

Permit Application Procedures and Submittal Requirements for
Home Improvements

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

SCOPE: The following information is required before applying for a Home Improvement permits. This does not include residential additions or detached accessory buildings, which require plans.

APPLICATION

1. Applicant must obtain their *CLT Map and parcel number* corresponding to the project address. This information can be found on the owners tax notice or at the Property Assessors Office on the 2nd floor (room 204) of the C.C. Bldg. Phone (865) 215-2360.
2. *Owner's names*, address, and phone number.
3. *Contractor's names*, address, phone number, fax number and State Home Improvement License Number unless permit is obtained by owner.
4. The *type of improvement* being made.

FEES

1. The previous information is given to the permit technician (this can be done in person or by mail). Upon application of the permit the *appropriate fees* must be paid. The amounts are based upon the improvement costs.

INSPECTIONS

1. The Owner/Contractor is responsible for setting up a *scheduled inspection time* with the Codes Office. Please call (865) 215-2325 to schedule all inspections needed.
2. The type and number of inspections will be determined the Codes Department and the applicant will be notified of these upon issuing the approved permit.
3. If inspection is rejected: The rejected items will need to be corrected and another scheduled appointment made.

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