

Permit Application Procedures & Submittal Requirements for  
**Tenant Remodel**

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 tenant remodels in existing buildings, including new tenants.

## **APPLICATION**

1. Applicant must 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 at the Property Assessors office on the 2<sup>nd</sup> floor of the City-County Bldg. or call (865) 215-2360.
2. The ***owner's name***, address, phone and fax number.
3. The ***State of Tennessee Licensed Architect or Engineer*** name, address, phone and fax number.
4. The ***General Contractor's*** name, address, phone number, fax number, and state contractor's license number is required.
5. Proof of ***Workman's Compensation*** must be submitted at time of permit application.
6. The ***names of plumbing and mechanical contractors*** must be listed on permit.
7. The ***estimated valuation*** of construction is required. The building valuation data published by IBC 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, life safety and electrical codes.
2. ***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. Building Code Department, Fire Prevention Bureau and Permit clerk must review plans. This may take up to 21 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 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 Code Administration Office. Please allow 24 to 48 hours lead time for each inspection. Phone (865) 215-2325.
3. Both the Building Department and Fire Prevention Bureau 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 REINSPECTION FEE.**