

Permit Application Procedures & Submittal Requirements for
Pre-Approved Plans

Knox County Code Administration & Inspection

Phone: (865) 215-2325

Fax: (865) 215-4255

SCOPE: This document is to be used for all new single family dwellings that have plans on file at Knox County prior to any Code Changes.

APPLICATION

1. Applicant can bring in or fax in the *site plan, copy of original permit that went through plans review, workman's compensation, and copy of state contractor's license number and certified street address.*
2. A *drain field 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 may be contacted at Phone (865) 215-5200.
3. The *Owner's names*, address, phone and fax number.
4. The *General Contractor's names*, address, phone and fax number, and state contractor's license number is required.
5. The *estimated valuation* of construction is based on square footage of building.
6. *Applicable codes enforced:*
 - 2006 International Residential Code
 - 2006 International Building Code
 - 2006 International Gas Code
 - 2006 International Mechanical Code
 - 2006 International Plumbing Code
 - 2006 Property Maintenance Code

PERMIT ISSUANCE

1. If all paperwork submitted meets regulations, permit can be issued and paid for at time of application or if application was by fax, we will fax a grading permit to contractor.
2. 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.
3. Permits not issued within 6 months will be voided.

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 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.