

Permit Application Procedures & Submittal Requirements for
One & Two Family Dwellings

Knox County Code Administration & Inspection
Phone: (865) 215-2325
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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 Metropolitan Planning Commission on 4th floor please make sure the ***CLT Map and parcel number*** is included.
2. Applicant will need to go to Register of Deeds (second floor), (865) 215-2330, 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 ***drain field layout*** is required when not on a sewer system. This can be obtained from the Knox County Health Department at (865) 215-5200.
4. The ***owner's name***, address, phone and fax number.
5. ***Two site plans*** are required showing position of house in relationship to the property lines. Plans need to show all house, property, and setback dimensions.
6. ***Two complete sets 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, unless permit is obtained by owner.
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 ***plumbing and mechanical contractors*** shall be listed on the permit.
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 Technician and all appropriate paperwork is assembled with the permit.
13. Permit will be issued after all applicable fees are paid.

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. **Framing and Plumbing** – when all framing and rough-ins are complete with tests (plumbing test only). Windows must be installed. There should be no insulation or sheetrock applied before the approval of this inspection.
3. **Final and Gas** – when house is completely finished and ready to occupy. Must have State of Tennessee electrical final inspection approved. Knox County will perform a pressure test on all gas piping. *Note: esthetics such as carpeting and final painting need not be complete.*
4. **Gas Inspection** – this may be called for before the final inspection for an additional fee of \$20.00.

FEES

1. The appropriate fees **must be paid for before** permit is issued.
2. Fee amounts are based upon square footage and will be calculated.

INSPECTION

1. There are (3) **required inspections** for a residential permit and they are as follows;
 - a) **Footing Inspection** - after entire footing is completely dug out and all metal grade stakes are in place.
 - b) **Framing and Plumbing** - When all framing and plumbing is completed and tests are on both supply and waste plumbing. (*No insulation shall be in place before inspection is performed.*)
 - c) **Final and Gas** - 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).
 - d) **Gas Inspection** may be separated from the Final Inspection with no additional fee.
2. It is the builder/owner's responsibility to **schedule all required inspections** and re-inspections through the Codes Office at (865) 215-2325.
3. Any **rejected inspection** must be reinspected after the items have been corrected. A scheduled appointment will need to be made.
4. A final inspection must be approved before inspector turns in approval for issuance of a **certificate of occupancy**.

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