

Permit Application Procedures & Submittal Requirements for
Commercial Building – New & Additions

Knox County Code Administration & Inspection
Phone: (865) 215-2325
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Knox County Fire Prevention Bureau
Phone: (865) 215-4660
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SCOPE: This document is to be used for all new commercial buildings in Knox County excluding tenant build-outs, interior renovations, and interior occupancies.

APPLICATION

1. A ***certified street address*** from M.P.C. is required and applicant must obtain their ***CLT Map and parcel number*** corresponding to the property to be permitted. This information should be on the address verification/assignment.
2. Applicant must have a ***copy of the recorded survey*** with instrument number. **This information will only be required if the property has recently been subdivided.** Register of deeds should have this information. They are located on the second floor City-County Building (865) 215-2330.
3. 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 are located on Dameron Avenue (865) 215-5200.
4. ***Certificate of Appropriateness*** is required from the Tennessee Technology Corridor Development Authority for any new construction in the Technology Overlay (T.O.) zone. Contact the Metropolitan Planning Commission (M.P.C.) at (865) 215-2500.
5. A ***Stamped Approved Development Plat*** is required from M.P.C. for any new construction in the PR, PC, SC, T or BP zone or for any use-on-review. Contact M.P.C. at (865) 215-2500.
6. The ***Owners*** names, address, phone and fax number.
7. The ***State of TN Licensed Architect or Engineer*** name, address, phone and fax number.
8. The ***General Contractor's*** names, address, phone number, fax number, and state contractor's license number is required.
9. Proof of ***Workman's Compensation*** must be submitted at time of permit application.
10. The ***names of plumbing and mechanical contractors*** must be listed on permit.
11. The ***estimated valuation*** of construction is required. The building valuation data published by ICC shall be the minimum acceptable.

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 site work, utilities, parking, detention basins (if required), and compliance with all requirements of the zoning ordinance.
2. **Two sets of State of Tennessee Architect or Engineer sealed plans** must be submitted. These plans must include all floor plans, specifications, elevations, sections and details which show compliance with all building, fire, plumbing, mechanical, gas, accessibility, life safety and electrical codes.

3. **Applicable codes enforced with amendments:**

2006 International Building Code (IBC), 2006 International Fire Code (IFC)

2006 NFPA 101 Life Safety Code (LSC), 2006 International Mechanical Code (IMC)

2006 International Plumbing Code (IPC), 2006 International Fuel Gas Code (IFGC)

2006 International Property Maintenance Code (IPMC)

2006 International Existing Building Code (IEBC)

2006 International Energy Conservation Code (IECC)

2006 International Code Council Performance Code for Buildings and Facilities (ICCPC)

PERMIT ISSUANCE

1. Zoning Department, Engineering, Building Code Department, Fire Prevention Bureau and Permit clerk must review plans. This may take up to 21 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 fees. You will be given a stamped set of reviewed plans that must be on site for all inspections. 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.
2. The builder 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. Both the Building Department and Fire Prevention Bureau 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.