PLAN FOR APPROVAL.

   APPROVED SITE PLANS EXPIRE 12 MONTHS AFTER ISSUANCE OR IF SUBJECT PROPERTY'S OWNER CHANGES. EITHER CASE REQUIRES REAPPROVAL.
   SOME RESIDENTIAL SITE PLANS MAY BE REQUIRED AND ARE SUBJECT TO PLANNING COMMISSION APPROVAL AND PREPARATION BY LICENSED SURVEYOR UNLESS IF SPECIFIED BY THE BUILDING INSPECTOR.

RESIDENTIAL

SKETCH PLAN (Required for single family and duplex construction)

A. CERTIFICATION THAT DOMESTIC WATER IS
AVAILABLE THROUGH THE UTILITY OR TENNESSEE DEPARTMENT OF HEALTH APPROVED WELL;
CERTIFICATION THAT UTILITY SEWER TAP IS AVAILABLE OR SEPTIC PERMIT FROM TENNESSEE DEPARTMENT OF HEALTH;
CERTIFICATION DETERMINING WHAT STREETS/ROADS WORK TO BE REQUIRED AND WHO IS RESPONSIBLE FOR IT.

B. RESIDENTIAL SKETCH PLAN TO INCLUDE:
1. ALL PROPERTY LINES AND DIMENSIONS TO SCALE
2. SHOWS ALL DIMENSIONS, LOT LINES AND RELATIONSHIPS OF ALL RIGHTS-OF-WAY THAT ADJOIN IT
3. SHOW ALL DIMENSIONS OF STRUCTURES TO BE BUILT
4. SHOW SETBACKS PER ZONING DISTRICT LOT IS LOCATED IN
5. SHOW ALL PROJECTIONS: PORCHES, LANDINGS, DECKS, BAY WINDOWS, CARPORTS, ETC.
6. SHOW SQUARE FOOTAGE PER FLOOR AND TOTAL SQUARE FOOTAGE TO INCLUDE ATTACHED OR DETACHED GARAGE
7. SHOW DIMENSION OF SETBACKS FROM THE PROPERTY LINE TO THE NEW STRUCTURE OF ADDITION
8. SHOW DIMENSIONS FROM NEW STRUCTURES TO EXISTING STRUCTURES
9. SHOW DRIVEWAYS
10. SHOW ALL EASEMENTS (IF KNOWN)
11. DESIGNATE THE FRONT OF ALL DWELLINGS
12. SHOW ANY VARIANCES AND CONDITIONS
13. SHOW FLOODPLAIN INFORMATION
14. TAX MAP INFORMATION THE SITE AND PARCEL NUMBERS
15. CERTIFIED 911 ADDRESS
16. SHOW ALL UNDERGROUND AND ABOVE GROUND UTILITIES INCLUDING BUT NOT LIMITED TO GAS, SEWER, WATER, ELECTRIC, ETC.
17. SHOW ZONING DISTRICT PLOT IS IN

BUILDING INSPECTOR MAY REQUIRE ADDITIONAL INFORMATION.

BUILDING PERMIT

THE TOWN OF MONTEAGLE CURRENTLY ENFORCES THE ADOPTED INTERNATIONAL BUILDING CODE, THE ADOPTED INTERNATIONAL RESIDENTIAL CODE AND THE ADOPTED INTERNATIONAL PROPERTY MAINTENANCE AND HOUSING CODE.

PERMIT APPROVAL WILL REQUIRE:

APPROVED SITE PLAN WITH SIGNATURES OF ALL AUTHORITIES ABOVE GIVING BUILDING INSPECTOR AUTHORITY TO CONTINUE WITH PROCESS IF REQUIRED OR SKETCH PLAN (Residential per above)

A. COMPLETELY FILLED OUT BUILDING PERMIT.
   INCLUDE SPECIFIC CONTACT INFORMATION FOR BOTH OWNER AND CONTRACTOR, CELL NUMBERS IF AVAILABLE. INCLUDE PROJECT ZONING ON APPLICATION.
B. INCLUDE LICENSED GENERAL CONTRACTOR INFORMATION INCLUDING NAME, ADDRESS, AND TN STATE LICENSE NUMBER (IT WILL BE VERIFIED). IF PROPERTY OWNER IS TO BE CONTRACTOR SEE ATTACHMENT "A"–"HOMEOWNER AFFIDAVIT FOR RESIDENTIAL CONSTRUCTION". INCLUDE CERTIFIED 911 PHYSICAL ADDRESS

INCOMPLETE PERMIT APPLICATIONS WILL BE RETURNED
AND CAUSE DELAY IN CONSTRUCTION

C. PERMIT FEE WILL BE DETERMINED BY BUILDING INSPECTOR AFTER VERIFING PROPOSED PROJECT VALUE
D. PROVIDE 2 COPIES OF CONSTRUCTION DRAWINGS FOR REVIEW. ONE TO BE KEPT BY INSPECTOR AND THE OTHER TO BE KEPT ON JOB AT ALL TIMES. LARGER PROJECTS WILL REQUIRE ADDITIONAL DRAWING SETS. ALL COMMERCIAL WORK MUST HAVE STAMPED DRAWINGS FORM A TENNESSEE LICENSED ARCHITECT OR ENGINEER. CERTAIN RESIDENTIAL PROJECTS REQUIRE THE SAME.
E. INCLUDE COPY OF TOWN OF MONTEAGLE BUSINESS LICENSE
F. ALL COMMERCIAL WORK REQUIRES TN LICENSED GENERAL CONTRACTOR, LICENSED FOR TYPE OF WORK PERFORMED INCLUDING WORKERS COMPENSATION AND GENERAL LIABILITY INSURANCE. RESIDENTIAL WORK OVER $25,000 ALSO REQUIRES TN LICENSED GENERAL CONTRACTOR
G. PLAN REVIEW OF CONSTRUCTION DRAWINGS TYPICALLY TAKES 5 WORKING DAYS. HOWEVER, MORE COMPLEX PROJECTS REQUIRE ADDITIONAL TIME.
H. TYPICAL INSPECTIONS ARE FOOTING, FRAMING, ROUGH IN AND FINAL. HOWEVER, OTHER INSPECTIONS MAY BE REQUIRED AS DETERMINED BY BUILDING INSPECTOR.
I. INSPECTIONS REQUIRE 24 HOURS NOTICE. INSPECTOR HAS A FULL TIME JOB OUTSIDE OF MONTEAGLE AND CAN ONLY INSPECT AFTER 4:00 P.M. MONDAY THROUGH THURSDAY.
J. EVERY PERMIT SHALL BECOME INVALID UNLESS THE WORK AUTHORIZED BY SUCH PERMIT IS COMMENCED WITHIN 180 DAYS AFTER ITS ISSUANCE, OR IF THE WORK AUTHORIZED BY SUCH PERMIT IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AFTER THE TIME THE WORK IS COMMENCED.
K. EVERY PERMIT APPLICATION SHALL INCLUDE THE COMPLETED ATTACHMENT "B" <u>HOLD HARMLESS AGREEMENT</u>

L. MAP AND PARCEL NUMBERS ARE REQUIRED.

QUESTIONS: EARL GEARY JR
BUILDING INSPECTOR
423-605-3825
TENNESSEE STATE FIRE MARSHAL'S OFFICE #836