

Permit Application Procedures and Submittal Requirements for
Residential Additions

Knox County Code Administration & Inspection

Phone: (865) 215-2325

Fax Line: (865) 215-4255

SCOPE: The following steps need to be taken to acquire a building permit for a Residential one and two family dwelling with the Knox County Codes Administration and Inspection Office.

APPLICATION

1. Applicant must obtain a ***Verification of the street address*** from Metropolitan Planning Commission on 4th floor please make sure the ***CLT map and parcel number*** is included.
2. Applicant will need to go to Register Of Deeds (second floor), (865) 215-2330, to obtain a copy of the ***recorded survey*** (this is not your deed). ***This is only required if the property has been subdivided and is not in a recorded subdivision.***
3. A ***drainfield layout*** is required when not on a sewer system. This can be obtained from the Knox County Health Department at (865) 215-5200. (this is to verify that you are not building over your current septic system)
4. The ***owner's name***, address, phone and fax number.
5. ***Two site plans*** are required showing position of house in relationship to the property lines. Plans need to show all buildings, property, and setbacks dimensions.
6. ***Two complete sets of addition plans*** need to be submitted which include a foundation plan, all framing and floor plans (including window and door sizes) and cross-sectional plan showing footings, house, and roof systems that are to be built.
7. The ***Building Contractor's name***, address, phone and fax number, and state contractor's license number is required (unless owner is builder).
8. The name of the ***plumbing and mechanical contractors*** shall be listed on the permit.
9. Proof of ***Workman's Compensation*** must be submitted or an affidavit must be signed at time of permit application.
10. When all information is obtained a ***grading permit*** will be issued at the time contractor/owner is submitting for permit.
11. The residential plans are reviewed for Code Compliance.

FEES

1. The appropriate fees **must be paid for before** the approved plans are issued. The fees are paid to Knox County Codes Enforcement through the Permit Technician.
2. Fee amounts are based upon square footage and will be calculated.

INSPECTIONS

1. There are **(3) required inspections** for a residential permit and they are as follows;
 - **Footing Inspection** – when all footing excavations are complete with approved grade stakes, bulk heads and rebar (if any). Property lines must be properly stakes on any close cases. Erosion control must be properly installed and maintained. Portable sanitation must be installed (if needed). Lot numbers or addresses must be clearly posted at street entrance of on site – if not, automatic rejection may result.
 - **Framing and Plumbing** - When all framing rough-ins and plumbing is completed and tests are on both supply and waste plumbing. *(No insulation or sheetrock shall be in place before inspection is performed.)*
 - **Final** - When house is completely finished and ready to be occupied by the owner (note: esthetics such as carpeting and final painting need not be complete).
2. Any **rejected inspection** must be reinspected after the items have been corrected. A scheduled appointment will need to be made

NOTE: It is the builder/owner's responsibility to schedule all required inspections and re-inspections through the Codes Office at phone (865) 215-2325.

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