

Application Procedures and Submittal Requirements for
Construction Board of Adjustments and Appeals

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

SCOPE: To modify the application of the building codes.

1. Executive Secretary will accept applications to the Construction Board of Applications and Appeals.
2. The fee of \$50.00 paid at time of application.
3. Fill application out in full with name of applicant, business name and mailing address and phone number. Deadline for applications is 12:00 PM on the next to the last Wednesday of each month.
4. Applicant may need to see the Building or Fire Plan Examiners for commercial variances and the Residential Plans Examiner for Residential variances to fill in correct code information.
5. One week before meeting, Executive Secretary will make agenda, and mail agenda and all attachments to Board Members and mail agenda to applicants to remind them of time and place.
6. Copies of agenda will be given to Code personnel involved.
7. Executive Secretary will take minutes of meeting.
8. Copies of minutes will be sent to all applicants and Board members.
9. Copies of minutes are sent to Knox County Fire Prevention Bureau.

Files will be kept on each meeting with copies of minutes, letters, and the tape of the meeting.