

Permit Application Procedures & Submittal Requirements for
Residential Accessory Buildings

Knox County Code Administration & Inspection

Phone: (865) 215-2325

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SCOPE: This document is to be used for all new accessory buildings in Knox 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. This information can be found on the owner's tax notice or at the Property Assessors office on the 2nd floor of the City-County Bldg. or call (865) 215-2360.
2. A **drain field verification** is required when property does not have sanitary sewer system to verify applicant is not building over current drain field system. The Knox County Health Department will inspect the property and supply the required verification. They may be contacted at Phone (865) 215-5200
3. The **General Contractor's** names, address, phone and fax number, and state contractor's license number is required. *Note: Owner may be contractor.*
4. 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.
5. The **estimated valuation** of construction is based on square footage of building.
6. 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. **Two sets 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. **Applicable codes enforced**
 - 2006 International Residential Code
 - 2006 International Building Code
 - 2006 International Gas Code
 - 2006 International Mechanical Code
 - 2006 International Plumbing 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 applicable fees. 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 without an approved site plan.
2. The builder or owner 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 Building Department 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.