

APPLICATION FOR RESIDENTIAL BUILDING PERMIT

GENERAL INFORMATION FOR APPLICANTS

ALWAYS CHECK WITH BUILDING INSPECTOR TO DETERMINE WHICH DOCUMENTS ARE REQUIRED TO OBTAIN A BUILDING PERMIT.

A residential unit of less than 3,000 square feet may submit a Plat Plan for approval. More than 3,000 square feet require a Site Plan.

Steps/Flowchart for all RESIDENTIAL Building Permitting and Reviews:

Plat Plan Approval (<3,000 square feet): Building Inspector

Site Plan Approval (>3,000 square feet): City Planner & Planning Commission+

Building Permit/Inspections/Certificate of Occupancy: Building Inspector

+Planning Commission meets the 2nd Thursday of each month at 6 p.m. and is open to the public. Deadline for submission of site plans is 10 days (including weekends) prior to meeting date.

Responsibility

It is the responsibility of the Applicant and/or Contractor to obtain all required documents, approvals, and signatures for City Building Inspector and City Planner.

Submission of Documents for Planning Review:

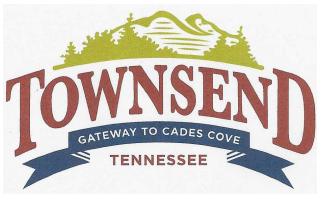
Plat or site plans are required for single and multi-family residences and making a change from residential to commercial use.

It is the responsibility of the Applicant and/or Contractor to present a plat plan containing, at a minimum, the following information in sufficient detail to allow the Building Inspector to determine if the proposed use is in conformance with the Zoning Code. The required content of the plan is:

1. Actual shape and dimensions of the lot
2. Tax map and parcel number of the lot
3. Setback lines and utility easements
4. Shape, size, and locations of all existing and proposed buildings
5. Elevation**
6. Any other information deemed necessary by the Building Inspector.

****If the property falls into the Flood Hazard Area, a site plan must be prepared by a licensed surveyor.**

Additional information about permitting can be found on the City of Townsend website at: www.cityoftownsend.com



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Inspections are offered Tuesday and Thursday. Call the day prior by 3:00 p.m. 865-659-3305
Inspections offered Wed. & Fri. by appointment availability. Call the day prior by 3:00 p.m. 865-659-3305

APPLICANT INFORMATION

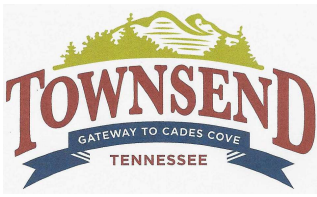
Applicant's Name:	
Site/Project Address:	
Property Owner:	
Owner's Address	
Phone #:	Email:

ARCHITECT INFORMATION

Contact Person:	
Business Address:	
Phone #:	Email:

CONTRACTOR INFORMATION

Name:	
Business Address:	
Phone #:	
Project Contact:	
Project Contact Phone #	Project Contact Email:
TN License #	License Class:



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Type of work:

- NEW CONSTRUCTION
- REMODEL
- ADDITION
- DEMOLITION

Occupancy Type:

Single Family Dwelling _____ Multi-Family _____ Accessory Buildings _____

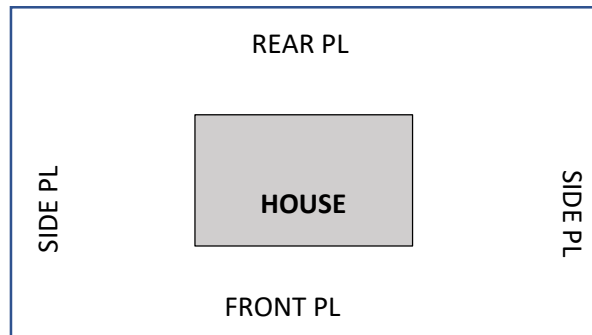
Subdivision: Yes No If Yes: Lot _____ Map _____ Parcel _____

Estimated cost of construction: _____

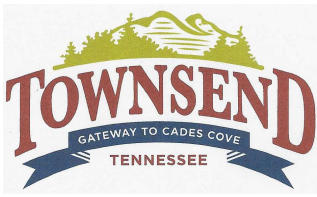
****Notice: Permit fees are non-refundable****

Description of work to be done:

LOCATION SITE PLAN



STREET



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Guidelines for Obtaining a Certificate of Occupancy:

A building may not be occupied or change in occupancy or the nature of the use of the building or part of a building until after the **City Building Inspector** has issued a **Certificate of Occupancy**.

The Certificate of Occupancy shall not be issued until the premises have been inspected to determine that construction has been taken in compliance with application and in conformance with City of Townsend Zoning Ordinances and other pertinent ordinances.

It is the responsibility of the applicant to obtain all required approvals/signatures before issuance of the Certificate of Occupancy.

Applicant's Initials: _____

Declaration by Applicants and Contractor

Under PENALTY OF INTENTIONAL MISREPRESENTATION AND/OR PERJURY , I declare that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief and that all provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. I agree to construct said improvement in compliance with all provisions of the applicable ordinances. I further certify that all easements, deed restrictions, or other encumbrances restricting the use of property are shown on the site plan or other documents submitted with this application. I realize that the information that I have affirmed hereon forms a basis for issuance of the permit herein applied for and approval of plans in connection therewith shall not be construed to permit any construction upon said premises or use thereof in violation of any applicable ordinance or to excuse the owner or his or her successors in title from complying therewith. I acknowledge that granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. I HAVE BEEN GIVEN AUTHORIZATION FROM THE PROPERTY OWNER TO OBTAIN THIS PERMIT. I HAVE BEEN AUTHORIZED BY THE OWNER TO CONSENT TO INSPECTIONS OF THIS PROPERTY AND TO THE ENTRY ONTO THE PROPERTY OF INSPECTORS OF THE CITY OF TOWNSEND FOR THE PURPOSE OF PERFORMING THE NECESSARY INSPECTIONS DURING NORMAL BUSINESS HOURS FOR THE DURATION OF THE PERMIT.

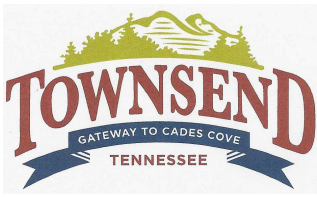
For additional information/questions, please call the City Building Inspector at 865-448-6886 (office) or 865-659-3305 (cell).

Signature of applicant: _____

Date: _____

Signature of Contractor or Authorized Agent: _____

Insert drawing here Full PAGE.



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CITY USE ONLY

CITY BUILDING INSPECTOR REVIEW CHECKLIST

Site Plan Review For: Residential Single Family _____ Residential Multi-Family _____

Business _____ Change from residential to commercial _____

Zone _____

Electronic Site Plan provided to Building Inspector & City Planner _____

Flood Hazard Determination _____

Stormwater Evacuation Determination _____

North point & scale _____

Local Map (drawing/sketch of property and surrounding land use and streets) _____

Total acreage of property _____

Setbacks, dimensions, and nearing of lot lines _____

Location of existing and proposed structures _____

Architectural rendering, illustration, or photo of proposed development _____

Subsurface Sewage Disposal System-Blount County _____

Electric company approval (Sevier Co. or Alcoa) _____

Drainage plan _____

Driveway and Parking design _____

Approval letter for curb cut on State Hwy or City Street _____

Lighting plan (business only) _____

Proposed landscaping design (business only) _____

Refuse storage, collection, and disposal plans (business only) _____

Is the applicant requesting any variances from the Townsend Zoning Ordinance? ___ Yes ___ No

Planning Commission Review and Approval: _____ Date: _____

This checklist is for general reference purposes only.