

# Section One

## General Information

### Scope

This section is a brief overview of the operation of **Blount County Environmental & Codes Departments** at 1006 E. Lamar Alexander Pkwy, Maryville, Tennessee 37804 and other related departments. More detailed information is included in sections two and three of this manual as well as in the appendices.

### Organizational context

Blount County Environmental & Codes Departments and Inspection is comprised of the Department of Environmental Health, Building Inspections Department, Zoning Codes Enforcement Department and StormWater Department each works in conjunction with and under the supervision of the Blount County Mayor's Office. We also work in conjunction with other local, state and federal departments and agencies as necessary.

### Scope of Regulatory Authority

#### Department of Environmental Health

This Department operates under the rules and regulations that govern subsurface sewage disposal systems set forth by the Tennessee Department of Environment and Conservation, a Division of Groundwater Protection. In addition to regulating subsurface sewage disposal systems, the department upon request performs bacteriological water analysis on private water supplies to determine total coliform and fecal coliform bacteria present. Its main objective is to provide a healthy environment for all citizens of Blount County by exhausting all efforts to work with the public in identifying problems and taking corrective action when needed to improve the biological quality of waste water.

#### Zoning / Codes Enforcement

The Zoning Codes Enforcement Department enforces the Zoning Regulations, provides staff reviews to the Board of Zoning Appeals, Planning Commission, and County Commission. This department is also responsible for the enforcement of section 5-1-115 of the Tennessee Code Annotated, which addresses lots that present a threat to public health, safety and welfare. Other responsibilities include the regulation of land use, buildings and structures as well as the setbacks, lot coverage, number and height of buildings, parking, signs, towers, home occupations, housing rehabilitation, and other aspects of zoning.

## StormWater Department

This Department provides administration for the county Stormwater regulations, promotes water quality, and also regulates Stormwater management with the county. The Department works operates under the rules and regulations set fourth by Phase II of the Clean Water Act of 1972 through the Environmental Protection Agency and the Tennessee Department of Environment and Conservation, Division of Water Pollution Control. The Department enforces the regulations regarding the grading and restoration of land, the control of erosion and runoff, and other drainage features or systems as well as the design and installation of storm sewers, paving and other site improvements. It also regulates any work located in the flood zone or flood fringe.

## Building Safety / Codes

The Department of Building Safety enforces the commercial and residential regulations of the 2006 edition of the International Code Council through the plan review and inspection processes. This department accepts applications for construction permits and Board of Construction Appeals, collects fees, issues permits, schedules inspections, maintains permit record files and issues occupancy certificates.

## Other Departments and Agencies

Other local, state and federal departments and agencies administer many of the regulations related to building permits. For example, the Blount County Planning Department implements the rezoning or subdivision of property, use-on-review processes, and approves plats. The State of Tennessee permits and inspects all electrical work in Blount County, The local utility districts regulates sewer and water connections. The Blount County Volunteer Fire Department aids with Fire Safety reviews. The 911 Communication Center assigns / verifies addresses. To identify the governing authority for any other aspects of a project please contact the Office of Environmental and Codes.

## **Permit process**

Planning ahead for your project is very important due to the various time frames required for different types of permits. The total time it takes to get a permit can be as little as a few days for simple projects or as much as a few months or more for complex projects or when special reviews or variances are required.

## Application

Applications for permits and variances must be made in person between the hours of 8:00 A.M. to 4:00 P.M. Monday through Friday in the Blount County Environmental and Codes Office located at 1006 E. Lamar Alexander Parkway Maryville, TN 37804. For commercial occupancies, a non-refundable variance fee will be charged at the time of application. Building permit fees will be charged at the time of permit issuance.

## Plan review

Prior to the issuance of a permit, an application and plans are reviewed for compliance with regulations. The plan review process may range from a simple setback check by the office staff for a manufactured home to a thorough examination of all documents pertaining to a new commercial building by environmental health, zoning/codes enforcement, stormwater, and building/safety plan examiners. When the submitted plans are reviewed there may be requests for additional information. Revisions are to be submitted for reviews the same as for a new application. After all plan reviews are complete and all required information is received the applicant will be notified and the permit can be issued. Any field change orders made during construction must have plans submitted for review before a Certificate of Occupancy will be issued. Refer to Appendix E for submittal requirements.

## Fees

Permit and plan review fees are based on the value of the work to be performed or on the type of permit in some cases. For a complete listing of all fees please refer to **Appendix A**. All fees shall be payable to Blount County Building Commissioner.

## Conditions

Each permit covers all work on a project including plumbing, mechanical and gas but not the electrical which must be permitted through the State of Tennessee electrical inspector at the local utility company. Separate permits are required for kitchen hood systems, fuel tanks, sprinkler systems, fire alarm systems and storage of flammable and non-flammable gasses.

A permit issued shall be construed to be a license to proceed with the work and not as authority to violate, cancel, alter, or set aside any of the provisions of the technical codes, nor shall issuance of a permit prevent the building official from thereafter requiring a correction of errors in plans, construction, or violations of the codes.

## Time limit

With the exception of a few 30-day permits, a permit is valid for the entire duration of a project no matter how long it takes unless the work is not started within six months (180 days) or if the work is stopped for six months (180 days) in which case a new permit will be required.

## Inspections

After a permit is issued it is the contractor or owners responsibility to schedule all required inspections. A fee of \$30 for residential or \$50 for commercial will be charged to the contractor listed on the permit for each re-inspection of rejected items or for extra scheduled inspections. Electrical work in Blount County is required to be inspected by the state electrical inspector.

## Certificates

A Certificate of Occupancy or a Certificate of Completion will be issued to the contractor listed on the permit after all inspections are complete and all fees are paid. Conditional or temporary certificates may be issued at the discretion of the Building Official for a fee of \$100.

## Codes and Resolutions

The following is a list of currently adopted codes and resolutions as of Feb 15, 2007. Amendments and updated versions of the codes and ordinances may have been adopted since the publication of this manual. Please check with the code office to verify the current editions. Please refer to Appendix B for Blount County's adopted amendments to these codes. In the event that the provisions of these codes and/or resolutions conflict with each other, the code officials shall enforce the more stringent of the conflicting provisions.

### Codes

- 2006 International Building Code (IBC)
- 2006 International Residential Code (IRC)
- 2006 International Fire Code (IFC)
- 2006 International Existing Building Code (IEBC)
- 2006 International Plumbing Code (IPC)
- 2006 International Mechanical Code (IMC)
- 2006 International Fuel Gas Code (IFGC)
- 2006 International Energy Conservation Code (IECC)
- 2006 International Code Council Electrical Code (ICCEC) Administrative Provisions
- 2005 National Electric Code (NEC)
- North Carolina Accessibility Code 1999

Copies of these codes are available for purchase from the International Code Council. Phone 1-888-422-7233 ext 33801 or <http://www.iccsafe.org/>

### Resolutions

Blount County Zoning Resolution, as amended through February 10, 2006  
Blount County Grading, Erosion, and Sedimentation Control Resolution: 04-12-016  
Blount County Building Permit Fee Schedule Resolution: 05-07-003  
Blount County adoption of 2006 Comprehensive International Codes Resolution: 07-02-010

Copies of these Resolutions can be obtained from the Blount County Commission Office. Phone 865-273-5830 or from Blount County Environmental & Codes phone 865-681-9301

Other regulations are adopted by reference in these documents and will be enforced as applicable. State and Federal regulations are also enforced as applicable.

## Variances

There are two appeals boards that meet once a month to consider variance requests. The Board of Zoning Appeals (BZA) may be applied to for variances or clarification of the regulations in the Zoning Ordinance for Blount County. These may be appeals of administrative decisions, appeals for practical difficulties or unnecessary hardships, appeals of use-on-review decisions or appeals of zoning map interpretations. This board meets on the first Thursday of each month at 6:00 PM in the Blount County Courthouse room 433. The application fee for variance and special exception is \$100.00. Application for appeal to BZA is \$50.00 per appeal.

The Board of Construction Appeals (BCA) may be applied to for variance or clarification of the regulations in the currently adopted building and fire codes. These may be appeals of administrative decisions or appeals for equivalent alternates. This board meets on the first Tuesday of each month at 3:00 PM at the Blount County Office of Environmental & Codes in the conference room. The application fee is \$50.

Please refer to the **Appendix E** of this manual for the specific application requirements and meeting details for each board. For a complete description of the powers, duties and requirements of these boards refer to the Zoning Resolutions for Blount County and to the 2006 International Building Code.

## **Violations and Penalties**

Violation of these codes and resolutions of Blount County is considered a Class C Misdemeanor and each day constitutes a separate violation. The maximum penalty is \$50.00 per violation. If compliance is not obtained with reasonable efforts within a reasonable time period; violators may be issued a stop work order or a citation to appear in General Sessions Court. Violations of state and federal regulations are reported to the appropriate authorities.

## **Permits Required**

The Zoning Regulation for Blount County, Tennessee requires permits as follows.

### **Permits**

Except as herein before provided, a written building permit shall be obtained from the Office of Environmental & Codes (Department of Building Safety) before starting or proceeding with the erection, structural alteration, or moving of any building or structure, or changing the use of any building or land, except that no permit shall be required for maintenance or installation of interior finishes in one or two family residences, agricultural uses and accessory farm buildings, or for home gardening or similar uses in any zone.

Whenever the use of a building or land is changed to a use of the same or more restricted classification a "Use and Occupancy" permit shall be obtained from the Office of Environmental & Codes.

### **Grading Permit**

An application for a grading permit shall be submitted to the Blount County Environmental & Codes Office (Storm Water) prior to the beginning of any grading, clearing, excavating, filling or other disturbance of natural terrain.

The 2006 International Building Code requires permits as follows.

### **105 Permits**

105.1 Required.

Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.

## **Licensing Requirements**

Blount County Environmental & Codes does not issue or require a local license for building, plumbing, gas or mechanical work but does require proof of State of Tennessee license when required. The only Blount County license required is a business license when required by the Blount County Clerk Business Tax Division. A State of Tennessee Building Contractor's license is required for any job, which exceeds \$25,000. The State of Tennessee Board for Licensing Contractors issues licenses in 9 major construction classifications each of which has specialty

sub-classifications such as for fire detection systems. A State of Tennessee Home Improvement Contractors License is required for any residential construction in excess of \$3000 except when a property owner is building on their own property for their own use. For electrical licensing requirements contact the state electrical inspector at the local utility company. Proof of Workers Compensation Insurance or a signed Affidavit of Exemption shall be provided where applicable.

# Section Two

## Office Procedures

### Scope

This section provides details regarding the services provided by the Office of Environmental & Codes.

### Preliminary

The office staff of the Blount County Environmental & Codes will be glad to consult with you about your project on a preliminary basis in the development, planning and design stages. This can help to ensure you are proceeding in a way that will satisfy permitting requirements and help you to avoid costly delays. Much of this can be accomplished over the phone or through letters and faxes but sometimes it is better to make an appointment and meet in person.

Preliminary consultations with other departments and agencies are recommended any time that their review is required for a permit. This may include applications to a variety of places such as the 911 Communications Center for certified address assignment or the Planning Department for rezoning, subdivision, use-on-review approval, applications to the Department of Environmental Health for septic systems, public pools or food service, applications to the State of Tennessee for schools, daycare or billboards, and applications to the Tennessee Valley Authority and/or The U.S. Army Corps of Engineers for boat docks, bridges or marinas.

### Applications

All permit applications are accepted in the Office of Environmental & Codes with the exception of applications for septic systems which are only which are accepted by the Department of Environmental Health. Any permit may be applied for anytime between the hours of 8:00 AM and 4:00 PM. with the exception of grading only permits. Appointments for grading only permit applications may be made by calling 865-681-9301. The deadline for applications for the Board of Zoning Appeals is 15 calendar days prior to the meeting on the first Thursday of each month and the deadline for applications for the Construction Board of Adjustments and Appeals is 15 calendar days prior to the meeting on the first Tuesday of each month. For application requirements and deadlines of other departments and agencies refer to Appendix C for a directory of names and phone numbers.

The permit clerk at the Office of Environmental & Codes will guide the applicant through the application process as needed. They will check the zoning to verify that the use is permitted and check to be sure all required information and drawings are submitted for review. If the applicant does not have all of the information needed, the application may not be accepted. Please refer to **Appendix E** of this manual for the permit application and submittal requirements for your project. When plans are required for review, a non-refundable plan review fee will be charged at the time of permit issuance or resolution. Please refer to **Appendix A** of this manual for the fee schedule. When completed, the permit application and drawings are sent through the complete plan review process described in the following sections.

## **Residential Plan Review**

This review normally takes three to five days for a complete set of plans. For mobile homes and residential accessory structures less than 200 square feet in area no building construction plans are required and the permit clerk will issue the complete permit based on the site plan if all requirements are met.

The review of plans for houses, duplexes, townhouses and residential accessory structures over 200 square feet in area includes a thorough check of the zoning regulations for setbacks, number of dwellings, lot size, lot coverage, height, driveways, parking and any special requirements when the project is permitted as a use-on-review. These plans are further checked for compliance with the minimum standards of the applicable building, plumbing, mechanical, gas and fire/safety codes. Minor code deficiencies are marked in red on the plans but revised drawings will be needed to correct major code deficiencies. Some of the details checked are the foundation, slab and block details, joist and rafter spans, crawl space and attic space access and ventilation, floor, wall and roof decking, sheathing and covering, stairs and rails, fireplace, hearth and chimney, tenant separation and smoke detectors, and the gas, mechanical and plumbing systems.

The review of plans for townhouses with three or more attached units will also be subject to a special review of the site plan building/safety code plans examiner and Blount County Volunteer Fire Department to determine compliance with fire hydrant and fire equipment access standards.

The residential plan examiner will review condominiums with two attached units only. Condominiums with three or more attached units and apartments will be reviewed by storm water, zoning codes enforcement, building/safety plans examiners the same as for commercial buildings.

## **Commercial Plan Review**

When your application for a new commercial building is complete it is taken along with the plans to the storm water plans examiner who will check the project for compliance with regulations regarding the site hydrology. This will include checking the grading plan for the control of erosion and surface runoff and checking the site plans for the proper design of drainage features such as detention basins or storm sewers and other site improvements such as paving.

The plans are then sent to the zoning codes enforcement plans examiner who will review the application to verify that it is a use permitted and check the site plan to verify that the building meets the minimum setbacks and other zoning requirements.

The plans are then given to the building/safety plans examiner and Blount County Volunteer Fire Department at the direction of the Building Official who will check for compliance with the minimum standards of the codes in regards to fire issues including the applicable portions of the building code, and the fire prevention code. They check the site plan for distance to fire hydrants, the width and location of fire lanes and the distance between buildings. The allowable height and area for the building based on the occupancy and type of construction is checked at this time as well as the means of egress and any fire separation requirements. Other fire protection items that are checked will include any firestopping, sprinkler systems, standpipes and alarms.

The plans are then reviewed for building structure and trades which will check the project for compliance with the minimum requirements of the building, mechanical, gas, plumbing and accessibility codes as well as some aspects of zoning such as parking requirements. The building plans are checked for the basic requirements for allowable height and area for the occupancy and type of construction, minimum plumbing facilities and accessibility. Proper structural design to accommodate all loads including dead, live, wind, snow, concentrated, impact and seismic loads will also be checked as well as the designs of the mechanical, gas and plumbing systems.

## Other Reviews

Other departments and agencies will review plans for certain projects. Any septic system has to be reviewed by the Blount County Environmental Health Department. The Blount County Planning Department reviews plans for all new developments. Reviews are mostly for site requirements including landscaping, signage, traffic patterns and other factors related to the suitability of the proposed development and only review the building for height, area and location requirements. A stamped approved development plan from Planning Department is required to be submitted for a building permit. Tennessee's State Fire Marshal is required to review all plans for State owned facilities; educational occupancies and daycare centers before Blount County can issue permits for them. The review of other state agencies may be needed such as the Department of Human Services for daycare centers, the Department of Transportation for driveway connections or the Highway Beautification Section for billboards.

Projects such as boat docks or marinas may be required to be reviewed by the Tennessee Valley Authority and the United States Army Corps of Engineers.

Please refer to **Appendix C** for a directory of phone numbers to these departments so that you may call and find out their submittal requirements and other pertinent information.

## Revisions

All revisions to a project must be submitted to the permit clerk and go through the appropriate plan reviews including other departments and agencies when required. There is no fee for the first revision but subsequent revisions will require a \$100 submittal fee. When plans for fire alarm systems, fire sprinkler systems, kitchen hoods or tanks are submitted for a previously permitted project a separate permit will be required. A plan review and permit fee based on the estimated value of the additional work will be charged. After the plan examiners have checked revisions they will be returned to the permit clerk and issued to the builder. These plans must be kept on the job site along with the original set of plans reviewed.

## Issuing Permits

When all plan reviews are complete and all required information is received the applicant will be notified and the permit may be issued. Permits may only be issued to the property owner, their contractor or a duly authorized representative. After the applicant signs the permit and pays the all fees they will be given the contractor's stamped reviewed set of plans, a list of required inspections, a day glow green permit card to display at the job site and a receipt for the fees paid. All fees shall be payable to Blount County Building Commissioner.

An application for a permit for any proposed work shall be deemed to have been abandoned six months after the date of filing for the permit, unless before then a permit has been issued. One or more extensions of time for periods of not more than 90 days each may be allowed by the building official for the application provided the extension is requested in writing and justifiable cause is demonstrated. Every permit issued shall become invalid unless the work authorized by such permit is commenced within six months after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of six months after the time the work is commenced. One or more extensions of time, for periods not more than 90 days each, may be allowed for the permit. The extension shall be requested in writing and justifiable cause demonstrated. Extensions shall be in writing by the building official.

Permits are not transferable. If the contractor on a project is to be changed, the original permit will be suspended until a new permit application must be completed or altered as approved by the Building Official.

## Scheduling Inspections

When each phase of the construction work is ready, the contractor must call the Office of Environmental & Codes at 865-681-9301 one business day (24 hrs) prior to set up an appointment for the work to be inspected. Inspections may be scheduled for a certain time in the mornings at 8:00, 9:00, 10:00 or 11:00. Afternoon scheduling is done on an open basis between the hours of 12:00 and 3:00. Every effort will be made to schedule inspections when they are needed but inspection times are limited and appointments are made on a first come first serve basis so the sooner an appointment can be scheduled the better. There will be no fee for inspections cancelled prior to the appointment time. A \$30 residential or \$50 commercial re-inspection fee will be charged to the contractor listed on the permit for each re-inspection of rejected items or for extra scheduled inspections.

Inspections by licensed Architects or Engineers are an acceptable alternate to having Blount County Department of Building Safety perform an inspection. If this is done, the registered professional shall file a written inspection report to this office referencing the permit number and project address and the specific findings from the inspection.

## Issuing Certificates

Upon satisfactory completion of construction authorized by a permit and after all inspections have been passed a Certificate of Occupancy or a Certificate of Completion will be issued to the contractor listed on the permit. This is the only copy and it is usually mailed or picked up within 2 to 5 days after the final inspections are passed. For certain commercial occupancies, a maximum occupancy load certificate will be issued as well.

**A new building shall not be occupied or a change made in the occupancy, nature or use of a building or part of a building until a Certificate of Occupancy has been approved for issue.**

## Complaints

Complaints concerning possible violations of the codes and resolutions of Blount County are accepted by phone, fax, and mail, e-mail, or in person. The person receiving the complaint will fill out a complaint report form and give it to the appropriate code enforcement officer. Complaints concerning building code violations will be given to a building inspector to check on and complaints concerning zoning regulations will be given to a code enforcement officer to check on. These reports are kept on file in the Environmental & Codes office complete with the inspector's field report to verify if there is a violation and what action has been taken to remedy it if there is.

If the complaint is not in regards to regulations contained in the building codes or zoning related ordinances the plaintiff will be referred to the appropriate Authority Having Jurisdiction.

## Zoning Letters

The Zoning Code Enforcement Department will issue zoning verification letters for properties when requested in writing. Requests must include all information necessary to identify the property, the proposed use of the property, the current use of the property and if vacant for how long. Requests can be mailed or faxed and confirmation is normally completed within three working days. A fee of \$20 will be charged for a zoning letter.

## **Home Occupation Approval**

The Zoning Code Enforcement Department considers requests for home occupations, which must be made in writing, and issues letters for approval or denial. Requests must include all information necessary to identify the property, a detailed description of what type of business is proposed on the property, who will be involved in the business, the location of the business in the home, information on incoming and outgoing deliveries and all other type of activity that will take place. Current regulations allow only family members residing on the premises to be engaged in the business and do not allow the business to be in an accessory building. Further regulations are contained in the Zoning Resolution and each request for a home occupation is carefully reviewed to confirm compliance with regulations. Requests can be mailed or faxed and approval or denial is normally issued within three working days. A \$20 fee is required for this service.

### **Records**

All information pertaining to the administration and enforcement of the codes and resolutions of Blount County is kept on file in the office of Blount County Environmental & Health. Plans are retained for a period of two years and then sent to the Blount County Records Management facility at the old Hubbard School where they are retained for a period of five years. These records are available to anyone who requests them. Plans may be viewed in the office but are not to be taken out of the office except when required by the courts. Reports of all permit activity are available at a cost of \$1 per page and a typical report covering a week or month is 1 to 5 pages long. Please call in your request ahead of time so the needed information can be located, retrieved and prepared for you to pick up when you come to the office.

# **Section Three**

## **Field Procedures**

### **Scope**

This section contains descriptions of the various inspections and other duties performed by the field inspectors of the Blount County Environmental & Codes Office.

### **General**

Environmental Health, Zoning Codes Enforcement, Storm Water, and Building/Safety Inspection personnel, perform a variety of types of field inspections to check for compliance with regulations. These include pre-permit inspections, septic systems, existing building inspections, new building inspections, sign inspections, special inspections such as for building sprinkler systems or fire alarm systems tests, re-inspections of violations found on previous inspections, complaint investigations such as for dirty lots or blighted properties, stop work orders and citations.

### **Pre-Permit Inspections**

Inspections to check for compliance with regulations are performed prior to the issuance of permits for off premise advertising signs (billboards) and for cellular telecommunication towers. For billboards the minimum distance requirements between signs and to residential zones is checked as well as the proximity to any scenic roadways or parkways. For towers the proposed location is checked for proximity to other towers or tall structures on which antennae co-location could avoid the erection of the new tower.

Occasionally we will visit a job site with the owner or developer on a preliminary basis to advise on any issues of regulations that are of concern. This can help to alleviate permitting problems and get a project headed in the right direction. This is especially helpful when a new business is planning on moving into an existing building.

### **Existing Buildings**

#### **Commercial**

Inspections of existing buildings by the Blount County Building & Safety are conducted on a regular basis and scheduled by priority. All commercial occupancies are ranked as either high hazard or low hazard. High hazard locations are inspected on an annual basis by areas. Once the high hazard inspections have been completed, low hazard occupancies are inspected during the remainder of the year. At the beginning of the next year, high hazard occupancies will be inspected again. Once these are completed the low hazard occupancies are inspected where they were stopped the year before. It takes approximately two years to complete the low hazard occupancy inspections.

These inspections are typically conducted without prior notice. Once on site the Safety Codes Inspector will present the proper identification and ask to conduct a Building Safety inspection of the facility. If this date and time is inconvenient then another time will be arranged to conduct the inspection before the inspector leaves.

The inspector will examine all areas of the facility for fire prevention concerns. At the owner's discretion they may accompany the inspector during the inspection. Once completed, the inspector will provide the responsible party with a copy of the inspection report documenting any violations that need to be corrected. All violations shall be corrected in a timely manner. Any violations that pose an immediate life safety threat shall be corrected while the inspector is on site if possible. If not, then a follow-up inspection will be conducted after a reasonable amount of time has elapsed to correct the violation.

## Residential

Rehabilitation inspections are performed on existing one and two-family dwellings when it is reported to this office that there are code violations. These are most commonly performed on poorly maintained rental properties, old dilapidated structures or burned structures. An inspection is scheduled at a time that is acceptable for the building/housing inspector, the owner or other responsible party and the tenants, if any. The inspector inspects the entire dwelling and writes down all items that are code deficiencies. A copy of these code deficiencies will be given to the responsible party on site. The list of code deficiencies is then taken to the office and typed up into a letter, which will identify each deficiency with the appropriate code section. This letter will state the number of days allowed to correct the code deficiencies and will be mailed to all parties involved. After the allotted time period the inspector will reinspect the structure to verify that all corrections have been made. If the corrections have not been made the inspector may choose to extend the time for repairs if the work is progressing or they may issue a citation to Blount County General Sessions Court.

## Codes Enforcement

The Code Enforcement Officers inspect abandoned, blighted structures and properties for zoning and code violations. Inspections are generally completed on a complaint basis. When the inspection has been conducted, the owner and any other responsible party are notified of violations and time allowed to comply. Each complaint is evaluated individually. To assure compliance, if not met, a citation to General Sessions Court may be issued or clean up by the Blount County Highway Department or other contracted firms may be used and fees assessed back to the responsible party through property lean.

## **New Permit Inspections**

### Residential Inspections

One and two-family dwellings and buildings accessory thereto are inspected by a building inspector to check for compliance with the adopted codes and resolutions. New residential structures normally require three inspections.

**The first inspection visit** is called the "**footing inspection**" and is to be performed when the foundation is ready to pour. The items checked on this inspection will include the posting of the permit card and lot number or other site identification, site sanitation, building setbacks, erosion control, footing sizes and depths, the condition of the soil in the excavation for bearing capacity, placement and size of reinforcing when required and proper installation of form work and grade stakes.

**The second inspection visit** is called the "**slab inspections**" and are to be performed when the concrete is ready to pour. The items checked on this inspection will include any underslab utilities or systems with pressure tests on when required and design details of the slab such as thickness and reinforcement installed according to the design drawings.

**The third inspection visit** is called the “**rough-ins inspection**” and is to be performed when all framing is complete and the water supply and drainage systems are complete and have the pressure tests on. Gas piping must have an approved pressure test on. The items checked on this inspection will include the proper materials, sizes, arrangements and connections of the components of the structural and plumbing systems, the rough-in of any HVAC components / vents or other items which would be later concealed, firestopping, stair and rail details, bedroom egress, and ventilation of and access to crawl and attic spaces.

**The fourth inspection visit** is called the “**final inspection**” and is to be performed when the building is complete and ready to occupy. The items checked on this inspection will include a properly installed and working smoke alarm system, Address numbers mounted on the house, curb, or mailbox, garage separation, fireplaces, gas appliances and piping including a pressure test, decks, stairs, rails, tempered glazing where required, siding, roofing, gutters and final site grading/erosion control.

Modular, manufactured or mobile homes require only the footing and final inspections unless there is some site built portion also such as a garage. Swimming pools require only the footing and final inspections and some home improvement permits such as re-roofing require only the final inspection.

After each inspection the inspector will always give a copy of the inspection ticket to the builder or his designee indicating that the inspection was passed or rejected. If the inspection is rejected, then the Reason(s) for rejection will be listed on the inspection ticket.

All electrical inspections are to be done by the State of Tennessee electrical inspector.

## Commercial Inspections

Commercial buildings and multi-family residential buildings such as apartments and condominiums are to be inspected by both the building/safety inspectors. The number of inspections required will vary depending on the size of the building and the type of components or systems involved. Appendix C shows a sample Commercial Inspection Checklist. The contractor will be given a list of required inspections, which will include some or all of the following.

**Foundation inspections** are to be performed when the concrete is ready to pour. This may require more than one inspection for large buildings. The items checked on this inspection will include the posting of the permit card and lot number or other site identification, building setbacks, erosion control and foundations on solid bearing ground sized and reinforced according to the design drawings.

**Slab inspections** are to be performed when the concrete is ready to pour. The items checked on this inspection will include any underslab utilities or systems with pressure tests on when required and design details of the slab such as thickness and reinforcement installed according to the design drawings.

**Rough-in inspections** are to be performed when all framing is complete and the water supply and drainage systems are complete and have the pressure tests on. The items checked on this inspection will include the proper materials, sizes, arrangements and connections of the components of the structural and plumbing systems according to the design drawings, the rough-in of any HVAC components or other items which would be later concealed, fireblocking, concealed firestopping and stair and rail details.

**Mechanical inspections** are to be performed when installation is complete. The items checked on this inspection would include ductwork, fire dampers, HVAC controls, fire sprinkler piping and hanger and head placement. Fire sprinkler piping is to be tested for 2 hours under pressure.

**Fire system inspections** are to be performed when installation is complete. The items checked on this inspection would include fire alarm systems and controls, automatic fire doors, exit signs, emergency lighting and emergency generators.

**Fire rated assemblies and fire door inspections** are to be performed after installation is complete. The items checked on this inspection will include all firestopping and all fire rated doors with the hardware installed.

**Interior finish inspections** are to be performed after installation is complete. The items checked on this inspection would include all paneling, wallpaper, wainscot, carpeting and other decorative finishes.

**Final building inspections** are to be performed when the building is complete with electrical power on. The items checked on this inspection will include plumbing fixtures in place and connected, mechanical systems connected, gas appliances connected with pressure tests on, handicapped accessibility and all site improvements including paving and landscaping.

The items checked will include fire alarms, smoke detectors, fire sprinkler systems, kitchen hood systems, clean agent systems, fire extinguishment systems and fire lanes.

After each inspection the inspector will always give a copy of the inspection ticket to the builder or his designee indicating that the inspection was passed or rejected. If the inspection is rejected the reasons for rejection will be listed on the inspection ticket. All electrical inspections are to be done by the State of Tennessee electrical inspector.

### Re inspections

When an inspector rejects an item on an inspection it must be corrected and then scheduled for re inspection before proceeding with the rest of the work unless the rejected item can be inspected at the time of the next regular inspection. If the work to be inspected is not accessible due to locked gates, locked doors, in-accessible drive ways or other reasons and no one is on site to provide access, then the inspector will reject the inspection and post a copy of the inspection ticket on the site somewhere in plain view and a re inspection will be required. To help expedite their jobs and keep their work on schedule sometimes builders use extra inspections. An example of this would be to schedule a partial framing inspection so that exterior wall coverings such as brick can be installed while some framing or plumbing is still being completed. A re inspection fee will be charged for these extra inspections. **All re inspection fees must be paid before another inspection may be scheduled.**

### Complaint Investigation

The Blount County Environmental & Codes Office receives complaints concerning a variety of alleged violations of the adopted codes and resolutions. These complaints involve matters such as improper/mis-located septic systems, surface runoff, drainage, erosion, flooding, dumping, setbacks, dirty lots, blighted properties, junk cars, non-conforming uses, signs, dangerous structures, building without a permit, building contrary to the code, unlicensed builders, fire hazards, and other concerns of the citizens of Blount County. After a complaint is received, an inspection will be conducted to verify if there is a violation. This inspection will be conducted without prior notice to the responsible party and in a timely manner depending on the severity of the alleged violation. Once on site the inspector will identify him or herself and conduct the inspection. After completing the inspection the inspector will inform the responsible party of any violations found, advise what actions must be taken to correct the violations and set the time frame in which the violations must be corrected. After the allotted time, a re-inspection will be performed to verify compliance or to take further action if the violations still exist. These further actions may include citations to Blount County General Session's court or the issuance of work orders for the cleaning of property or for the demolition of structures.

## **Stop Work Orders**

In the event that use or occupancy of or work on any building, structure, electrical, gas, septic, mechanical or plumbing system is being done contrary to the provisions of the adopted codes and resolutions or in a dangerous or unsafe manner, a stop work order will be issued to the owner of the property, their agent or to the person doing the work notifying them that such use, occupancy or work must immediately cease. Such notice shall be in writing and shall state the conditions under which work may be resumed. Where an emergency exists, the inspector shall not be required to give a written notice prior to stopping the work.

## ***Citations***

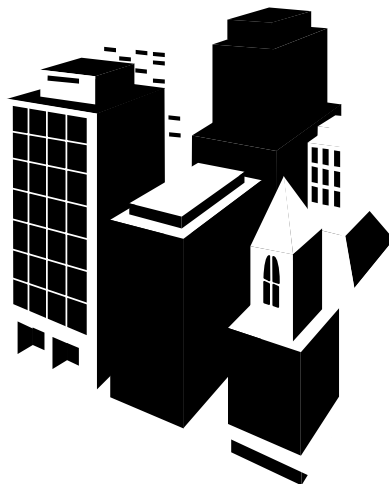
All Blount County Inspectors and Code Enforcement Officers are officially authorized to issue a misdemeanor citation. Citations can be issued immediately upon inspection of violation or in some cases after efforts to achieve compliance have failed. A Judge in General Sessions Court will assess court costs and fines. See "Violations and Penalties" in Section One.

## **Conclusion**

It is not the intent of this manual to replace any part of the codes or ordinances. It is a guideline intended to help those interested to use them and to help with the administration of them. In the case of any conflicting information between this document and the officially adopted codes and resolutions, the provisions of the codes and resolutions shall be followed.

Permits issued shall be construed to be a license to proceed with the work and not as authority to violate, cancel, alter or set aside any of the provisions of the codes or resolutions, nor shall issuance of the permit prevent the building official from thereafter requiring a correction of errors in plans, construction or violations of the codes or resolutions of Blount County or any applicable provisions of State or Federal laws.

Please feel free to call any of the offices involved if you have questions regarding procedures, resolutions, codes or other related subjects.



# Appendix A

## Blount County Schedule of Fees

### **Building Permit Fees** (Please see plans review fees for additional fees)

For accessory structures or buildings with a valuation under \$250 there shall be a fee of \$20.

For a valuation over \$250 up to and including \$2,000 there shall be a fee of \$25.

For a valuation over \$2,000 up to and including \$20,000 the fee shall be \$25 for the first \$2,000 plus \$5 for each additional thousand or fraction thereof.

For a valuation over \$20,000 up to and including \$100,000 the fee shall be \$100.00 for the first \$20,000 plus \$3.50 for each additional thousand or fraction thereof.

For a valuation over \$100,000 up to and including \$500,000 the fee shall be \$350.00 for the first \$100,000 plus \$3.00 for each additional thousand or fraction thereof.

For a valuation over \$500,000 up to and including \$1,000,000 the fee shall be \$1,300 for the first \$500,000 plus \$2.50 for each additional thousand or fraction thereof.

For a valuation over \$1,000,000 the fee shall be \$2,300.00 for the first \$1,000,000 plus \$1.50 for each additional thousand or fraction thereof.

### **Plans Review Fees**

For review of plans for one and two family residential and other structures where the valuation does not exceed \$250,000 there shall be a fee of \$50.

For review of plans for a valuation over \$250,000 up to and including \$500,000 there shall be a fee of \$75.

For review of plans for a valuation over \$500,000 up to and including \$1,000,000 there shall be a fee of \$150.

For review of plans for a valuation over \$1,000,000 there shall be a fee of \$225.

### **Manufactured Home Fees**

Inside a manufactured home park: \$50 / Outside a manufactured home park is based on the actual cost of the manufactured home (see building permit fees)

### **Demolition of Building or Structure**

For the demolition of any building or structure housing one or two families the fee shall be \$25.

For the demolition of any building or structure over two families, commercial, schools, institutional, assembly, storage or industrial the fee shall be \$65 for the first floor and \$20 for each additional floor.

### **Sign Permit Fees** \$50 (flat fee)

**Telecommunication Towers** \$1000 (flat fee) / \$50 for each additional antenna and supporting cabinet

**Board of Zoning Appeals** Appeal: \$50 / Variance: \$100 / Special Exception: \$100

**Application for Re-Zoning** \$300

**Construction Board of Adjustment and Appeals** \$50 (flat fee)

**Conditional Certificate of Occupancy** \$100.00 (flat fee)

**Re Inspection Fee** \$30 Residential / \$50 Commercial

**Tank Installation** \$25 each tank plus \$90 for three inspections per site.

**Tank Removal** \$25 (flat fee)

**Grading Only Permits** \$25 up to one acre / \$25 for up to each additional acre

**Gas / Mechanical Only Permits** \$30 Residential / \$50 Commercial

**Plumbing Only Permits** \$30 Residential / \$50 Commercial

**Swimming Pool Permits** \$30 Residential / \$50 Commercial

**House Moving Permits** \$75.00 (flat fee)

**Permits Related to Flood Plains Additional Fee** \$25

**Zoning Letters** \$20

**Home Occupation Letters** \$20

**Reports** \$1 per page

# Appendix B

## Blount County Codes Adopted with Amendments

### **2006 International Code Council** with specifically adopted appendix

2006 International Building Code  
2006 International Fire Code  
2006 International Plumbing Code  
2006 International Mechanical Code  
2006 International Fuel Gas Code  
2006 International Existing Building Code  
2006 International Residential Code  
2006 International Energy Conservation Code

### **National Fire Protection Association** administrative section amended

2005 National Electric Code

### **North Carolina Accessibility Code**

1999 Handicap / Accessibility Code

# Appendix C

## Contact Information

Blount County Environmental & Codes Offices – (865) 681-9301

City of Maryville - (865) 273-3500

City of Alcoa – (865) 380-4700

Louisville – (865) 681-1983

Townsend – (865) 448-6886

Friendsville – (865) 995-2831

Rockford – (865) 970-9665

911 Communications Center – (865) 981-7113

Blount County Volunteer Fire Department – (865) 983-2133

Blount County Sheriff's Department – (865) 273-5000

Blount County Engineering / Highway Departments – (865) 984-3421

Blount County Planning Department – (865) 273-5750

State Contractor's/Home Improvement License Board – (800) 351-1111

TDOT/Hwy Beautification Section - (Billboards) 865-594-9180

TN State Fire Marshal's Office - (865) 594-6165

TN State Department of Human Services- Day Care Inspections - (865) 594-6551

Army Corp of Engineers – Nashville District (615) 736-5626

Tennessee Department of Environment & Conservation (TDEC)

Surface Water - (865) 594-6035

Ground Water - (865) 532-9224

Air Pollution Control Division – (615) 532-6828



# Appendix D

Blount County Government

## Commercial Inspection Checklist

### Required Inspection

1. \_\_\_\_\_ Foundation Inspection - after trenches are excavated, forms erected and rebar is in place. Erosion Control
2. \_\_\_\_\_ Slab Plumbing/Mechanical Underground Inspection - with piping, UG duct, fuel piping and fire protection lines installed and tested before covered. Plumbing waste and supply test on lines. Erosion Control
3. \_\_\_\_\_ Frame Inspection - After roof, all framing, fireblocking and bracing are in place, all concealable wiring, chimneys, ducts and vents are complete. Tests on all plumbing, mechanical and gas.
4. \_\_\_\_\_ Mechanical Inspection - Fire dampers, HVAC controls, fire sprinkler piping, hanger and head placement when items are complete. Fire sprinkler piping to be tested for 2 hours under pressure.
5. \_\_\_\_\_ Fire System Inspection - Fire alarm system and controls, auto fire doors, exit signs, emergency lighting and generators.
6. \_\_\_\_\_ Fire-rated Assemblies & Fire Doors - after all firestopping is complete and all fire rated doors have the hardware installed.
7. \_\_\_\_\_ Interior Finishes - After all paneling, wallpaper, wainscot, carpeting and other decorative finishes are applied.
8. \_\_\_\_\_ Final Inspection - Building complete, electric power on. Plumbing fixtures in place and connected, mechanical system complete, gas appliances connected with pressure test on. Site Erosion Control / Stabilization
9. \_\_\_\_\_ Safety Final Inspection - Fire alarm, smoke detectors, fire sprinkler system, kitchen hood system, clean agent system and fire extinguishment systems are complete.

\*\*Inspections are to be called in by owner or contractor minimum of 1 business day (24 hours) in advance\*\*

**To Schedule Inspections, Call: 865-681-9301**

# Appendix E



Blount County Government

## Permit Process & Inspection Checklist

Residential Job Address \_\_\_\_\_

11. \_\_\_\_\_ **Zoning Approval** for land or occupancy use (Variance may be required)
2. \_\_\_\_\_ Geology / Soils Analysis (if not on sewer and not already approved development) Must have completed before applying for a Septic Permit. **Allow up to 15 days**
3. \_\_\_\_\_ **Septic Permit Application** (Payment of Fees / if applicable) Blount County Environmental & Health
4. \_\_\_\_\_ Site Evaluation for Drain Field (if applicable) **Allow up to 10 days**
5. \_\_\_\_\_ Stormwater Site Review (if applicable) **Allow up to 10 days**
6. \_\_\_\_\_ **State Electrical Permit Application** (Local Utility District)
7. \_\_\_\_\_ **Building Permit Application**
8. \_\_\_\_\_ Zoning Review (Variance may be required)
9. \_\_\_\_\_ Stormwater Review (May have been completed at the Environmental Site Review) **Allow up to 10 days**
10. \_\_\_\_\_ Building Plans Review (Variance may be required) **Allow up to 5 days residential/10 days commercial**
11. \_\_\_\_\_ **Issuance of Building Permit** (Payment of Fees)
12. \_\_\_\_\_ Footing Inspection (Setbacks, Erosion Control, Site Identification and Access, Sanitary and Foundation Inspections) **Schedule at least 1 business day in advance**
13. \_\_\_\_\_ Slab Inspection (Under Slab Plumbing / Utilities, Radon, Vapor Barrier, Steel / Meshing) **Schedule at least 1 business day in advance**
14. \_\_\_\_\_ Rough In Inspection (Setbacks, Erosion Control, Site Identification and Access, Sanitary, Plumbing, Mechanical/Gas, Frame Inspections, Electrical must be installed). This inspection shall be conducted before insulation is installed. **Schedule at least 1 business day in advance**
15. \_\_\_\_\_ Environmental Drain Field Inspection Approval (Environmental Health Department)
16. \_\_\_\_\_ Final State Electrical Inspection Approval (Local Utility District)
17. \_\_\_\_\_ Building Final Inspection Approval (Site Stabilization, Site Identification, Final Gas, Life Safety) **Schedule at least 1 business day in advance**
18. \_\_\_\_\_ **Certificate of Occupancy** or Certificate of Completion issuance (building may be used or occupied)

This Check List is primarily intended for use in One & Two Family Dwellings

\*\*\*\*\* Allowable Times are estimates only and could change depending on each individual case \*\*\*\*\*

**To Schedule Inspections, Call: 865-681-9301**

## One & Two Family Dwellings

Blount County Environmental & Codes

Phone: (865) 681-9301

Fax Line: (865) 681-9502

SCOPE: This document is to be used as a guideline for all new one and two family dwelling permits.

### APPLICATION

1. Applicant must obtain a **Certified street address** from 911 Communications Center. Please make sure the **CLT Map and parcel number** is included.
2. Applicant will need to go to Planning Department (Blount County Courthouse), to obtain a copy of the **recorded survey** (this is not your deed). This is only required if the property has been subdivided and is not in a recorded subdivision.
3. A **drainfield layout or verification** is required when not on a sewer system. This can be obtained from the Blount County Environmental Health Department at (865) 681-9301.
4. The **owner's name**, address, phone and fax number.
5. **One site plan** are required showing position of house in relationship to the property lines. Plans need to show all house, property, and setbacks dimensions.
6. **One complete set of house plans** need to be submitted which include a foundation plan, all framing and floor plans (including window and door sizes) and cross-sectional plan showing footings, house, and roof systems that are to be built.
7. The **Building Contractor's name**, address, phone and fax number, and state contractor's license number is required. Note: Owner may be builder.
8. Proof of **Workman's Compensation** must be submitted or a State mandated affidavit of exemption must be signed at time of permit application.
9. The name of the **Limited Licensed Plumber (LLP) and mechanical contractors** shall be listed on the permit with phone numbers and address. LLP license number is required.
10. When all information is obtained a **grading permit** will be issued at the time contractor/owner is submitting for permit.
11. All plans will be reviewed for Code Compliance.
12. **Reviewed plans** are sent to Permit Clerk and all appropriate paperwork is assembled with the permit.
13. Permit will be issued after all applicable fees are paid.

## FEES

1. The appropriate fees **must be paid for before** permit is issued.
2. Minimum estimated cost of construction amounts are based upon \$84.00 per finished square foot when estimated cost of construction declared is significantly misaligned or not indicated on the permit application.

## INSPECTIONS

1. **Footing Inspection** – when all footing excavations are complete with approved grade stakes, bulk heads and rebar (if any). Property lines must be properly staked on any close cases. Erosion control must be properly installed. Portable sanitation must be installed (if needed). Lot numbers or address must be clearly posted at street entrance or on site; automatic reject may result if not posted properly.
2. **Under Slab Inspection** – When all the under slab plumbing / utilities, radon measures, vapor barrier, steel / meshing. (note if there are under slab utilities, then connections must be exposed for inspection)
3. **Rough In Inspection** – when all framing and rough-ins are complete with tests (plumbing and gas). Windows must be installed. There should be no insulation or sheetrock applied before the approval of this inspection.
4. **Final Inspection**– when house is completely finished and ready to occupy. Must have State of Tennessee electrical final inspection approved. Note: esthetics such as carpeting and final painting need not be complete.
5. **Gas Inspection** – this may be called for before the final inspection for an additional fee of \$30.00.
6. It is the builder/owner's responsibility to **schedule all required inspections** and re-inspections through the Environmental & Codes Office at (865) 681-9301.
7. Any **rejected inspection** must be re inspected after the items have been corrected. A scheduled appointment will need to be made.
8. A final inspection must be approved before inspector turns in approval for issuance of a **Certificate of Occupancy (C of O)**
9. If any of the inspections are missed, then a letter must be submitted addressing the circumstances. A **Conditional Certificate of Occupancy** will be issued at the discretion of the Building Official for a charge of \$100.00.

**NOTE: EACH RE-INSPECTION WILL COST AN ADDITIONAL \$30.00 FEE**

Permit Application Procedures and Submittal Requirements for  
**Manufactured Homes (mobile home)**

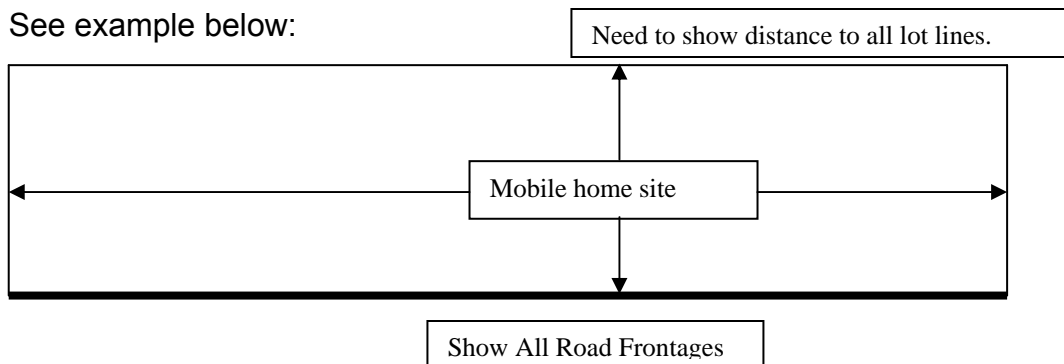
Blount County Environmental & Codes  
Phone: (865) 681-9301  
Fax Line: (865) 681-9502

SCOPE: This document is to be used for all mobile homes placed in Blount County (single or double wide).

## APPLICATION

1. A **Certified Street Address** from 911 Communications Center is required. Make sure the **CLT Map and Parcel number** corresponding to the property is included.
2. Applicant will need to go to the Planning Department, to obtain **Instrument number** of the recorded survey (this is not on your deed). **This is only required if the property has been recently subdivided and is not in a recorded subdivision.** All plats can be obtained from the Register of Deeds office.
3. A **drainfield layout or verification** is required when property is not on sewer system. This can be obtained from the Blount County Environmental Health Department.
4. **Proof of Sewer hook-up** from local utility server. The receipt showing applicant has paid for sewer hook-up will suffice.
5. The owner's name, address, phone and fax number.
6. The installer's name, address, phone number and license number with expiration date.
7. **A site plan** is required showing position of mobile home in relationship to the property lines. Plans need to show property, setback dimensions and other buildings on the tract.
8. A **letter** from the **owner giving permission** for applicant to apply for permit. (If owner is not present).
9. Fee Inside a manufactured home park: \$50 / Outside a manufactured home park is based on the actual cost of the manufactured home (see building permit fees)

See example below:



## INSPECTIONS

1. **Final Inspection** – After the mobile or manufactured home has been setup and the following items have been completed:
  - All utilities have been connected and turned on.
  - Appropriate porches installed at each door and accessory structures placed.
  - Yard and driveway has been stabilized from erosion
  - Address clearly identified and general property area clean
2. Any rejected items must be re-inspected after all items have been corrected. A scheduled appointment will need to be made.
3. A final inspection must be approved before the mobile or manufactured home can be occupied.

**NOTE: FOR EACH REJECTED INSPECTION THERE WILL BE A \$30.00 REINSPECTION FEE.**

## Residential Additions

Blount County Environmental & Codes

Phone: (865) 681-9301

Fax Line: (865) 681-9502

SCOPE: The following steps need to be taken to acquire a building permit for a Residential one and two family dwelling with the Blount County Environmental & Codes Office.

### APPLICATION

1. Applicant must obtain a **Verification of the street address** from 911 Communications Center. Please make sure the **CLT map and parcel number** is included.
2. Applicant will need to go to the Planning Department, to obtain a copy of the **recorded survey** (this is not your deed). **This is only required if the property has been subdivided and is not in a recorded subdivision.** All other plats can be obtained from the Register of Deeds.
3. A **drainfield layout or verification** is required when not on a sewer system. This can be obtained from the Blount County Environmental Health Department. (this is to verify that you are not building over your current septic system)
4. The **owner's name**, address, phone and fax number.
5. **One site plan** is required showing position of house in relationship to the property lines. Plans need to show all buildings, property, and setbacks dimensions.
6. **One complete sets of addition plans** need to be submitted which include a foundation plan, all framing and floor plans (including window and door sizes) and cross-sectional plan showing footings, house, and roof systems that are to be built.
7. The **Building Contractor's name**, address, phone and fax number, and state contractor's license number is required (unless owner is builder).
8. The name of the **Limited Licensed Plumber and mechanical contractors** shall be listed with phone numbers and address on the permit. The LLP license number is required.
9. Proof of **Workman's Compensation** must be submitted or an affidavit must be signed at time of permit application.
10. When all information is obtained a **grading permit** will be issued at the time contractor/owner is submitting for permit.
11. The residential plans are reviewed for Code Compliance.

## FEES

1. The appropriate fees **must be paid for before** the approved plans are issued. The fees are paid to Blount County Building Safety through the Permit Clerk.
2. Fee amounts are based upon estimated cost of construction and will be calculated.

## INSPECTIONS

1. There are **(4) required inspections** for a residential permit and they are as follows;
  - **Footing Inspection** – when all footing excavations are complete with approved grade stakes, bulk heads and rebar (if any). Property lines must be properly stakes on any close cases. Erosion control must be properly installed and maintained. Portable sanitation must be installed (if needed). Lot numbers or addresses must be clearly posted at street entrance of on site – if not, automatic rejection may result.
  - **Under Slab Inspection** - When all the under slab plumbing / utilities, radon measures, vapor barrier, steel / meshing. (note if there are under slab utilities, then connections must be exposed for inspection)
  - **Rough In Inspection** - When all framing rough-ins and plumbing is completed and tests are on supply, waste plumbing, and gas. (No insulation or sheetrock shall be in place before inspection is performed.)
  - **Final** - When house is completely finished and ready to be occupied by the owner (note: esthetics such as carpeting and final painting need not be complete).
2. Any **rejected inspection** must be re inspected after the items have been corrected. A scheduled appointment will need to be made

**NOTE: It is the builder/owner's responsibility to schedule all required inspections and re-inspections through the Environmental & Codes Office at phone (865) 681-9301.**

**NOTE: FOR EACH REJECTED INSPECTION THERE WILL BE A \$30.00 RE-INSPECTION FEE.**

Permit Application Procedures & Submittal Requirements for  
**Residential Accessory Buildings**

Blount County Environmental & Codes  
Phone: (865) 681-9301  
Fax Line: (865) 681-9502

SCOPE: This document is to be used for all new accessory buildings in Blount County including pre-engineered structures, detached garage or storage buildings.

## **APPLICATION**

1. Applicant must obtain their **CLT Map and parcel number** corresponding to the property to be permitted.
  2. Applicant must have a **copy of the recorded survey** with instrument number. **This information will only be required if the property has recently been subdivided.** The Planning Department should have this information. They are located at the Blount County Courthouse.
  3. **A drain field verification** is required when property does not have sanitary sewer system to verify applicant is not building over current drainfield system. The Blount County Environmental Health Department will inspect the property and supply the required verification. They may be contacted at Phone (865) 681-9301
  4. The **General Contractor's** names, address, phone and fax number, and state contractor's license number is required. **Note: Owner may be contractor.**
  5. Proof of **Workman's Compensation** must be submitted at time of permit application or a State mandated affidavit of exemption must be signed at the time of application.
1. The **estimated valuation** of construction is based on square footage of building.
  2. The owner's name, address, phone and fax number.

## **PLAN REVIEW**

1. **Two site plans** are required showing position of building in relationship to the property lines. Plans will need to show all buildings and setback dimensions including other buildings on site.
2. **One set of Accessory Building plans** must be submitted if building is larger than 800 square feet. These plans must include all floor plans, cross sections and details, which show compliance with all building codes.
3. **Codes being enforced:** 2006 International Residential Code

## PERMIT ISSUANCE

1. Building Code Department will review plans for Code Compliance. This may take 2 - 3 days. Additional time may be required if all information is not submitted.
2. After all required departments have reviewed the plans the permit may be issued.
3. Permits not issued within 6 months will be voided.
4. When picking up permit you will sign the permit and pay all remaining fees. A copy of the permit, a list of required inspections and a green tag to display at jobsite will also be given to contractor.

## INSPECTIONS

1. No inspections will be allowed prior to the issuance of the permit without an approved site plan.
2. The builder or owner is responsible for scheduling each inspection through the Environmental & Codes Office. Please allow 24 hours lead-time for each inspection. Phone (865) 681-9301.
3. The Department of Building Safety must approve a final inspection before a **Certificate of Completion** will be issued. **Occupying the building prior to the issuance of a Certificate of Completion is a Class C misdemeanor and occupant may be cited to General Sessions Court.**

**NOTE: FOR EACH REJECTED INSPECTION THERE WILL BE A \$30.00 REINSPECTION FEE.**

## Home Improvements

Blount County Environmental & Codes

Phone: (865) 681-9301

Fax Line: (865) 681-9502

SCOPE: The following information is required before applying for a Home Improvement permits. This does not include residential additions or detached accessory buildings, which require plans.

### APPLICATION

1. Applicant must obtain their **CLT Map and parcel number** corresponding to the property for which the permit is. This information can be found on the owner's tax notice or at the Planning Department.
2. **Owner's names**, address, and phone number.
3. **Contractor's names**, address, phone number, fax number and State Home Improvement License Number.
4. The **type of improvement** being made.

### FEES

1. The previous information is given to the permit technician (this can be done in person or by mail). Upon application of the permit the **appropriate fees** must be paid. The amounts are based upon the improvement costs.

### INSPECTION

1. The Owner/Contractor is responsible for setting up a **scheduled inspection time** with the Codes Office. Please call (865) 681-9301 to schedule all inspections needed.
2. The type and number of inspections will be determined the Codes Department and the applicant will be notified of these upon issuing the approved permit.
3. If inspection is rejected: The rejected items will need to be corrected and another scheduled appointment made.

**NOTE: FOR EACH REJECTED INSPECTION THERE WILL BE A \$30.00 RE-INSPECTION FEE.**

## Pool Permit

Blount County Environmental and Codes

Phone: (865) 681-9301

Fax Line: (865) 681-9502

SCOPE: This document is to be used for all pools 2 feet or more in depth (in-ground or above ground) located in Blount County

### APPLICATION

1. Applicant must obtain their **CLT Map and parcel number** corresponding to the property which the permit is for. This information can be found on the owners tax notice or at the Register of Deeds Office at the Blount County Courthouse Phone (865) 273-5880.
2. **Drainfield verification** will need to be submitted if house is on septic system. This is obtained from the Blount County Environmental Health Dept. Phone (865) 681-9301
3. **Owner's name**, addresses, and phone number.
4. **A site plan** is required showing position of pool in relationship to the house and property lines. Plans need to show the house, setbacks dimensions and any other buildings on lot.
5. **Fence** – A minimum four-foot fence is required. Any fence access door must be self closing and self latching.
6. **Contractor's names**, address, phone number and state license number.

### FEES

1. The previous information is given to the permit technician (this can be done in person or by mail). Upon approval of the permit, all fees must be paid. The amounts are \$30.00 for residential and \$50.00 for commercial pools. A plans review fee of \$50.00 shall also be applied.

### INSPECTIONS

1. The Owner/Contractor is responsible for setting up a **scheduled inspection time** at least one business day in advance with the Department of Building Safety at (865) 681-9301.
2. A footing or site inspection AND a final inspection is required to be completed. If the pool is heated with natural gas, propane, etc. then a separate permit is required.
3. If an inspection is rejected: The rejected items will need to be corrected and another scheduled appointment made.

**NOTE: FOR EACH REJECTED INSPECTION THERE WILL BE A \$30.00 RE-INSPECTION FEE.**

Permit Application Procedures & Submittal Requirements for  
**Commercial Building – New & Additions**

Blount County Environmental & Codes  
Phone: (865) 681-9301  
Fax Line: (865) 681-9502

SCOPE: This document is to be used for all new commercial buildings in Blount County – excluding tenant build-outs, interior renovations, and interior occupancies.

## **APPLICATION**

1. A **certified street address** from the 911 Communications Center is required and applicant must obtain their **CLT Map and parcel number** corresponding to the property to be permitted. This information should be on the address verification/assignment.
2. Plan review fee will be due at time of application. See fee schedule for cost. Permit fees must be paid before permit may be issued.
3. Applicant must have a **copy of the recorded survey** with instrument number. **This information will only be required if the property has recently been subdivided.** Planning Department should have this information. They are located at the Blount County Courthouse.
4. A **drain field layout** is required when property does not have sanitary sewer system. The Blount County Environmental Health Department will inspect the property and supply the required layout. They are located with the Blount County Health Dept. (865) 681-9301.
5. The **Owners** names, address, phone and fax number.
6. The **Licensed Architect or Engineer** name, address, phone and fax number.
7. The **General Contractor's** names, address, phone number, fax number, and state contractor's license number is required.
8. Proof of **Workman's Compensation** must be submitted at time of permit application.
9. The **names of Limited Licensed Plumber (LLP) and mechanical contractors** must be listed with phone number and address on permit. The LLP License number is required.
10. The **estimated valuation** of construction is required. The building valuation data published by ICC shall be the minimum acceptable.

## **PLAN REVIEW**

1. **Two site plans** are required showing position of building in relationship to the property lines. Plans will need to show all buildings and setback dimensions including other site work, utilities, parking, detention basins (if required), and compliance with all requirements of the zoning resolutions.
2. **Two sets of Architect or Engineer sealed plans** must be submitted. These plans must include all floor plans, specifications, elevations, sections and details which show compliance with all building, fire, plumbing, mechanical, gas, accessibility, and electrical codes.

3. **Plans review by:**
- 2006 International Building Code
  - 2006 International Fire Code
  - 2006 International Plumbing Code
  - 2006 International Mechanical Code
  - 2006 International Fuel Gas Code
  - 2006 International Existing Building Code
  - 2006 International Energy Conservation Code
  - 2005 National Electric Code
  - 1999 North Carolina Accessibility Code

## **PERMIT ISSUANCE**

**After gaining approval from the appropriate commission or board, then construction plans may be submitted for review.**

1. Environmental Health Department, Zoning Department, Stormwater Department, Building/Safety Code Department, and Permit Clerk must review plans. This may take up to 10 days. Additional time may be required if all information is not submitted.
2. After all required departments have reviewed and approved the plans the permit may be issued.
3. Permits not issued within 6 months will be voided.
4. When picking up permit you will sign the permit and pay all remaining fees. You will be given a stamped set of reviewed plans that must be on site for all inspections. A copy of the permit application, a list of required inspections and a green permit tag to display at jobsite will also be given to contractor.

## **INSPECTIONS**

1. No inspections will be allowed prior to the issuance of the permit.
2. The builder is responsible for scheduling each inspection through the Environmental & Codes Office. Please allow 24 to 48 hours lead-time for each inspection. Phone (865) 681-9301
3. Approved Plans must be on site at all times.
4. The Building/Safety Codes Department must approve a final inspection before a Certificate of Occupancy will be issued. **Occupying the building prior to the issuance of a Certificate of Occupancy is a Class C misdemeanor and occupant may be cited to General Sessions Court.**

**NOTE: FOR EACH REJECTED INSPECTION THERE WILL BE A \$50.00 REINSPECTION FEE.**

## **Commercial Grading Permit**

Blount County Environmental & Codes  
Phone: (865) 681-9301  
Fax Line: (865) 681-9502

Blount County Stormwater Department  
Phone: (865) 681-9301  
Fax Line (865) 681-9502

SCOPE: This document is to be used for all new commercial grading in Blount County for erosion control best management practices regulations enforcement.

### **EROSION CONTROL BEST MANAGEMENT PRACTICES**

Sediment is the number one pollutant by volume in our waterways. An uncovered lot can release 30 tons per acre of soil during a large rain event. Erosion control best management practices (BMP's) are temporary measures implemented during construction to reduce the impact caused by ground-disturbing activities. BMP's must be planned to remain functional until final ground cover is established. Inspect your erosion controls after every rain and at least once a week.

### **PLAN IN PHASES**

Large projects should be conducted in phases. Plan ahead by removing existing vegetation only when absolutely necessary.

### **GROUND COVER**

Re-vegetation (permanent or temporary) is the best form of erosion control for any site. Plant temporary vegetation for erosion control. Non-vegetative cover (straw, matting, mulch, etc.) can be used when it is not a good time of year to start vegetation. Cover stockpiles and excavated soil with secured tarps or plastic sheeting. Tennessee Department of Environment and Conservation regulation requires temporary vegetation to be planted on sites that are idle for more than 30 days. Plant permanent vegetation as soon as possible.

### **SEDIMENT BARRIERS**

Sediment barriers work as leaky dams causing muddy water to pool behind them and allow the soil to settle out of the water before it drains through the barrier. A single row of silt fence is needed for every 100 feet of slope length for each disturbed area. Silt fence must be trenched in the ground a minimum of 8 inches to work properly. The fence post should be at least 36 inches long and staked a minimum of 16 inches into the ground. They should be set on 5-foot centers. Silt fences are only effective if placed along the contours of the landscape. Storm drains need to be protected by a sediment barrier until permanent ground cover is established.

### **CONSTRUCTION ENTRANCE**

Construction side entrances need to be designed to prevent soil from leaving the site. A gravel construction entrance built to specifications can significantly reduce the amount of soil leaving the site. Gravel entrances need to be a minimum of 100 feet in length and have a minimum depth of 6 inches.

### **DIVERSION CHANNELS/CHECK DAMS**

Diversion dikes route storm water runoff around disturbed areas. Diversion channels should be stabilized with grass, riprap, sod, etc. Small check dams placed in diversion channels help reduce runoff velocities and allow soils to deposit.

## SEDIMENT TRAPS/BASINS

Sediment traps and basins are constructed water catchments, which allow soils to settle out of storm water runoff. Sediment traps and basins need to be used in conjunction with other BMP's. Sediment traps are to be used on sites less than five acres and sediment basins are to be used on site five acres or larger.

## REGULATIONS

The Blount County Grading permit procedure is established to reduce both erosion and sediment problems resulting from the development process and the increase of urban runoff from developed land.

An application for a Grading Permit shall be submitted to the **Blount County Stormwater Department** prior to the beginning of any grading, clearing, excavating, filling or other disturbance of natural terrain.

All grading activities in Blount County must follow these basic guidelines:

- Practice erosion control best management practices as outlines in this handout and or directed by Blount County. The Blount County Policy for Control of Erosion and Storm water and the Tennessee Erosion Control Handbook are good guides to proper implementation of these techniques.
- Drainage ways shall not be altered or obstructed in such a way as to create flooding or sediment problems outside the project area.
- Fill material must be at least 90% soil. No demolition material, household waste or other degradable material may be used. Yard waste may not be transported from another site. If on-site yard waste (brush, tree stumps, etc.) is to be used, it must comprise no more than 10% of the fill materials used.
- All plans and permits required by Blount County and other agencies must be in place.

A Blount County Grading Permit does not imply compliance with any other regulations. For questions regarding wet weather springs, creeks, rivers, sinkholes, wetlands, or other considerations please contact Blount County Environmental & Codes or the agencies listed under contact information in this handout.

## ENFORCEMENT

Any person, firm, association, or corporation who violates, disobeys, omits, neglects, or refuses to comply with or resists the enforcement of any of the provisions of Blount County Zoning Regulations may be cited to General Sessions Court. Blount County Environmental & Codes personnel may issue citations to General Sessions Court for erosion and sediment control violations. A violation of the ordinance may be punished by assessment of a civil penalty of not less than \$100 or more than \$1000 per citation.

## CONTACT INFORMATION

Blount County Environmental & Codes	(865) 681-9301
911 Communications Center	(865) 981-7113
Army Corps of Engineers	(865) 986-7296
Tennessee Department of Environment & Conservation (TDEC)	
Surface Water	(865) 594-6035
Groundwater	(615) 532-9224
Natural Resource Conservation Service	(865) 523-3338 ext. 3

Permit Application Procedures & Submittal Requirements for  
**Commercial Foundation Only Permits**

Blount County Environmental & Codes  
Phone: (865) 681-9301  
Fax Line: (865) 681-9502

SCOPE: This document is to be used for all permit applications for foundation only requests. Construction shall not be continued past the foundation phase unless a shell permit has been approved.

## **APPLICATION**

1. A **certified street address** from 911 Communications Center is required and applicant must obtain their **CLT Map and parcel number** corresponding to the property to be permitted. This information should be on the address verification/assignment.
2. Plan review fee will be due at time of application. See fee schedule for cost. Permit fees must be paid before permit may be issued.
3. Applicant must have a **copy of the recorded survey** with instrument number. **This information will only be required if the property has recently been subdivided.** Planning Department should have this information. They are located at the Blount County Courthouse
4. A **drain field layout or verification** is required when property does not have sanitary sewer system. The Blount County Health Department will inspect the property and supply the required layout. They are located with the Blount County Health Department.
5. The **Owners** name, address phone and fax number.
6. The **Licensed Architect or Engineer** names, address, phone and fax numbers are required.
7. The **General Contractor's** names, address, phone number, fax number, and State Contractor's License number is required.
8. Proof of **Workman's Compensation** must be submitted at time of permit application.
9. The **estimated valuation** of construction is required. The building valuation data published by ICC shall be the minimum acceptable.



Permit Application Procedures & Submittal Requirements for  
**Commercial Shell Buildings Only**

Blount County Environmental & Codes  
Phone: (865) 681-9301  
Fax Line: (865) 681-9502

SCOPE: This document is to be used for all shell buildings only. Construction shall not be continued past the shell phase unless Interior Permit is obtained first.

## **APPLICATION**

1. A **certified street address** from 911 Communications Center is required and applicant must obtain their **CLT Map and parcel number** corresponding to the property to be permitted. This information should be on the address verification/assignment.
2. Plan review fee will be due at time of application. See fee schedule for cost. Permit fees must be paid before permit may be issued.
3. Applicant must have a **copy of the recorded survey** with instrument number. **This information will only be required if the property has recently been subdivided.** The Blount County Planning Dept. should have this information. They are located at the Blount County Courthouse
4. A **drain field layout or verification** is required when property does not have sanitary sewer system. The Blount County Environmental & Health Dept. will inspect the property and supply the required layout. They are located with the Blount County Health Dept.
5. The **Owners** names, address, phone and fax number.
6. The **Licensed Architect or Engineer** name, address, phone and fax number.
7. The **General Contractor's** names, address, phone number, fax number, and state contractor's license number is required.
8. Proof of **Workman's Compensation** must be submitted at time of permit application.
9. The **names of Limited Licensed Plumber (LLP) and mechanical contractor's** phone number and address must be listed on permit. The LLP license number is required.
10. The **estimated valuation** of construction is required. The building valuation data published by ICC shall be the minimum acceptable.

## PLANS REVIEW

1. **Two sets of plans must be submitted** at the time of application which should include:
  - Site plans showing the footprint of the building in relation to the property lines, streets, other buildings and fire hydrants. Site plans shall also include the requirements outlined in the BLOUNT COUNTY POLICY FOR EROSION AND STORM WATER and the TENNESSEE EROSION CONTROL HANDBOOK.
  - Type of construction of the building.
  - Protected or unprotected construction.
  - Square footage of building.
  - Proposed occupancy.
  - Floor plan of the proposed building.
  - Whether or not the building will be protected by an automatic sprinkler system.
  - All structural details shall be shown – drawn by a Certified Architect or Engineer.
2. **Codes being enforced:**
  - 2006 International Building Code
  - 2006 International Fire Code
  - 2006 International Plumbing Code
  - 2006 International Mechanical Code
  - 2006 International Fuel Gas Code
  - 2006 International Energy Conservation Code
  - 2005 National Electric Code
  - 1999 North Carolina Accessibility Code

## PERMIT ISSUANCE

1. Environmental Health Department, Stormwater Department, Code Enforcement, Building/Safety Department, and the Permit Clerk must review the plans. This may take up to 10 days and additional time may be required if all information is not submitted.
2. After all required departments have reviewed the plans, the permit may be picked up.
3. When picking up the permit you will sign the permit and pay all remaining fees. You will be given a stamped set of reviewed plans, which must be on site for all inspections.
4. A Copy of the permit, a list of required inspections and a green tag to display to the jobsite will be given to the contractor.

## INSPECTIONS

1. No inspections are allowed prior to the issuance of the permit.
2. The builder is responsible for scheduling all inspections through the Environmental & Codes Office at (865) 681-9301. Please allow 24 to 48 hours lead time for each inspection.
3. Approved Plans must be on site at all times.

**NOTE: FOR EACH REJECTED INSPECTION THERE WILL BE A \$50.00 RE-INSPECTION FEE.**

**Construction must terminate at the end of the shell phase unless an interior permit has been obtained. Otherwise a Stop Work Order or misdemeanor citation will be issued.**

## Commercial Tenant Build-Out

Blount County Environmental & Codes

Phone: (865) 681-9301

Fax Line: (865) 681-9502

SCOPE: This document is to be used for all tenant build-outs in new shell building.

### APPLICATION

1. A **certified street address** from 911 Communications Center is required. This is to verify suite numbers.
2. Make sure the **CLT Map and parcel number** corresponding to the property to be permitted.
3. Plan review fee will be due at time of application. See fee schedule for cost. Permit fees must be paid before permit may be issued.
4. The **owner's name**, address, phone and fax number.
5. The **Licensed Architect or Engineer** name, address, phone number and fax number are required.
6. The **General Contractor's** name, address, phone number, fax number, and state contractor's license number is required.
7. Proof of **Workman's Compensation** must be submitted at time of permit application.
8. The **names of the Limited Licensed Plumber (LLP) and mechanical** contractor phone number and address must be listed on permit. LLP License number is required.
9. The **estimated valuation** of construction is required. The building valuation data published by ICC shall be the minimum acceptable.

### PLAN REVIEW

1. **Two sets of Architect or Engineer sealed plans** must be submitted. These plans must include all floor plans, specifications, elevations, sections and details which show compliance with all building, fire, plumbing, mechanical, gas, accessibility, life safety and electrical codes.

#### Codes being enforced:

2006 International Building Code  
2006 International Fire Code  
2006 International Plumbing Code  
2006 International Mechanical Code  
2006 International Fuel Gas Code  
2006 International Energy Conservation Code  
2006 Existing Building Code  
2005 National Electric Code  
1999 North Carolina Accessibility Code

## PERMIT ISSUANCE

1. Codes Department, Building/Safety Code Department and the Permit clerk must review plans. This may take up to 10 days. Additional time may be required if all information is not submitted.
2. After all required departments have reviewed the plans the permit may be issued.
3. Permits not issued within six (6) months will be voided.
4. When picking up permit you will sign the permit and pay all remaining fees. You will be given a stamped set of reviewed plans that must be on site for all inspections. A copy of the permit, a list of required inspections, and a green tag to display at jobsite will also be given to contractor.

## INSPECTIONS

1. No inspections will be allowed prior to the issuance of the permit.
2. The builder is responsible for scheduling each inspection through the Environmental & Codes Office. Please allow 24 to 48 hours lead time for each inspection. Phone (865) 681-9301
3. Approved plans must be on site at all times.
4. The Building/Safety Department must approve a final inspection before a Certificate of Occupancy will be issued. **Occupying the building prior to the issuance of a Certificate of Occupancy is a Class C misdemeanor and occupant may be cited to General Sessions Court.**

**NOTE: FOR EACH REJECTED INSPECTION THERE WILL BE A \$50.00 RE-INSPECTION FEE.**

Permit Application Procedures & Submittal Requirements for  
**Commercial Tenant Occupancy**

Blount County Environmental & Codes  
Phone: (865) 681-9301  
Fax Line: (865) 681-9502

SCOPE: This document is to be used for all tenant new occupancy in existing buildings with no new construction.

## **APPLICATION**

1. A **certified street address** from 911 Communications Center is required and applicant must obtain their **CLT Map and parcel number** corresponding to the property to be permitted. This information should be on the address verification/assignment.
2. Plan review fee will be due at time of application. See fee schedule for cost. Permit fees must be paid before permit may be issued.
3. The owner's name, address, phone and fax number.
4. The **estimated valuation** of moving-in is required. The building valuation data published by ICC shall be the minimum acceptable.

## **PLAN REVIEW**

1. **Two sets of plans** must be submitted. These plans must include all floor plans, specifications, which show compliance with all building, fire, plumbing, mechanical, gas, accessibility, and electrical codes.

### **Codes being enforced:**

2006 International Building Code  
2006 International Fire Code  
2006 International Plumbing Code  
2006 International Mechanical Code  
2006 International Fuel Gas Code  
2006 International Energy Conservation Code  
2006 Existing Building Code  
2005 National Electric Code  
1999 North Carolina Accessibility Code

## **PERMIT ISSUANCE**

1. Blount County Department of Building Safety must review plans. This may take up to 10 days. Additional time may be required if all information is not submitted.
2. After all required departments have reviewed the plans the permit may be issued.
3. Permits not issued within six (6) months will be voided.
4. When picking up permit you will sign the permit and pay all remaining fees. You will be given a stamped set of reviewed plans that must be on site for all inspections. A copy of

the permit, a list of required inspections, and a green permit tag to display at jobsite will also be given to contractor.

## **INSPECTIONS**

1. No inspections will be allowed prior to the issuance of the permit.
2. The builder is responsible for scheduling each inspection through the Code Administration Office. Please allow 24 to 48 hours lead time for each inspection. Phone (865) 215-2325.
3. The Department of Building Safety must approve a final inspection before a Certificate of Occupancy will be issued. **Occupying the building prior to the issuance of a Certificate of Occupancy is a Class C misdemeanor and occupant may be cited to General Sessions Court.**

**NOTE: FOR EACH REJECTED INSPECTION THERE WILL BE A \$30.00 RE-INSPECTION FEE.**

## Commercial Tenant Remodel

Blount County Environmental & Codes

Phone: (865) 681-9301

Fax Line: (865) 681-9502

SCOPE: This document is to be used for all tenant remodels in existing buildings, including new tenants.

### APPLICATION

1. A **certified street address** from 911 Communications Center is required and applicant must obtain their **CLT Map and parcel number** corresponding to the property to be permitted. This information should be on the address verification/assignment.

2. Plan review fee will be due at time of application. See fee schedule for cost. Permit fees must be paid before permit may be issued.

3. The owner's name, address, phone and fax number.

4. The Licensed Architect or Engineer name, address, phone and fax number.

5. The **General Contractor's** name, address, phone number, fax number, and state contractor's license number is required.

6. Proof of **Workman's Compensation** must be submitted at time of permit application.

7. The **names of plumbing and mechanical contractors** must be listed on permit.

8. The **estimated valuation** of construction is required. The building valuation data published by ICC shall be the minimum acceptable.

### PLAN REVIEW

1. Two sets of plans must be submitted. These plans must include all floor plans, specifications, elevations, sections and details which show compliance with all building, fire, plumbing, mechanical, gas, accessibility, and electrical codes.

Codes being enforced:

2006 International Building Code  
2006 International Fire Code  
2006 International Plumbing Code  
2006 International Mechanical Code  
2006 International Fuel Gas Code  
2006 International Energy Conservation Code  
2006 Existing Building Code  
2005 National Electric Code  
1999 North Carolina Accessibility Code

## PERMIT ISSUANCE

1. The Department of Building Safety must review plans. This may take up to 10 days. Additional time may be required if all information is not submitted.
2. After all required departments have reviewed the plans the permit may be issued.
3. Permits not issued within six (6) months will be voided.
4. When picking up permit you will sign the permit and pay all remaining fees. You will be given a stamped set of reviewed plans that must be on site for all inspections. A copy of the permit, a list of required inspections, and an orange tag to display at jobsite will also be given to contractor.

## INSPECTIONS

1. No inspections will be allowed prior to the issuance of the permit.
2. The builder is responsible for scheduling each inspection through the Environmental & Codes Office. Please allow 24 to 48 hours lead time for each inspection. Phone (865) 681-9301.
3. The Department of Building Safety must approve a final inspection before a Certificate of Occupancy will be issued. **Occupying the building prior to the issuance of a Certificate of Occupancy is a Class C misdemeanor and occupant may be cited to General Sessions Court.**

**NOTE: FOR EACH REJECTED INSPECTION THERE WILL BE A \$50.00 REINSPECTION FEE.**

## Gas & Mechanical Installations

Blount County Department of Building Safety

Phone: (865) 681-9301

Fax Line: (865) 681-9502

SCOPE: This document is to be used for all new Gas/Mechanical installations, including propane to natural change outs.

### APPLICATION

1. A **certified street address** from 911 Communications Center is required and applicant must obtain their **CLT Map and parcel number** corresponding to the property to be permitted. This information should be on the address verification/assignment.

2. **Owners name**, address, phone number

3. **Contractor's name**, address, phone and fax number. We will need the contractor's state license number.

4. The **type of equipment** to be installed, **the applicable BTU input rating** of this equipment, and the number of future taps.

### FEES

1. The previous information is given to the permit technician (this can be done in person or by mail). Upon application of the gas permit the **appropriate fees must be paid for**. The amounts are \$30.00 for residential and \$50.00 for commercial.

### INSPECTION

1. The Owner/Contractor is responsible for scheduling an inspection time.
2. Completion of the installation of all equipment, piping, venting, etc. is expected.
3. Call the Codes Office at (865) 681-9301 to schedule an inspection.
4. If inspection is rejected: The rejected items will need to be corrected and another scheduled appointment made.
5. If the inspector passes inspection, fuel gas company may make the connection.

**NOTE: FOR EACH REJECTED INSPECTION THERE WILL BE A \$30.00 FOR RESIDENTIAL AND \$50.00 FOR COMMERCIAL RE-INSPECTION FEE.**

Permit Application Procedures & Submittal Requirements for  
**Demolition (Residential & Commercial)**

Blount County Department of Building Safety  
Phone: (865) 681-9301  
Fax Line: (865) 681-9502

SCOPE: This document is to be used for demolition – commercial or residential.

## **APPLICATION**

1. Applicant must have the correct address of proposed demolition and obtain their **CLT Map and parcel number** corresponding to the property to be permitted. This information can be found on the owner's tax notice, or from the Property Assessor's office in the Blount County Courthouse.
2. Owner's names, address, and phone number.
3. Contractor's names, address, phone and fax number and license number.
4. Residential demolition permits are priced at \$25.00.
5. Commercial demolition permits are priced at \$65.00 for one story, adding \$20.00 for each additional story.

# Signs

Blount County Environmental & Codes

Phone: (865) 681-9301

Fax Line: (865) 681-9502

SCOPE: This document is to be used for all permit applications for signs in Blount County

## APPLICATION

1. A **certified street address** from 911 Communications Center is required and applicant must obtain their **CLT Map and parcel number** corresponding to the property to be permitted. This information should be on the address verification/assignment.
2. Applicant must give the full **business name and address** of the sign location.
3. Applicant must give the **owners and contractors name**, address, phone and fax numbers and contractor license number when required.
4. Proof of **Workman's Compensation** must be submitted at time of permit application.
5. The **estimated valuation** of construction is required.
6. The property owner's **written permission** is required for off-premise signs.

## PLAN REVIEW

1. Two site plans are required showing the location of existing and proposed signs with dimensions from the proposed sign to the property lines and to other signs. The road frontage and building frontage must be on the plan as well.
2. Two sets of plans showing the sign, supporting structure and foundations are required. These plans must be sealed by a licensed Engineer for signs over 20 feet tall or more than 32 square feet in area.
3. Codes being enforced:
  - Zoning Ordinance for Blount County
  - 2006 International Building Code
  - 2005 National Electric Code

## ISSUING PERMIT

1. When all required information and drawings are submitted and approved the applicant will sign the permit and pay the fees then the permit will be issued. Approval of most permits will be at the time of application unless a pre-permit field inspection is required as for off-premise signs which may take up to 10 days.
2. A copy of the permit and the approved drawings are given to the applicant and should be kept on the job site.

## **INSPECTIONS**

1. No inspections will be allowed prior to the issuance of the permit.
2. The permit holder is responsible for scheduling an inspection through the Department of Building Safety when the foundation is ready to pour. The inspector will check the setbacks, the minimum distance between signs and that the foundation is as the plan shows. Please allow 24 to 48 hours lead-time for this inspection. Phone (865) 681-9301 to schedule.

**NOTE: FOR EACH REJECTED INSPECTION THERE WILL BE A \$50.00 REINSPECTION FEE**

## **Pre-Approved Plans**

Blount County Department of Building Safety  
Phone: (865) 681-9301  
Fax Line: (865) 681-9502

SCOPE: This document is to be used for all new single family dwellings that have plans on file at Blount County prior to any Code Changes.

### **APPLICATION**

1. Applicant can bring in or fax in the **site plan, copy of original permit that went through plans review, workman's compensation, copy of state contractor's license number and certified street address.**
2. A **drain field layout or verification** is required when property does not have sanitary sewer system. The Blount County Health Department will inspect the property and supply the required layout. They are located with the Blount County Health Department.
3. The **Owners** names, address, phone and fax number.
4. The **General Contractor's** names, address, phone and fax number, and state contractor's license number is required. Note: Owner may be contractor.
5. The **estimated valuation** of construction is based on square footage of building.

#### **Codes being enforced:**

2006 International Building Code  
2006 International Fire Code  
2006 International Plumbing Code  
2006 International Mechanical Code  
2006 International Fuel Gas Code  
2006 International Energy Conservation Code  
2006 Existing Building Code  
2005 National Electric Code  
1999 North Carolina Accessibility Code

### **PERMIT ISSUANCE**

1. Building Code Department will review plans for Code Compliance if all information submitted is within regulations a grading permit will be given at time of application or faxed back to applicant. This may take one day. Additional time may be required if all information is not submitted.
2. When picking up permit you will sign the permit and pay all remaining fees. A copy of the permit, a list of required inspections and an green permit tag to display at jobsite will also be given to contractor.
3. Permits not issued within 6 months will be voided.

## INSPECTIONS

1. No inspections will be allowed prior to the issuance of the permit without an approved site plan.
2. The builder or owner is responsible for scheduling each inspection through the Building Safety Department. Please allow 24 to 48 hours lead time for each inspection.  
Phone (865) 681-9301
3. The Building Department must approve a final inspection before a Certificate of Occupancy will be issued. **Occupying the building prior to the issuance of a Certificate of Occupancy is a Class C misdemeanor and occupant may be cited to General Sessions Court.**

**NOTE: FOR EACH REJECTED INSPECTION THERE WILL BE A \$30.00 FOR RESIDENTIAL AND \$50.00 FOR COMMERCIAL REINSPECTION FEE.**

Application Procedures & Submittal Requirements for  
**Board of Zoning Appeals/ Variance**

Blount County Building Commissioner  
Phone: (865) 681-9301  
Fax Line: (865) 681-9502

SCOPE: To modify the application of the Zoning Ordinance.

### **ITEMS TO BRING TO APPLY**

1. Map and parcel number from tax notice or you may call the Property Assessor's Office
2. Site plan showing where you need the variance.
3. A letter from the property owner giving permission for the applicant to apply for the variance (needed only if owner is not applicant).
4. An Appeal fee of \$50.00, a Variance fee of \$100.00, or Special Exception fee of \$100.00 payable to Blount County Building Commissioner must be submitted at time of application.

### **VARIANCE PROCESS**

1. Deadline: The 3<sup>rd</sup> Wednesday of every month at noon (12:00pm). No exceptions will be made if application is made after 12:00pm.
2. Meeting date: The 4<sup>th</sup> Wednesday at 1:30pm in the main Assembly Room.
3. Holidays may vary deadlines and meeting dates.
4. Representation must be present at the meeting before the variance will be heard.
5. A variance sign will be posted one week prior to meeting date.

Note: If you do not have all items needed to apply – application will not be processed.

Application Procedures and Submittal Requirements for  
**Construction Board of Appeals**

Blount County Department of Building Safety  
Phone: (865) 681-9301  
Fax Line: (865) 681-9502

SCOPE: To modify the application of the building codes.

1. Building Official will accept applications to the Construction Board of Applications and Appeals.
2. The fee of \$50.00 paid at time of application.
3. Fill application out in full with name of applicant, business name and mailing address and phone number.
4. Applicant may need to see the Building or Fire Plan Examiners for variances to fill in correct code information.
5. One week before meeting, Building Official will make the agenda, and mail agenda and all attachments to Board Members and mail agenda to applicants to remind them of time and place.
6. Copies of agenda will be given to Code personnel involved.
7. The Secretary will take minutes of meeting.
8. Copies of minutes will be sent to all applicants and Board members.
9. Copies of minutes are sent to all Blount County Departments involved.

Files will be kept on each meeting with copies of minutes, letters, and the tape of the meeting.