



## APPLICATION FOR RESIDENTIAL / COMMERCIAL BUILDING PERMIT

### GENERAL INFORMATION FOR APPLICANTS

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

**Residential units of less than 3,000 square feet may submit a Plat Plan for approval.**

**Residential units of more than 3,000 square feet require a submission of 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**

**The Planning Commission meets the 2<sup>nd</sup> 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 the 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](http://www.cityoftownsend.com)**

**Inspections are offered on 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**



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<b>Location</b>	Street Address _____ Lot # and Block # _____ Subdivision _____ Tax Map # _____ Parcel _____	<b>Owner</b>	Name _____ Street Address _____ City, State, Zip _____ Telephone # (____) _____
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<b>Contractor</b>	Name _____ Street Address _____ City, State, Zip _____ Telephone # (____) _____ License # _____ Exp Date _____ Received Valid Workman's Comp Certificate Y N	<b>Architect/Engineer</b>	Name _____ Street Address _____ City, State, Zip _____ Telephone # (____) _____ License # _____ Exp Date _____
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<b>Plumber (LLP)</b>	Name _____ Street Address _____ City, State, Zip _____ Telephone # (____) _____ License # _____ Exp Date _____	<b>Mechanical</b>	Name _____ Street Address _____ City, State, Zip _____ Telephone # (____) _____ License # _____ Exp Date _____
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<b>Building:</b>	<b>ICC Construction Type</b>																																
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<b>Zoning Classification</b> _____ <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:10%;">Setbacks</th> <th style="width:15%;">Front</th> <th style="width:15%;">Rear</th> <th style="width:15%;">Left Side</th> <th style="width:15%;">Right Side</th> </tr> <tr> <td>Required</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Shown</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Setbacks	Front	Rear	Left Side	Right Side	Required					Shown					<b>Comment Notes:</b>  Maximum Building Height: 35 feet from the highest adjacent grade.  Number of EXISTING dwellings on parcel _____. Foundation Survey Required YES NO . Flood Plane: YES NO. (If yes , Include additional permit fee and elevation certificate (REQUIRED))  Estimated total cost of construction: \$ _____
Setbacks	Front	Rear	Left Side	Right Side												
Required																
Shown																



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**Grading** (Grading permit **MUST** be issued before any land disturbance activity)

Responsible person for erosion control: \_\_\_\_\_.

Telephone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Total Acres: (acres or sq ft) \_\_\_\_\_. Area to be disturbed: (acres or sq ft) \_\_\_\_\_.

Are there any water bodies, wetlands, or sinkholes in the area if the site? Yes No

If the land-disturbing activity is greater than one tenth (0.1) acre (4356sf) and less then 1 (1.0) acre in size, Please submit a site plan of the proposed activity on the supplemental page of this application.

The Applicant of this permit does hereby covenant and agree with the resolutions and laws of this jurisdiction pertaining to said building and site, and to construct the proposed building or structure or to make the proposed change or alteration in accordance with the planes and specifications submitted herewith. I (the applicant) have read and understand this form and certify that the information and statements given on this application, drawings, and specifications are to the best of my knowledge, true and correct. I (the applicant) understand and agree that any error, misstatement, or misrepresentation of fact either with or without intention on my part, such as might if known, cause a refusal of this application or any alteration or change in plans made without approval of the Building Official or designee subsequent to the issuance of the building permit, shall constitute sufficient grounds for revocation of such permit. This permit shall expire after 180 days if work has not commenced or if it has been abandoned or suspended for a period of 180 days after work has commenced.

Residential: Must submit TWO (2) site plans and ONE (1) construction plan. Commercial: Must submit TWO (2) of each

Name of Applicant (Signature) \_\_\_\_\_ Date: \_\_\_\_\_

Name of Applicant (Clearly Print) \_\_\_\_\_

**A Grading or Driveway permit may be required in addition to the Building permit**

### Type of work:

- Check All That Apply**     Residential     Commercial     Demolition
- New Construction     Remodel     Addition



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**Occupancy Type:**

Single Family Dwelling

Multi-Family

Accessory Buildings

**Description of work to be done:**

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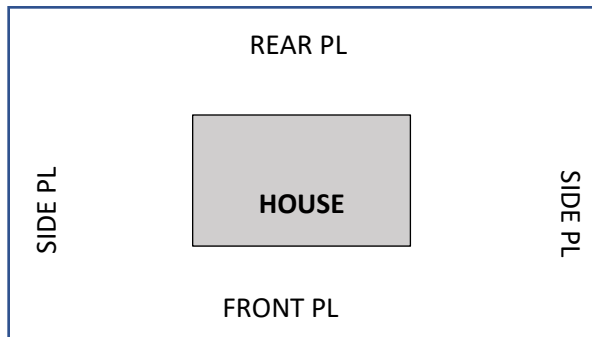
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**LOCATION SITE PLAN**





## APPLICATION FOR RESIDENTIAL / COMMERCIAL BUILDING PERMIT

### 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.**



APPLICATION FOR RESIDENTIAL / COMMERCIAL BUILDING PERMIT

FOR BUILDING INSPECTOR USE ONLY

Application approved by Building Inspector/Planning Commission:

Printed name Signature Date

Zone verified: Yes No

Flood Hazard verified: Yes No N/A

Stormwater Evacuation Plan from Contractor? Yes No N/A

Subsurface Sewage Disposal System Blount County Health Department? Yes No

Electrical Company Completion Form by Provider (Sevier Co. or Alcoa)? Yes No

Building Area-Fees-Permits

Living Space Finished SQ feet \$

Unfinished basement, porches, garage(s) SQ feet \$

Estimated Cost of Construction: \$

Permit Fee\*: \$

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

Building Permit Issued to: Date:

Building Permit Number:

Building Permit Expires:

City Building Inspector: Date:



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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 Townend Zoning Ordinance? Yes \_\_\_ No \_\_\_

Planning Commission Review and Approval: Signature: \_\_\_\_\_ Date: \_\_\_\_\_