

**Permit Application Procedures & Submittal Requirements for
Foundation Only Permits**

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 permit applications for foundation only requests. Construction shall not be continued past the foundation phase unless a shell permit has been approved.

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. Plan review fee will be due at time of application. See fee schedule for cost. Permit fees must be paid before permit may be issued.
3. 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.
4. 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.
5. **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.
6. 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.
7. The **Owners** name, address phone and fax number.
8. The **Licensed Architect or Engineer** names, address, phone and fax numbers are required.
9. The **General Contractor's** names, address, phone number, fax number, and State Contractor's License number is required.
10. Proof of **Workman's Compensation** must be submitted at time of permit application.

11. The **estimated valuation** of construction is required. The building valuation data published by SBCCI shall be the minimum acceptable.

PLAN REVIEW

1. **Two sets of plans** must be submitted at the time of application. These plans must include the following:
 - Site plans showing footprint of building in relation to all property lines and public streets.
 - Type of construction of the building, proposed occupancy of the building, average height of building, square footage of building and whether the building will be sprinkled or protected/unprotected construction.
 - The site plan shall also show that all requirements as outlined in THE KNOX COUNTY POLICY FOR CONTROL OF EROSION AND STORMWATER and TENNESSEE EROSION CONTROL HANDBOOK are properly met.
2. A certified engineer must draw all drawings.
3. All structural details shall be shown in detail.
4. **Codes being enforced:** 1999 Standard Building Code

PERMIT ISSUANCE

1. The hydrology department, Codes Enforcement, Building Department and the permit clerk must review the 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.

INSPECTIONS

1. No inspections will be allowed prior to the issuance of the permit.

The builder is responsible for scheduling each inspection through the Code Administration

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

Construction must terminate at the end of the foundation phase unless a shell permit has been obtained. Otherwise a Stop Work Order will be issued.