

Permit Application Procedures & Submittal Requirements for
Parks and Sports Playing Fields

Knox County Code Administration & Inspection
Phone: (865) 215-2325
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Knox County Fire Prevention Bureau
Phone: (865) 215-4660
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SCOPE: This document is to be used for all permit applications for parks and sports playing fields in Knox County.

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 owners tax notice or at the Property Assessors office on the 2nd floor of the City-County Building. Phone (865) 215-2360.
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 of the City-County Building. Phone (865) 215-2330.
3. A *drainfield 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. Phone (865) 215-5200.
4. A *Stamped Approved Development Plat* is required from M.P.C. when located in a zone where this is a use-on-review. Phone (865) 215-2500.
5. A *certified street address* from M.P.C. is required.
6. The *owner's name*, address, phone and fax number.
7. The *State of Tennessee Licensed Architect or Engineer* name, address, phone and fax number are required.
8. The *General Contractor's* name, address, phone and fax number and state contractor's license number are required.
9. Proof of *Workman's Compensation* must be submitted at time of application.
10. The *estimated valuation* of construction is required.

PLAN REVIEW

1. *Two site plans* are required showing the layout of all features of the park or sports playing fields. The location of any buildings or structures should be included on the site plans.
2. *Two sets of State of Tennessee Architect or Engineer sealed plans* must be submitted for any buildings or structures associated with the project. These shall be the same as required for new commercial buildings.
3. **Applicable codes enforced:**
 - Zoning Ordinance for Knox County
 - 2006 International Fire Code
 - 2006 International Fuel Gas Code
 - 2006 International Mechanical Code
 - 2006 International Building Code
 - 2006 NFPA 101 Life Safety Code
 - 2006 International Plumbing Code

ISSUING PERMIT

1. The Zoning Department, Engineering, 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 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 the jobsite will also be given to the 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 the Fire Prevention Bureau must approve a final inspection before a Certificate of Occupancy will be issued if there are buildings. If there are no buildings the Building Department must approve a final inspection before a Certificate of Completion will be issued.

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