

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

Knox County Code Administration & Inspection  
Phone: (865) 215-2325  
Fax: (865) 215-4255

Knox County Fire Prevention Bureau  
Phone: (865) 215-4660  
Fax: (865) 215-4669

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 M.P.C. 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 have a ***copy of the recorded survey*** with instrument number. **This information will only be required if the property has recently been subdivided.** Register of deeds should have this information. They are located on the second floor City-County Building (865) 215-2330.
3. A ***drain field layout*** is required when property does not have sanitary sewer system. The Knox County Health Department will inspect the property and supply the required layout. They are located on Dameron Avenue (865) 215-5200.
4. ***Certificate of Appropriateness*** is required from the Tennessee Technology Corridor Development Authority for any new construction in the Technology Overlay (T.O.) zone. Contact the Metropolitan Planning Commission (M.P.C.) at (865) 215-2500.
5. A ***Stamped Approved Development Plat*** is required from M.P.C. for any new construction in the PR, PC, SC, T or BP zone or for any use-on-review. Contact M.P.C. at (865) 215-2500.
6. The ***Owners*** names, address, phone and fax number.
7. The ***Licensed Architect or Engineer*** name, address, phone and fax number.
8. The ***General Contractor's*** names, address, phone number, fax number, and state contractor's license number is required.
9. Proof of ***Workman's Compensation*** must be submitted at time of permit application.
10. The ***names of plumbing and mechanical contractors*** must be listed on permit.
11. 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*** 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 KNOX 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 Licensed Architect or Engineer.

3. ***Applicable codes enforced:***

2006 International Building Code (IBC), 2006 International Fire Code (IFC)  
2006 NFPA 101 Life Safety Code (LSC), 2006 International Mechanical Code (IMC)  
2006 International Plumbing Code (IPC), 2006 International Fuel Gas Code (IFGC)  
2006 International Property Maintenance Code (IPMC), 2006 International Existing Building Code (IEBC), 2006 International Energy Conservation Code (IECC)  
2006 International Code Council Performance Code for Buildings and Facilities (ICCPC)

## **PERMIT ISSUANCE**

1. Engineering Department, Code Enforcement, Building Department, Fire Prevention Bureau and the Permit Clerk must review the plans. This may take up to 21 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 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 an orange 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 Code Administration Office at (865) 215-2325. Please allow 24 to 48 hours lead time for each inspection.
3. Construction must terminate at the end of the shell phase unless an interior permit has been obtained. Otherwise a Violation Notice to stop work or misdemeanor citation will be issued.

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