



ISSUING AGENT GUIDE

OCTOBER 2011

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OVERVIEW

The State Residential Building Code Enforcement Program applies to one- and two-family dwellings and townhouses in areas of the state that have not: 1) received an exemption from the State Fire Marshal's Office by having local building codes enforced by the local government, or 2) opted out of state residential building codes and enforcement by a 2/3 vote of the city or county's legislative body. A list of areas where state permits are required is available on our website at <http://homebuilding.tn.gov>.

The state has adopted the 2009 International Residential Code (IRC) and the 2006 International Energy Conservation Code (IECC). Fire sprinkler systems are not required in one- and two-family dwellings or 3 unit townhouses that are less than 5,000 square feet, three stories or less, and separated by 2 hour fire walls.

Beginning October 1, 2011, additions over 30 square feet to existing homes will require a permit. The existing home will not be required to be brought up to code; however, the addition must meet code. A state residential building permit is not required for detached garages, sheds, barns or other detached structures that are not used for living purposes.

This guide is intended to provide program and training assistance to issuing agents. Issuing Agents are entities or persons who contract with the State to collect application information and fees for the State and provide permit holder with documents needed to commence construction. The building permit, validated with a pre-printed decal by the Issuing Agent, is to remain on site during the period of construction and until the certificate of occupancy is issued by the State.

The State Fire Marshal's Office appreciates the work of Issuing Agents. Please contact us with any suggestions or questions you may have.

This program is overseen by the Contract Inspections Services Section of the Division of Fire Prevention.

ADOPTED CODES

The State has adopted and will be enforcing:

- 2009 International Residential Code
- 2006 International Energy Conservation Code

These codes are published by the International Code Council and can be purchased from their website (www.iccsafe.org) or by calling 1-800-786-4452. The codebooks can also be purchased through many retail bookstores.

New Construction and Additions to Residential Dwellings Only

These codes apply only to new construction and to additions of 30 or more square feet in interior space.

The renovation of existing residential structures does not require a permit or inspections.

No Fire Sprinkler Requirements

Sprinkler requirements have **not** been adopted by the State.

When Is a State Building Permit Required?

Location

Many cities and counties enforce their own building codes or have opted out of having residential building codes. The State Fire Marshal's Office only issues residential building permits for some parts of the state.

Verify that the construction is located within one of the jurisdictions that are participating in the program *before* the customer begins filling out the application. For the most up-to-date information, check the following website:

<http://tn.gov/commerce/sfm/homebuilding/Apply.shtml>

Type of Work

A state residential building permit is only required for the following types of construction:

- New construction of a one or two family dwelling or townhouse
- Addition of 30 square feet or more of interior space to a one or two family dwelling or townhouse
- Change of occupancy of an existing building to a one or two family dwelling or townhouse
- On-site construction to a modular or manufactured home, excluding the placement

A permit is **NOT** required for:

- Detached accessory structures such as a barn or storage shed. A permit is only required for structures that will be used for living purposes.
- Renovation or rehabilitation of a one or two family dwelling or townhouse, unless there is an addition of 30 square feet or more in interior space.
- The placement of a manufactured or modular home on property. A permit is only required for additional on-site construction, such as a custom deck or porch.

INSTRUCTIONS FOR PERMIT APPLICATION

1. Enter all information into the fillable PDF linked from the <http://tn.gov/commerce/sfm/homebuilding/Apply.shtml> site.

For more detailed information on completing the application, see the next page.

NOTE: It is important that you always open this PDF form with your internet browser. Do NOT save the forms on your computer. This will cause an error when you click the Submit button.

2. Click the 'Print Form' button on the second page of the application.
3. Have the customer review the information and then sign the complete printed application.
4. Click the 'Submit' button.
5. Attach a permit number decal to signed application.
6. Make 2 copies of the application. One copy is for the customer. The second copy is for the State Fire Marshal's Office. The issuing agent keeps the original application.
7. Give the important notices document to the customer.
8. Create a building permit for the customer. See Page 19.

ISSUING AGENT INSTRUCTIONS FOR BUILDING PERMIT APPLICATIONS

SITE CONSTRUCTION	SINGLE FAMILY	TWO FAMILY	TOWNHOMES																											
<p>DESCRIPTION OF THE WORK TO BE PERFORMED.</p> <p><u>Description of the work to be performed:</u> Enter a detailed description of the additional on-site work that will be performed.</p> <p><u>Foundation – Check either:</u></p> <ul style="list-style-type: none"> • Conventional • Monolith pour slab • Slab other than monolith pour <i>(Note: additional inspection & fee applies if this is checked.) For more details, see Page 21.</i> 	<p>DESCRIPTION OF THE WORK TO BE PERFORMED.</p> <p><u>Check either:</u></p> <ul style="list-style-type: none"> • New construction single family • Addition of 30 sqft or more of interior space • Change of occupancy to single family <p><u>Total Area:</u> Heated sqft & Unheated sqft of structure</p> <p><u>HVAC & Plumbing:</u> Will plumbing or mechanical work be performed for the addition or change of occupancy?</p> <p><u>Foundation - Check either:</u></p> <ul style="list-style-type: none"> • Conventional (crawl space) • Monolith pour slab (single pour slab where slab & footing are poured together) • Slab other than monolith pour <i>(Note: additional inspection & fee applies if this is checked.) For more details, see Page 21.</i> <p><u>Basement:</u> Yes or No</p> <p><u>Stories - Check either:</u> 1, 2 or 3 <i>(Note: If greater than 4 stories, no permit can be issued and applicant should contact SFMO. If applicant checks 3, then needs to certify that basement meets criteria so that it is not counted as a floor or a permit can NOT be issued and applicant should contact SFMO because the basement is counted as a story.)</i></p>																													
<p>LOCATION OF CONSTRUCTION. (Please leave blank any part of address that is unknown or not applicable.)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">Field</th> <th style="width: 35%;">Examples</th> <th style="width: 50%;">Notes</th> </tr> </thead> <tbody> <tr> <td>Street #</td> <td>540, 128 or 245-A</td> <td>Alpha and numeric characters allowed</td> </tr> <tr> <td>Prefix</td> <td>S, E or NW</td> <td>Directional prefix to address</td> </tr> <tr> <td>Street Name</td> <td>Elm, Main or Highway 84W</td> <td></td> </tr> <tr> <td>Type</td> <td>RD, ST, LN or DR</td> <td>Road, Street, Lane, Drive, etc.</td> </tr> <tr> <td>Suffix</td> <td>S, E or NW</td> <td>Directional suffix to address</td> </tr> <tr> <td>Ctrl Map</td> <td>089, 112 or 73</td> <td>First part of Parcel ID #.</td> </tr> <tr> <td>Grp</td> <td>A, B or C</td> <td>Second part of Parcel ID #. (not always available)</td> </tr> <tr> <td>Parcel</td> <td>030.22, 115.03 or 045.00</td> <td>Third part of Parcel ID#.</td> </tr> </tbody> </table>				Field	Examples	Notes	Street #	540, 128 or 245-A	Alpha and numeric characters allowed	Prefix	S, E or NW	Directional prefix to address	Street Name	Elm, Main or Highway 84W		Type	RD, ST, LN or DR	Road, Street, Lane, Drive, etc.	Suffix	S, E or NW	Directional suffix to address	Ctrl Map	089, 112 or 73	First part of Parcel ID #.	Grp	A, B or C	Second part of Parcel ID #. (not always available)	Parcel	030.22, 115.03 or 045.00	Third part of Parcel ID#.
Field	Examples	Notes																												
Street #	540, 128 or 245-A	Alpha and numeric characters allowed																												
Prefix	S, E or NW	Directional prefix to address																												
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Grp	A, B or C	Second part of Parcel ID #. (not always available)																												
Parcel	030.22, 115.03 or 045.00	Third part of Parcel ID#.																												
<p>OWNER INFORMATION Contact information for the homeowner.</p>																														
<p>PERMIT FEES Applicant will provide the estimated cost of construction. The cost of construction must not be less than \$60.57 per square foot, or the application will display a warning. The fee amount will be automatically computed.¹ Forms have greyed boxes for items that are computed. Applicants will be given a receipt, appropriately numbered, referencing the PERMIT #, for all payments received and payments will be transmitted and reported (discussed later).</p>																														
<p>PERMIT DELIVERY BY ISSUING AGENTS Personal Delivery means printing the application and placing the permit decal on the application. Have the customer sign the application and make a copy. Give the copy to the customer along with the original completed permit. Retain the original application for audit.</p>																														

¹ If for some reason the computation is not made, please consult the permit fee chart.

SITE CONSTRUCTION	SINGLE FAMILY	TWO FAMILY	TOWNHOMES
PERMITTEE VERIFICATION Homeowner Applicant Affidavit or Contractor Affidavit with License Verification		PERMITTEE VERIFICATION Contractor Affidavit with License Verification. <u>Homeowner cannot apply.</u>	
PIN NUMBER Permit holder will use a PIN number to access the Department of Commerce & Insurance's automated telephone system for requesting inspections. The PIN number will be the last 4 digits of the contractor's telephone number. If there is no contractor, the PIN number will be the last 4 digits of the homeowner's telephone number. Enter the 4 digit PIN on the application and inform the applicant of the PIN number.			
ISSUING AGENT SIGNATURE Before submitting the application, click the statement 'I am an authorized issuing agent and have retained a signed copy of this application in my files.' Enter the Issuing Agent ID # assigned to you by the Department of Commerce & Insurance and the name of the employee who has completed the application. If you do not check the box and enter an Issuing Agent ID #, then the processing of the permit will be considerably delayed. Make sure you always enter this information.			
VOLUNTARY STATISTICAL INFORMATION REQUEST This information is not required and will only be used to collect data on fire sprinklers.			
PERMIT NUMBERING Permits shall be pre-printed by the SFMO and be numbered by attaching a decal, which shall be recorded on the application. All permits shall be accounted for and subject to audit.			

Other Forms		
Re-inspections	Certificates of Occupancy/Temporary Certificates of Occupancy	Replacement Permit
<ul style="list-style-type: none"> • Footer • Framing • Final • Consultation 	Issued by SFMO Temporary Certificate of Occupancy has a fee of \$100	Issued by SFMO for fee of \$10
Fee is \$100 (first re-inspection is free and permit holder does not need to contact IA)		
Issuing Agent retains \$15		

For more information:

<http://homebuilding.tn.gov>

APPLICATION TYPES

There are four different residential building permit applications:

A. Single Family Residential – Residential structure with one unit used, intended or designed to be built, used, rented, leased, let or hired out to be occupied for living purposes.

Example: Single family home

B. Site Construction for Manufactured/Modular – On-site construction (not including placement) of a modular or manufactured home. This could include the construction of a deck or covered patio next to the home.

Example: A deck built adjacent to a mobile home.

C. Two Family Residential – Residential structure with two units used, intended or designed to be built, used, rented, leased, let or hired out to be occupied for living purposes.

Example: Duplex

D. Townhouse – Single family dwelling unit constructed in a group of three or more attached units in which each unit extends from foundation to roof with a yard or public way on at least 2 sides. It does not matter whether the property will be owned or rented by the occupant.

Example: Townhouse style apartments, row houses, etc.

A state residential building permit is not required for any detached accessory structure, such as a storage shed or barn.

APPLICATION FOR
SINGLE FAMILY RESIDENTIAL
 BUILDING PERMIT
 STATE OF TENNESSEE



DEPARTMENT OF COMMERCE & INSURANCE
 STATE FIRE MARSHAL

Permit #: _____
 Receipt #: _____

Date: 10/12/2011

PERMITTEE FIRST NAME: _____ **LAST NAME:** _____

1. DESCRIPTION OF THE WORK TO BE PERFORMED

- New Construction Single Family
 Addition of 30 Sq. Ft. or more in interior space
 Change of Occupancy to Single Family Residential

Heated Sq. Ft. of work to be performed: 0

Unheated Sq. Ft. of work to be performed: 0

For additions and changes in occupancy only: Will new construction include plumbing or HVAC? Yes No

Foundation: Conventional (crawl space with no slab) Slab and Footing cast separately (for finished living areas only) Slab and Footing cast monolithically (for finished living areas only)

Basement: Yes No

Number of stories (not including basement) of new construction or addition: 1 2 3

Applicable on 3 story with basement only: I certify the finished surface of the floor above the basement is not more than 6 ft above grade plane, (b) is not more than 6 ft above the finished ground level for more than 50% of the total building perimeter or (c) is not more than 12 ft above the finished ground level at any point. Yes No

2. LOCATION OF CONSTRUCTION

Street #: _____ Prefix: _____ Street Name: _____ Suffix: _____

City: _____ County: _____ ZIP: _____

Is this property within the city limits? No Yes City, if different from mailing address: _____

Parcel ID #: _____ Ctrl Map: _____ Grp: _____ Parcel: _____ Example: 089 A 030.22

For information on your Parcel ID #, please visit <http://www.assessment.state.tn.us>
 If this property is part of a parent parcel that has not been assigned a Parcel ID #, please use the parent parcel's ID #.

3. OWNER FIRST NAME: _____ **LAST NAME:** _____

Street #: _____ Prefix: _____ Street Name: _____ Suffix: _____

City: _____ State: TN ZIP: _____

Phone: _____ Email: _____

4. PERMIT FEES

Actual Expected Construction Cost:

Fee:	0.00
Plus \$100 if slab other than monolith:	0.00
Mechanical and/or Plumbing:	0.00
TOTAL:	0.00

5. PERMIT DELIVERY

- Personal Delivery Email Mail

Homeowner-Affidavit for Building Permit:

Questions - If you answer "No" to any of these questions, you do not legally qualify:

1. I am a record owner of the property on which the work is to be performed and this residential structure is for my own individual use and is not for sale, lease or rent and a homeowner permit has not been obtained by me within the last two (2) years.

Yes No

2. I will perform all work for which the building permit was issued, except where otherwise noted, and agree to ensure anyone hired must show proof of license where required by state law (\$25,000 or more for materials and labor.)

Yes No

3. I am not hiring a construction manager to oversee the project.

Yes No

4. I understand that should I cease to act as the owner-builder of the project, and hire a contractor to complete the project, this permit will be voided and the contractor will apply for a new permit.

Yes No

I, _____, certify by
[Homeowner Name]

signing below that I have read the important notices document and understand the requirements and responsibilities that accompany a Homeowner's Permit and that I have truthfully completed this application and that I certify availability of a public sewer or obtainment of a septic permit and all licenses or permits required by state or local law or ordinance.

 Signature of Property Owner Date

For online submissions only: By checking this box,
 I agree to the above statement and allow this to serve as my electronic signature.

OR

CONTRACTOR NAME: _____

Address: _____

City: _____ State: TN

ZIP: _____

Phone: _____

Email: _____

Contractor License #: _____

Classification: BC BC-A BC-B

APPLICANT SIGNATURE

I hereby certify that I have completely read the important notices document and truthfully completed this application and that I have complied with the Business licensing and Workers' Compensation laws of the State of Tennessee*, that I am properly licensed pursuant to T. C.A. Title 62, chapter 16 and I certify availability of a public sewer or obtainment of a septic permit and all licenses or permits required by state or local law or ordinance.

 Signature of contractor/authorized agent Date

For online submissions only: By checking this box,
 I agree to the above statement and allow this to serve as my electronic signature.

* Questions regarding Workers' Compensation should be directed to the Tennessee Department of Labor and Workforce Development at 615-741-2395 or www.tn.gov/labor-wfd/wcomp

FOR OFFICE USE ONLY

I am an authorized issuing agent and have retained a signed copy of this application in my files.

Issuing Agent ID #: _____ by: _____ PIN _____

Voluntary Statistical Information Request:

Please check any of the following that apply to this residence:

Fire sprinkler system included

To Submit This Application Online (Final Step):

Important! First Click "Print Form" to print yourself a local copy:

Print Form

After you have your local copy saved, Click Submit to complete the electronic submission:

Submit

APPLICATION FOR
**SITE CONSTRUCTION FOR
MANUFACTURED/MODULAR**
BUILDING PERMIT
STATE OF TENNESSEE



DEPARTMENT OF COMMERCE & INSURANCE
STATE FIRE MARSHAL

Permit #: _____
Receipt #: _____

Date: 10/12/2011

PERMITTEE FIRST NAME: _____ LAST NAME: _____

A building permit is only required for additional on-site construction to a modular or manufactured home. A permit is **not** required for the construction or placement of a modular or manufactured home.

1. DESCRIPTION OF THE WORK TO BE PERFORMED

Foundation: Conventional (crawl space with no slab) Slab and Footing cast separately (for finished living areas only) Slab and Footing cast monolithically (for finished living areas only)

2. LOCATION OF CONSTRUCTION

Street #: _____ Prefix: _____ Street Name: _____ Suffix: _____

City: _____ County: _____ ZIP: _____

Is this property within the city limits? No Yes City, if different from mailing address: _____

Parcel ID #: _____ Ctrl Map: _____ Grp: _____ Parcel: _____ Example: 089 A 030.22

For information on your Parcel ID #, please visit <http://www.assessment.state.tn.us>
If this property is part of a parent parcel that has not been assigned a Parcel ID #, please use the parent parcel's ID #.

3. OWNER FIRST NAME: _____ **LAST NAME:** _____

Street #: _____ Prefix: _____ Street Name: _____ Suffix: _____

City: _____ State: TN ZIP: _____

Phone: _____ Email: _____

4. PERMIT FEES

Actual Expected On-Site Construction Cost:

Fee:	0.00
Plus \$100 if slab other than monolith:	0.00
TOTAL:	0.00

5. PERMIT DELIVERY

Personal Delivery Email Mail

Homeowner-Affidavit for Building Permit:

Questions - If you answer "No" to any of these questions, you do not legally qualify:

1. I am a record owner of the property on which the work is to be performed and this residential structure is for my own individual use and is not for sale, lease or rent and a homeowner permit has not been obtained by me within the last two (2) years.

Yes No

2. I will perform all work for which the building permit was issued, except where otherwise noted, and agree to ensure anyone hired must show proof of license where required by state law (\$25,000 or more for materials and labor.)

Yes No

3. I am not hiring a construction manager to oversee the project.

Yes No

4. I understand that should I cease to act as the owner-builder of the project, and hire a contractor to complete the project, this permit will be voided and the contractor will apply for a new permit.

Yes No

I, _____, certify by
[Homeowner Name]

signing below that I have read the important notices document and understand the requirements and responsibilities that accompany a Homeowner's Permit and that I have truthfully completed this application and that I certify availability of a public sewer or obtainment of a septic permit and all licenses or permits required by state or local law or ordinance.

 Signature of Property Owner Date

For online submissions only: By checking this box,
 I agree to the above statement and allow this to serve as my electronic signature.

OR

CONTRACTOR NAME: _____

Address: _____

City: _____ State: TN

ZIP: _____

Phone: _____

Email: _____

Contractor License #: _____

Classification: BC BC-A BC-B

APPLICANT SIGNATURE

I hereby certify that I have completely read the important notices document and truthfully completed this application and that I have complied with the Business licensing and Workers' Compensation laws of the State of Tennessee*, that I am properly licensed pursuant to T. C.A. Title 62, chapter 16 and I certify availability of a public sewer or obtainment of a septic permit and all licenses or permits required by state or local law or ordinance.

 Signature of contractor/authorized agent Date

For online submissions only: By checking this box,
 I agree to the above statement and allow this to serve as my electronic signature.

* Questions regarding Workers' Compensation should be directed to the Tennessee Department of Labor and Workforce Development at 615-741-2395 or www.tn.gov/labor-wfd/wcomp

FOR OFFICE USE ONLY

I am an authorized issuing agent and have retained a signed copy of this application in my files.

Issuing Agent ID #: _____ by: _____ PIN _____

Voluntary Statistical Information Request:

Please check any of the following that apply to this residence:

Fire sprinkler system included

To Submit This Application Online (Final Step):

Important! First Click "Print Form" to print yourself a local copy:

Print Form

After you have your local copy saved, Click Submit to complete the electronic submission:

Submit

APPLICATION FOR
TWO FAMILY RESIDENTIAL
 BUILDING PERMIT
 STATE OF TENNESSEE



DEPARTMENT OF COMMERCE & INSURANCE
 STATE FIRE MARSHAL

Permit #: _____
 Receipt #: _____

Date: 10/12/2011

PERMITTEE FIRST NAME: _____ **LAST NAME:** _____

1. DESCRIPTION OF THE WORK TO BE PERFORMED

- New Construction Two Family
- Addition of 30 Sq. Ft. or more in interior space
- Change of Occupancy to Two Family Residential

For additions and changes in occupancy only: Will new construction include plumbing or HVAC? Yes No

Unit 1: Heated Sq. Ft. of work to be performed: 0
 Unheated Sq. Ft. of work to be performed: 0

Unit 2: Heated Sq. Ft. of work to be performed: 0
 Unheated Sq. Ft. of work to be performed: 0

Foundation: Conventional (crawl space with no slab) Slab and Footing cast separately (for finished living areas only) Slab and Footing cast monolithically (for finished living areas only)

Basement: Yes No

Number of stories (not including basement) of new construction or addition: 1 2 3

Applicable on 3 story with basement only: I certify the finished surface of the floor above the basement is not more than 6 ft above grade plane, (b) is not more than 6 ft above the finished ground level for more than 50% of the total building perimeter or (c) is not more than 12 ft above the finished ground level at any point. Yes No

2. LOCATION OF CONSTRUCTION

Street #: _____ Prefix: _____ Street Name: _____ Suffix: _____
 City: _____ County: _____ ZIP: _____

Is this property within the city limits? No Yes City, if different from mailing address: _____

Parcel ID #: _____ Ctrl Map: _____ Grp: _____ Parcel: _____ Example: 089 A 030.22

For information on your Parcel ID #, please visit <http://www.assessment.state.tn.us>
 If this property is part of a parent parcel that has not been assigned a Parcel ID #, please use the parent parcel's ID #.

3. OWNER FIRST NAME: _____ **LAST NAME:** _____

Street #: _____ Prefix: _____ Street Name: _____ Suffix: _____

City: _____ State: TN ZIP: _____

Phone: _____ Email: _____

4. PERMIT FEES

Actual Expected Construction Cost:

Fee:	0.00
Plus \$100 if slab other than monolith:	0.00
Mechanical and/or Plumbing:	0.00
TOTAL:	0.00

5. PERMIT DELIVERY

- Personal Delivery
- Email
- Mail

CONTRACTOR NAME: _____
 Address: _____
 City: _____ State: TN ZIP: _____
 Phone: _____ Email: _____
 Contractor License #: _____ Classification: BC BC-A BC-B

APPLICANT SIGNATURE

I hereby certify that I have completely read the important notices document and truthfully completed this application and that I have complied with the Business licensing and Workers' Compensation laws of the State of Tennessee*, that I am properly licensed pursuant to T.C.A. Title 62, chapter 16 and I certify availability of a public sewer or obtainment of a septic permit and all licenses or permits required by state or local law or ordinance.

 Signature of contractor/authorized agent Date

For online submissions only: By checking this box, I agree to the above statement and allow this to serve as my electronic signature.

** Questions regarding Workers' Compensation should be directed to the Tennessee Department of Labor and Workforce Development at 615-741-2395 or www.tn.gov/labor-wfd/wcomp*

FOR OFFICE USE ONLY

I am an authorized issuing agent and have retained a signed copy of this application in my files.

Issuing Agent ID #: _____ by: _____ PIN _____

Voluntary Statistical Information Request:

Please check any of the following that apply to this residence:

Fire sprinkler system included

To Submit This Application Online (Final Step):

Important! First Click "Print Form" to print yourself a local copy:

Print Form

After you have your local copy saved, Click Submit to complete the electronic submission:

Submit

APPLICATION FOR
TOWNHOUSE
 BUILDING PERMIT
 STATE OF TENNESSEE



DEPARTMENT OF COMMERCE & INSURANCE
 STATE FIRE MARSHAL

Permit #: _____
 Receipt #: _____

Date: 10/12/2011

PERMITTEE FIRST NAME: _____ **LAST NAME:** _____

Sprinklers are required if: (a) 4 or more units, (b) 3 units with 5,000 or more total square feet or (c) 3 units with less than 5,000 total square feet and three or fewer stories if not separated by 2 hour firewall.

1. DESCRIPTION OF THE WORK TO BE PERFORMED

- New Construction Townhouse Heated Sq. Ft. of work to be performed: 0
 Addition of 30 Sq. Ft. or more in interior space Unheated Sq. Ft. of work to be performed: 0
 Change of Occupancy to Townhouse

For additions and changes in occupancy only: Will new construction include plumbing or HVAC? Yes No

Foundation: Conventional (crawl space with no slab) Slab and Footing cast separately (for finished living areas only) Slab and Footing cast monolithically (for finished living areas only)

Basement: Yes No

Number of stories (not including basement) of new construction or addition: 1 2 3

Applicable on 3 story with basement only: I certify the finished surface of the floor above the basement is not more than 6 ft above grade plane, (b) is not more than 6 ft above the finished ground level for more than 50% of the total building perimeter or (c) is not more than 12 ft above the finished ground level at any point. Yes No

2. LOCATION OF CONSTRUCTION

Street #: _____ Prefix: _____ Street Name: _____ Suffix: _____

City: _____ County: _____ ZIP: _____

Is this property within the city limits? No Yes City, if different from mailing address: _____

Parcel ID #: _____ Ctrl Map: _____ Grp: _____ Parcel: _____ Example: 089 A 030.22

For information on your Parcel ID #, please visit <http://www.assessment.state.tn.us>

If this property is part of a parent parcel that has not been assigned a Parcel ID #, please use the parent parcel's ID #.

3. OWNER FIRST NAME: _____ **LAST NAME:** _____

Street #: _____ Prefix: _____ Street Name: _____ Suffix: _____

City: _____ State: TN ZIP: _____

Phone: _____ Email: _____

4. PERMIT FEES

Actual Expected Construction Cost:

Fee:	0.00
Plus \$100 if slab other than monolith:	0.00
Mechanical and/or Plumbing:	0.00
TOTAL:	0.00

5. PERMIT DELIVERY

- Personal Delivery Email Mail

CONTRACTOR NAME: _____

Address: _____

City: _____ State: TN ZIP: _____

Phone: _____ Email: _____

Contractor License #: _____ Classification: BC BC-A BC-B**APPLICANT SIGNATURE**

I hereby certify that I have completely read the important notices document and truthfully completed this application and that I have complied with the Business licensing and Workers' Compensation laws of the State of Tennessee*, that I am properly licensed pursuant to T.C.A. Title 62, chapter 16 and I certify availability of a public sewer or obtainment of a septic permit and all licenses or permits required by state or local law or ordinance.

Signature of contractor/authorized agent Date

For online submissions only: By checking this box, I agree to the above statement and allow this to serve as my electronic signature.

** Questions regarding Workers' Compensation should be directed to the Tennessee Department of Labor and Workforce Development at 615-741-2395 or www.tn.gov/labor-wfd/wcomp*

FOR OFFICE USE ONLY

I am an authorized issuing agent and have retained a signed copy of this application in my files.

Issuing Agent ID #: _____ by: _____ PIN _____

Voluntary Statistical Information Request:

Please check any of the following that apply to this residence:

Fire sprinkler system included

To Submit This Application Online (Final Step):

Important! First Click "Print Form" to print yourself a local copy:

Print Form

After you have your local copy saved, Click Submit to complete the electronic submission:

Submit

RESIDENTIAL BUILDING PERMIT IMPORTANT NOTICES

DEPARTMENT OF COMMERCE & INSURANCE
STATE FIRE MARSHAL

Please Read:

This is a building permit ONLY! This is not:

- zoning approval;
- grading or fill approval;
- determination of floodplain compliance;
- septic or sewer permit; or
- electrical permit

The issuance of a permit shall not be construed to be a permit for, or an approval of, any violation of any state law or regulation or any local ordinance and any such permit shall not be valid. A permit only gives the right to build if you are in compliance with all other state laws and regulations and local ordinances.

Inspections. Permittee is solely responsible for scheduling inspections. The following inspections will be required under this:

- Footing or monolith slab (schedule a minimum of 1 business day in advance)
- Slab other than Monolith (if applicable) (schedule a minimum of 1 business day in advance)
- Rough In (schedule a minimum of 3 business days in advance)
- Final (schedule a minimum of 3 business days in advance)
- Plumbing and mechanical (if applicable) (performed at the same time as Rough In and Final)

Cancellations must be called in a minimum of three hours in advance of the scheduled inspection time.

Any inspection may be waived if an inspection letter approving the work is signed and submitted by an Architect or Engineer currently registered in the State of Tennessee.

Consultation inspections and temporary certificates of occupancy shall also require an additional fee of \$100.

Re-inspections. In the event more than one rejection is issued during the building inspection process, an additional inspection must be obtained for each subsequent rejection and an additional fee of \$100 must be paid.

Inspections do not warrant workmanship. Inspections performed by any employee, agent or contractor of the State of Tennessee are performed solely for purposes of enforcement of the applicable building codes on the date of the inspection which may utilize a spot check performance standard, and do not provide comprehensive home inspection services, which are the responsibility of the owner.

A Certificate of Occupancy must be issued prior to use.

Duplicate Permits. Upon completion of a request form prescribed by the Department, a duplicate original permit may be obtained for a fee of \$10 in the event of a loss or destruction thereof.

General Contractor or Owner Permit Changes. If during the construction process a property owner decides to hire a contractor, or there is a change of contractor, a new permit must be obtained. Any refund of inspections fees must be requested from the State Fire Marshal's Office.

Pursuant T.C.A. § 62-6-103, an owner of property may construct a single residence, once every two (2) years, for their own use, as long as it is not for resale, lease or rent. However, anyone hired by the homeowner would be considered a "prime" contractor or a construction manager, and they would not be exempt from the license requirements, should their portion be in the amount of \$25,000 or more. To ensure the contractor is properly licensed with the correct license classification and monetary limit, please check with the Contractor's Board at 1-800-544-7693 or search <http://licsrch.state.tn.us>

Permit Duration. A building permit shall be void if the authorized work is not commenced within 180 days after its issuance. If the work authorized by a permit is commenced and then suspended or abandoned for a period of 180 days a building permit shall be void. Permits expire upon completion of the work and every building permit shall expire 2 years from the date of issue or upon the issuance of the certificate of occupancy, unless: (1) the inspector determines that substantial progress has been made in the work authorized by the permit; and (2) the permit holder is granted an exception after submitting a written request to the Commissioner of Commerce and Insurance, or designee thereof.

For frequently asked questions about the state residential building permits, see <http://homebuilding.tn.gov>. For questions not answered on the website, call 615-741-7170.

Call 1-866-283-6191 and select Option 2 to schedule an inspection between the hours of 6:00AM - 4:30PM Central Time. Only permittee may schedule an inspection.

FOUNDATION TYPES

When completing an application, the customer must select the correct foundation type for their construction. It is extremely important that the correct foundation type is selected because it affects the permit fee. If the customer does not pay the total fee due at the time the permit is purchased, their permit will be placed on hold until they pay the remainder. This will result in delays for the customer. There are 3 possible selections for the foundation type:

1. Conventional (crawl space) – Footings only. There is no slab under the living space of the dwelling. This is common for homes without basements.
2. Monolith Pour Slab – The footings and slab will be cast at the same time. Because the footings and slab can be inspected at the same time, there is no additional fee. There is no crawlspace for monolithic pours.
3. Slab other than Monolith Pour – The footings and slab will be cast separately. The footings are poured first and the foundation wall built, then the slab is poured. There is an additional \$100 fee for this type of foundation because it requires an additional inspection. This is common for homes with basements.

RESIDENTIAL BUILDING PERMIT FEE CHART

Cost of Construction*	Fee	Additional fee for Plumbing and HVAC Inspection**	Additional fee if slab other than monolith pour***
\$0 to \$5,000	\$100	\$100	\$100
\$5,001 to \$100,000	\$350	\$100	\$100
\$100,001 to \$150,000	\$400	\$100	\$100
\$150,001 to \$200,000	\$450	\$100	\$100
\$200,001 to \$250,000	\$500	\$100	\$100
\$250,001 to \$300,000	\$550	\$100	\$100
\$300,001 to \$350,000	\$600	\$100	\$100
\$350,001 to \$400,000	\$650	\$100	\$100
\$400,001 to \$450,000	\$700	\$100	\$100
\$450,001 to \$500,000	\$750	\$100	\$100
\$500,001 to \$550,000	\$800	\$100	\$100
\$550,001 to \$600,000	\$850	\$100	\$100
\$600,001 to \$650,000	\$900	\$100	\$100
\$650,001 to \$700,000	\$950	\$100	\$100
\$700,001 to \$750,000	\$1,000	\$100	\$100
\$750,001 to \$800,000	\$1,050	\$100	\$100
\$800,001 to \$850,000	\$1,100	\$100	\$100
\$850,001 to \$900,000	\$1,150	\$100	\$100
\$900,001 to \$950,000	\$1,200	\$100	\$100
\$950,001 to \$1,000,000	\$1,250	\$100	\$100
\$1,000,001 to \$1,050,000	\$1,300	\$100	\$100
\$1,050,001 to \$1,100,000	\$1,350	\$100	\$100
\$1,100,001 to \$1,150,000	\$1,400	\$100	\$100
\$1,150,001 to \$1,200,000	\$1,450	\$100	\$100
\$1,200,001 to \$1,250,000	\$1,500	\$100	\$100
\$1,250,001 to \$1,300,000	\$1,550	\$100	\$100
\$1,300,001 to \$1,350,000	\$1,600	\$100	\$100
\$1,350,001 to \$1,400,000	\$1,650	\$100	\$100
\$1,400,001 to \$1,450,000	\$1,700	\$100	\$100
\$1,450,001 to \$1,500,000	\$1,750	\$100	\$100

*The cost of construction cannot be less than \$60.57 per heated square foot of construction

**An HVAC and Plumbing Inspection is required for all new construction

***Slab other than Monolith Pour Inspection is required when slab and footing are cast separately

CREATING A BUILDING PERMIT

1. Fill out the permit with the information provided by the customer on the application.
2. Attach a permit number decal at the blank on the top of the page.

NOTE: This permit number decal should always match the one placed on the application.

3. Make 2 copies of the permit. You will retain one copy. The second copy is for the State Fire Marshal's Office, which will be submitted along with the Monthly or Twice-Monthly Report.
4. Give the original copy of the building permit to the customer to display at the construction location.

PERMIT #: _____

State of Tennessee

**Department of Commerce & Insurance
State Fire Marshal**

RESIDENTIAL

BUILDING PERMIT

Permittee: _____

DATE ISSUED: _____

Construction Location

Permit shall expire 2 years from date of issue or upon issuance of Certificate of Occupancy unless an extension is granted by the State Fire Marshal's Office

Address: _____

City: _____ **County:** _____

ZIP Code: _____

Description of work to be performed:

New Construction **Heated Sq Ft:** _____ **Unheated Sq Ft:** _____

Addition **Heated Sq Ft:** _____ **Unheated Sq Ft:** _____

Site (Modular/Manufactured)

- Foundation type:** **Conventional**
 Monolith Pour Slab
 Slab other than Monolith Pour

Inspections

Inspections do not warrant workmanship. Any inspection performed by any employee, agent or contractor of the State of Tennessee are performed solely for the purposes of enforcement of the applicable building codes which may utilize a spot check performance standard, and do not provide comprehensive home inspection services, which are the responsibility of the owner.

Footing or monolith slab: **Date:** _____ **PASS** **FAIL** **by:** _____

Slab other than monolith: **Date:** _____ **PASS** **FAIL** **by:** _____

Rough In: **Date:** _____ **PASS** **FAIL** **by:** _____

Final: **Date:** _____ **PASS** **FAIL** **by:** _____

Other (please list):
 _____ **Date:** _____ **PASS** **FAIL** **by:** _____
 _____ **Date:** _____ **PASS** **FAIL** **by:** _____
 _____ **Date:** _____ **PASS** **FAIL** **by:** _____

Call 1-866-283-6191 and select Option 2 to schedule an inspection. Only permittee may schedule inspection. Permittee is responsible for scheduling all inspections.

Note: Only one re-inspection will be conducted during building inspection process unless an additional inspection authorization is obtained upon payment of a fee of \$100 per additional inspection. You must pay \$100 to an authorized issuing agent prior to requesting a second re-inspection.

REQUEST FOR
RESIDENTIAL RE-INSPECTION
STATE OF TENNESSEE



DEPARTMENT OF COMMERCE & INSURANCE (TDCI)
TENNESSEE STATE FIRE MARSHAL

Receipt #: _____

Completing this form to request a re-inspection is only necessary if you have failed a second inspection.

Date: _____

Permittee: _____ Telephone: _____

Email: _____

Permit #: _____

CONSTRUCTION LOCATION (complete only if address needs to be updated)

Street #: _____ Prefix: _____ Street Name: _____ Type: _____ Suffix: _____

City: _____

Is this property within the city limits? No Yes City if different from mailing address: _____

County: _____ ZIP Code: _____

Parcel ID #: Ctrl Map: _____ Grp: _____ Parcel: _____ Example: 089 A 030.22

For information on your Parcel ID #, please visit <http://www.assessment.state.tn.us>

If this property is part of a parent parcel that has not been assigned a Parcel ID #, please use the parent parcel's ID #.

TYPE OF RE-INSPECTION(S) NEEDED (\$100 per requested re-inspection)

- Footer
- Slab other than Monolith
- Rough In
- Final
- Consultation

TEMPORARY CERTIFICATE OF OCCUPANCY (obtained through State Fire Marshal)

Request Temporary Certificate of Occupancy

DUPLICATE PERMIT (obtained through State Fire Marshal)

Request duplicate permit to replace lost or destroyed original permit for \$10.

Call 1-866-283-6191 and select Option 2 to schedule an inspection.

FEE

\$0.00

Signature of Permittee

Date

For online submissions only: By checking this box, I certify that all of the information I have entered is true, correct and complete to the best of my knowledge and allow this to serve as my electronic signature.

FOR OFFICE USE ONLY

I am an authorized issuing agent and have retained a signed copy of this application in my files.

Issuing Agent ID #: _____ by: _____

To Submit This Request Online (Final Step):

Important! First Click "Print Form" to print yourself a local copy:

Print Form

After you have your local copy saved, Click Submit to complete the electronic submission:

Submit

ISSUING AGENT (IA) REPORT FOR RESIDENTIAL BUILDING PERMITS



1. Please type of print legibly.
2. Please complete all columns.
3. DISTRIBUTE: a. Original to TDCI with check.
b. Retain copy for your records.

Report for Period of: _____ DATE _____ to _____ DATE _____ **Page** _____ **of** _____ **TOTAL FEES SUBMITTED:** _____

Issuing Agent: _____ **Issuing Agent ID#:** _____

Name & Signature of Authorized Representative: _____ **Name** _____ **Signature** _____

Date of Issuance	Receipt #	Permit #	Permittee Name	Estimated Cost of Construction	Amount of Fee
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

TOTAL NUMBER OF TRANSACTIONS REPORTED: _____ x \$15 = \$0.00 (IA FEE) **PAGE TOTAL FEES COLLECTED:** _____

TOTAL TO REMIT TO: DEPARTMENT OF COMMERCE & INSURANCE, RESIDENTIAL PERMIT SECTION
 500 JAMES ROBERTSON PARKWAY, 3rd Floor
 NASHVILLE, TN 37243
 (REMIT BY THE 20th OF EACH MONTH):

LESS IA FEE: _____ **\$0.00**

PAGE TOTAL FEE SUBMITTED: _____ **\$0.00**

PERMIT DECALS

For each permit number, there are 3 permit decals. These decals are to be placed on 3 documents:

1. Original signed permit application
2. Original building permit
3. Monthly or Twice-Monthly Report

If a decal is damaged and cannot be used, you will need to report this loss to the Department of Commerce & Insurance along with your Monthly or Twice-Monthly Report.

If you need more decals, please contact Tawana Irvin at Tawana.N.Irvin@tn.gov or 615-741-7171.

APPLICATION FOR
SINGLE FAMILY RESIDENTIAL
 BUILDING PERMIT
 STATE OF TENNESSEE



DEPARTMENT OF COMMERCE & INSURANCE
 STATE FIRE MARSHAL

FOR OFFICE USE ONLY

Permit #: 102051

Receipt #: 1005

PERMITTEE FIRST NAME: John LAST NAME: Public Date: 10/17/2011

1. DESCRIPTION OF THE WORK TO BE PERFORMED

- New Construction Single Family
 - Addition of 30 Sq. Ft. or more in interior space
 - Change of Occupancy to Single Family Residential
- Heated Sq. Ft. of work to be performed: 2200
 Unheated Sq. Ft. of work to be performed: 900
- For additions and changes in occupancy only: Will new construction include plumbing or HVAC? Yes No
- Foundation: Conventional Slab and Footing cast separately Slab and Footing cast monolithically
 (crawl space with no slab) (for finished living areas only) (for finished living areas only)

Basement: Yes No

Number of stories (not including basement) of new construction or addition: 1 2 3

Applicable on 3 story with basement only: I certify the finished surface of the floor above the basement is not more than 6 ft above grade plane. (b) is not more than 6 ft above the finished ground level for more than 50% of the total building perimeter or (c) is not more than 12 ft above the finished ground level at any point. Yes No

2. LOCATION OF CONSTRUCTION

Street #: 123 Prefix: E Street Name: Main County: Crockett ZIP: 38001 Suffix: ST

City: Alamo

Is this property within the city limits? No Yes City, if different from mailing address: _____

Parcel ID #: Ctrl Map: 013B Grp: D Parcel: 006.04 Example: 089 A 030.22

For information on your Parcel ID #, please visit <http://www.assessment.state.tn.us>
 If this property is part of a parent parcel that has not been assigned a Parcel ID #, please use the parent parcel's ID #.

3. OWNER FIRST NAME: John

Street #: 501 Prefix: Street Name: Maple LAST NAME: Public LN Suffix: _____

City: Bells State: TN ZIP: 38006

Phone: (731) 555-5991 Email: john.q.public@example.com

4. PERMIT FEES

Actual Expected Construction Cost: 1450000.00

Fee:	400.00
Plus \$100 if slab other than monolith:	0.00
Mechanical and/or Plumbing:	100.00
TOTAL:	500.00

5. PERMIT DELIVERY

- Personal Delivery Email Mail

Homeowner-Applicant Affidavit for Building Permit:
 Questions - If you answer "No" to any of these questions, you do not legally qualify:

1. I am a record owner of the property on which the work is to be performed and this residential structure is for my own individual use and is not for sale, lease or rent and a homeowner permit has not been obtained by me within the last two (2) years.
 Yes No
2. I will perform all work for which the building permit was issued, except where otherwise noted, and agree to ensure anyone hired must show proof of license where required by state law (\$25,000 or more for materials and labor).
 Yes No
3. I am not hiring a construction manager to oversee the project.
 Yes No
4. I understand that should I cease to act as the owner-builder of the project, and hire a contractor to complete the project, this permit will be voided and the contractor will apply for a new permit.
 Yes No

I, John Q. Public, ^[Homeowner Name] certify by signing below that I have read the important notices document and understand the requirements and responsibilities that accompany a Homeowner's Permit and that I have truthfully completed this application and that I certify availability of a public sewer or obtainment of a septic permit and all licenses or permits required by state or local law or ordinance.

Signature of Property Owner _____ Date _____
 For online submissions only: By checking this box, I agree to the above statement and allow this to serve as my electronic signature.

FOR OFFICE USE ONLY

I am an authorized issuing agent and have retained a signed copy of this application in my files.

Issuing Agent ID #: 55 by: Jane I. Agent PIN 5991

Voluntary Statistical Information Request:

- Please check any of the following that apply to this residence:
- Fire sprinkler system included

To Submit This Application Online (Final Step):

Important! First Click "Print Form" to print yourself a local copy:
 After you have your local copy saved, Click Submit to complete the electronic submission:

CONTRACTOR NAME: _____
 Address: _____ City: _____ State: TN
 ZIP: _____ Phone: _____
 Email: _____ Contractor License #: _____
 Classification: BC BC-A BC-B

OR

APPLICANT SIGNATURE
 I hereby certify that I have completely read the important notices document and truthfully completed this application and that I have complied with the Business Licensing and Workers' Compensation laws of the State of Tennessee*, that I am properly licensed pursuant to T.C.A. Title 62, chapter 16 and I certify availability of a public sewer or obtainment of a septic permit and all licenses or permits required by state or local law or ordinance.

Signature of contractor/authorized agent _____ Date _____
 For online submissions only: By checking this box, I agree to the above statement and allow this to serve as my electronic signature.

*Questions regarding Workers' Compensation should be directed to the Tennessee Department of Labor and Workforce Development at 615-741-2395 or www.tn.gov/labor-wd/wcomp

APPLICATION FOR
**SITE CONSTRUCTION FOR
 MANUFACTURED/MODULAR**
 BUILDING PERMIT
 STATE OF TENNESSEE



DEPARTMENT OF COMMERCE & INSURANCE
 STATE FIRE MARSHAL

FOR OFFICE USE ONLY

Permit #: 107053

Receipt #: 1008

Date: 10/17/2011

PERMITTEE FIRST NAME: Jane LAST NAME: Public

A building permit is only required for additional on-site construction to a modular or manufactured home. A permit is **not** required for the construction or placement of a modular or manufactured home.

1. DESCRIPTION OF THE WORK TO BE PERFORMED

Custom front and rear porches to be built on manufactured home

Foundation: Conventional Slab and Footing cast separately Slab and Footing cast monolithically
 (crawl space with no slab) (for finished living areas only) (for finished living areas only)

2. LOCATION OF CONSTRUCTION

Street #: 103 Prefix: Street Name: Jones County: Polk RD ZIP: 37307
 City: Benton

Is this property within the city limits? No Yes City, if different from mailing address:

Parcel ID #: Crtl Map: 045D Grp: F Parcel: 067.01 Example: 089 A 030.22

For information on your Parcel ID #, please visit <http://www.assessment.state.tn.us>
 If this property is part of a parent parcel that has not been assigned a Parcel ID #, please use the parent parcel's ID #.

3. OWNER FIRST NAME: Jane LAST NAME: Public

Street #: 103 Prefix: Street Name: Jones RD Suffix:
 City: Benton State: TN ZIP: 37307
 Phone: (731) 555-9876 Email: jane.q.public@example.com

4. PERMIT FEES

Actual Expected On-Site Construction Cost: 2500.00

Fee:	100.00
Plus \$100 if slab other than monolith:	0.00
TOTAL:	100.00

5. PERMIT DELIVERY

Personal Delivery Email Mail

Homeowner-Applicant Affidavit for Building Permit:
 Questions - If you answer "No" to any of these questions, you do not legally qualify:

1. I am a record owner of the property on which the work is to be performed and this residential structure is for my own individual use and is not for sale, lease or rent and a homeowner permit has not been obtained by me within the last two (2) years.

Yes No
 2. I will perform all work for which the building permit was issued, except where otherwise noted, and agree to ensure anyone hired must show proof of license where required by state law (\$25,000 or more for materials and labor.)

Yes No
 3. I am not hiring a construction manager to oversee the project.

Yes No
 4. I understand that should I cease to act as the owner-builder of the project, and hire a contractor to complete the project, this permit will be voided and the contractor will apply for a new permit.

Yes No
 I, Jane Q. Public (Homeowner Name) certify by signing below that I have read the important notices document and understand the requirements and responsibilities that accompany a Homeowner's Permit and that I have truthfully completed this application and that I certify availability of a public sewer or obtainment of a septic permit and all licenses or permits required by state or local law or ordinance.

Signature of Property Owner Date
 For online submissions only: By checking this box, I agree to the above statement and allow this to serve as my electronic signature.

FOR OFFICE USE ONLY

I am an authorized issuing agent and have retained a signed copy of this application in my files.

Issuing Agent ID #: 56 by: Bill I. Agent

PIN 9876

Voluntary Statistical Information Request:

Please check any of the following that apply to this residence:

Fire sprinkler system included

To Submit This Application Online (Final Step):

Important! First Click "Print Form" to print yourself a local copy:

After you have your local copy saved, Click Submit to complete the electronic submission:

Print Form

Submit

CONTRACTOR NAME: _____
 Address: _____ City: _____ State: TN
 ZIP: _____ Phone: _____
 Email: _____
 Contractor License #: _____
 Classification: BC BC-A BC-B

OR

APPLICANT SIGNATURE
 I hereby certify that I have completely read the important notices document and truthfully completed this application and that I have complied with the Business licensing and Workers' Compensation laws of the State of Tennessee*, that I am properly licensed pursuant to T.C.A. Title 62, chapter 16 and I certify availability of a public sewer or obtainment of a septic permit and all licenses or permits required by state or local law or ordinance.

Signature of contractor/authorized agent Date
 For online submissions only: By checking this box, I agree to the above statement and allow this to serve as my electronic signature.

*Questions regarding Workers' Compensation should be directed to the Tennessee Department of Labor and Workforce Development at 615-741-2395 or www.tn.gov/labor-wd/wcomp

Residential Building Permit Issuing Agent Guide

APPLICATION FOR
TWO FAMILY RESIDENTIAL
BUILDING PERMIT
STATE OF TENNESSEE



DEPARTMENT OF COMMERCE & INSURANCE
STATE FIRE MARSHAL

FOR OFFICE USE ONLY

Permit #: 102052

Receipt #: 1006

Date: 10/17/2011

PERMITTEE FIRST NAME: Joe LAST NAME: Contractor

1. DESCRIPTION OF THE WORK TO BE PERFORMED

- New Construction Two Family
- Addition of 30 Sq. Ft. or more in interior space
- Change of Occupancy to Two Family Residential

For additions and changes in occupancy only: Will new construction include plumbing or HVAC? Yes No

Unit 1:

Heated Sq. Ft. of work to be performed: 1260 Heated Sq. Ft. of work to be performed: 1440
Unheated Sq. Ft. of work to be performed: 200 Unheated Sq. Ft. of work to be performed: 320

Foundation: Conventional Slab and Footing cast monolithically
 (crawl space with no slab) (for finished living areas only) Slab and Footing cast monolithically
 (for finished living areas only)

Basement: Yes No

Number of stories (not including basement) of new construction or addition: 1 2 3

Applicable on 3 story with basement only: I certify the finished surface of the floor above the basement is not more than 6 ft above grade plane, (b) is not more than 6 ft above the finished ground level for more than 50% of the total building perimeter or (c) is not more than 12 ft above the finished ground level at any point. Yes No

2. LOCATION OF CONSTRUCTION

Street #: 801 Prefix: Street Name: Poplar AVE Suffix: ZIP: 37397
City: Whitwell County: Marion

Is this property within the city limits? No Yes City, if different from mailing address:

Parcel ID #: Ctrl Map: 119D Grp: Parcel: Example: 089 A 030.22

For information on your Parcel ID #, please visit <http://www.assessment.state.tn.us>
If this property is part of a parent parcel that has not been assigned a Parcel ID #, please use the parent parcel's ID #.

3. OWNER FIRST NAME: Jane LAST NAME: Public

Street #: 408 Prefix: S Street Name: Walnut State: TN ZIP: 37397 Suffix: ST

Phone: (423) 555-5512 Email: jane.q.public@example.com

4. PERMIT FEES

Actual Expected Construction Cost: 165000.00

Fee:	450.00
Plus \$100 if slab other than monolith:	100.00
Mechanical and/or Plumbing:	100.00
TOTAL:	650.00

5. PERMIT DELIVERY

Personal Delivery Email Mail

CONTRACTOR NAME: Joe Contractor

Address: 901 Central Avenue

City: Whitwell State: TN ZIP: 37397

Phone: (423) 555-5234 E-mail: jcontracting@example.com

Contractor License #: 19876 Classification: BC BC-A BC-B

APPLICANT SIGNATURE

I hereby certify that I have completely read the important notices document and truthfully completed this application and that I have complied with the Business Licensing and Workers' Compensation laws of the State of Tennessee*, that I am properly licensed pursuant to T.C.A. Title 62, chapter 16 and I certify availability of a public sewer or obtainment of a septic permit and all licenses or permits required by state or local law or ordinance.

Signature of contractor/authorized agent Date

For online submissions only: By checking this box, I agree to the above statement and allow this to serve as my electronic signature.

* Questions regarding Workers' Compensation should be directed to the Tennessee Department of Labor and Workforce Development at 615-741-2395 or www.tn.gov/labor-wd/wcomp

FOR OFFICE USE ONLY

I am an authorized issuing agent and have retained a signed copy of this application in my files.

Issuing Agent ID #: 56 by: Bill I. Agent PIN 5234

Voluntary Statistical Information Request:

Please check any of the following that apply to this residence:

Fire sprinkler system included

To Submit This Application Online (Final Step):

Important! First Click "Print Form" to print yourself a local copy:

After you have your local copy saved, Click Submit to complete the electronic submission:

Print Form

Submit

APPLICATION FOR
TOWNHOUSE
BUILDING PERMIT
STATE OF TENNESSEE



DEPARTMENT OF COMMERCE & INSURANCE
STATE FIRE MARSHAL

FOR OFFICE USE ONLY

Permit #: 102053

Receipt #: 1007

Date: 10/17/2011

PERMITTEE FIRST NAME: Joe LAST NAME: Contractor

Sprinklers are required if: (a) 4 or more units, (b) 3 units with 5,000 or more total square feet or (c) 3 units with less than 5,000 total square feet and three or fewer stories if not separated by 2 hour firewall.

1. DESCRIPTION OF THE WORK TO BE PERFORMED

- New Construction Townhouse
 - Addition of 30 Sq. Ft. or more in interior space
 - Change of Occupancy to Townhouse
- Heated Sq. Ft. of work to be performed: 1480
Unheated Sq. Ft. of work to be performed: 420
- For additions and changes in occupancy only: Will new construction include plumbing or HVAC? Yes No
- Foundation: Conventional Slab and Footing cast separately Slab and Footing cast monolithically (for finished living areas only)
- Basement: Yes No

Number of stories (not including basement) of new construction or addition: 1 2 3

Applicable on 3 story with basement only: I certify the finished surface of the floor above the basement is not more than 6 ft above grade plane, (b) is not more than 6 ft above the finished ground level for more than 50% of the total building perimeter or (c) is not more than 12 ft above the finished ground level at any point. Yes No

2. LOCATION OF CONSTRUCTION

Street #: 501 Prefix: Washington Street Name: Washington AVE Suffix:
City: Sunbright County: Morgan ZIP: 37872

Is this property within the city limits? No Yes City, if different from mailing address:
Parcel ID #: Ctrl Map: 154 Grp: Parcel: 004.01 Example: 089 A 030.22

For information on your Parcel ID #, please visit <http://www.assessment.state.tn.us>
If this property is part of a parent parcel that has not been assigned a Parcel ID #, please use the parent parcel's ID #.

3. OWNER FIRST NAME: John

Street #: 404 Prefix: SW Street Name: Jefferson LAST NAME: Public
City: Wartburg State: TN ZIP: 37887 Suffix:
Phone: (423) 555-5555 Email: john.q.public@example.com

4. PERMIT FEES

Actual Expected Construction Cost:	92000.00
Fee:	350.00
Plus \$100 if slab other than monolith:	0.00
Mechanical and/or Plumbing:	100.00
TOTAL:	450.00

- 5. PERMIT DELIVERY**
 Personal Delivery Email Mail

CONTRACTOR NAME: Joe Contractor
Address: 222 Monroe Avenue
City: Oakdale State: TN ZIP: 37829
Phone: (423) 555-5123 E-mail: jcontracting@example.com
Contractor License #: 19876 Classification: BC BC-A BC-B

APPLICANT SIGNATURE

I hereby certify that I have completely read the important notices document and truthfully completed this application and that I have complied with the Business Licensing and Workers' Compensation laws of the State of Tennessee*, that I am properly licensed pursuant to T.C.A. Title 62, chapter 16 and I certify availability of a public sewer or obtainment of a septic permit and all licenses or permits required by state or local law or ordinance.

Signature of contractor/authorized agent _____ Date _____

- For online submissions only: By checking this box, I agree to the above statement and allow this to serve as my electronic signature.

* Questions regarding Workers' Compensation should be directed to the Tennessee Department of Labor and Workforce Development at 615-741-2395 or www.tn.gov/labor-wfwcomp

FOR OFFICE USE ONLY

I am an authorized issuing agent and have retained a signed copy of this application in my files.

Issuing Agent ID #: 55 by: Jane I. Agent PIN 5123

Voluntary Statistical Information Request:

- Please check any of the following that apply to this residence:
 Fire sprinkler system included

To Submit This Application Online (Final Step):

Important! First Click "Print Form" to print yourself a local copy:
Print Form Submit

After you have your local copy saved, Click Submit to complete the electronic submission:

REQUEST FOR
RESIDENTIAL RE-INSPECTION
STATE OF TENNESSEE



DEPARTMENT OF COMMERCE & INSURANCE (TDCI)
TENNESSEE STATE FIRE MARSHAL

Receipt #: _____

SAMPLE COMPLETED APPLICATION

Completing this form to request a re-inspection is only necessary if you have failed a second inspection. Date: Aug 31, 2010

Permittee: John Public Telephone: 731-555-5555

Email: _____

Permit #: 66554

CONSTRUCTION LOCATION (complete only if address needs to be updated)

Street #: 123 Prefix: _____ Street Name: Main Type: ST Suffix: _____

City: Alamo

Is this property within the city limits? No Yes City if different from mailing address: _____

County: Crockett ZIP Code: 38001

Parcel ID #: Ctrl Map: 013B Grp: D Parcel: 006.04 Example: 089 A 030.22

For information on your Parcel ID #, please visit <http://www.assessment.state.tn.us>
If this property is part of a parent parcel that has not been assigned a Parcel ID #, please use the parent parcel's ID #.

TYPE OF RE-INSPECTION(S) NEEDED (\$100 per requested re-inspection)

- Footer
- Slab other than Monolith
- Rough In
- Final
- Consultation

TEMPORARY CERTIFICATE OF OCCUPANCY (obtained through State Fire Marshal)

Request Temporary Certificate of Occupancy

DUPLICATE PERMIT (obtained through State Fire Marshal)

Request duplicate permit to replace lost or destroyed original permit for \$10.

Call 1-866-283-6191 and select Option 2 to schedule an inspection.

FEE

Signature of Permittee

Date

For online submissions only: By checking this box, I certify that all of the information I have entered is true, correct and complete to the best of my knowledge and allow this to serve as my electronic signature.

FOR OFFICE USE ONLY

I am an authorized issuing agent and have retained a signed copy of this application in my files.

Issuing Agent ID #: 034 by: Jane I. Agent

PERMIT #: 66554

SAMPLE COMPLETED
BUILDING PERMIT

State of Tennessee

Department of Commerce & Insurance
State Fire Marshal

RESIDENTIAL

BUILDING PERMIT

Permittee: John Public

DATE ISSUED: 08/31/2010

Construction Location

Permit shall expire 2 years from date of issue or upon issuance of Certificate of Occupancy unless an extension is granted by the State Fire Marshal's Office

Address: 123 Main St

City: Alamo

County: Crockett

ZIP Code: 38001

Description of work to be performed:

- New Construction** Heated Sq Ft: 1150 Unheated Sq Ft: 400
- Addition** Heated Sq Ft: _____ Unheated Sq Ft: _____
- Site (Modular/Manufactured)**

- Foundation type:**
- Conventional**
 - Monolith Pour Slab**
 - Slab other than Monolith Pour**

Inspections

Inspections do not warrant workmanship. Any inspection performed by any employee, agent or contractor of the State of Tennessee are performed solely for the purposes of enforcement of the applicable building codes which may utilize a spot check performance standard, and do not provide comprehensive home inspection services, which are the responsibility of the owner.

Footing or monolith slab:	Date: _____	<input type="checkbox"/> PASS	<input type="checkbox"/> FAIL	by: _____
Slab other than monolith:	Date: _____	<input type="checkbox"/> PASS	<input type="checkbox"/> FAIL	by: _____
Rough In:	Date: _____	<input type="checkbox"/> PASS	<input type="checkbox"/> FAIL	by: _____
Final:	Date: _____	<input type="checkbox"/> PASS	<input type="checkbox"/> FAIL	by: _____
Other (please list):				
_____	Date: _____	<input type="checkbox"/> PASS	<input type="checkbox"/> FAIL	by: _____
_____	Date: _____	<input type="checkbox"/> PASS	<input type="checkbox"/> FAIL	by: _____
_____	Date: _____	<input type="checkbox"/> PASS	<input type="checkbox"/> FAIL	by: _____

Call 1-866-283-6191 and select Option 2 to schedule an inspection. Only permittee may schedule inspection. Permittee is responsible for scheduling all inspections.

Note: Only one re-inspection will be conducted during building inspection process unless an additional inspection authorization is obtained upon payment of a fee of \$100 per additional inspection. You must pay \$100 to an authorized issuing agent prior to requesting a second re-inspection.

SAMPLE COMPLETED REPORT

**ISSUING AGENT (IA) REPORT
FOR RESIDENTIAL BUILDING PERMITS**



1. Please type of print legibly.
2. Please complete all columns.
3. **DISTRIBUTE:** a. Original to TDCI with check.
b. Retain copy for your records.

Report for Period of: 08/01/2010 to 08/31/2010 **Page 1** of **1**

TOTAL FEES SUBMITTED: \$1,240.00

Issuing Agent: MidSouth Electric Co. Issuing Agent ID#: 113

Name & Signature of Authorized Representative: Jane I. Agent

		Name		Signature	
Date of Issuance	Receipt #	Permit #	Permittee Name	Estimated Cost of Construction	Amount of Fee
1 08/02/2010	60001	555551	John Q. Public	\$35,000.00	\$350.00
2 08/12/2010	60006	555552	Jill Smith	\$45,000.00	\$100.00
3 08/19/2010	60011	555553	Joe Contractor	\$112,000.00	\$400.00
4 08/26/2010	60023	555554	Joe Contractor	\$153,000.00	\$450.00
5					
6					
7					
8					
9					
10					

TOTAL NUMBER OF TRANSACTIONS REPORTED: 4 x \$15 = \$60.00 (IA FEE) PAGE TOTAL FEES COLLECTED: \$1,300.00

TOTAL TO REMIT TO: DEPARTMENT OF COMMERCE & INSURANCE, RESIDENTIAL PERMIT SECTION
500 JAMES ROBERTSON PARKWAY, 3rd Floor

NASHVILLE, TN 37243

(REMIT BY THE 20th OF EACH MONTH):

LESS IA FEE: \$60.00

PAGE TOTAL FEE SBUMITTED: \$1,240.00

CONTACT INFORMATION & DEPARTMENT ASSISTANCE

For more information, including an up-to-date list of cities and counties that have opted out or are exempt, visit <http://homebuilding.tn.gov>.

For questions not answered on the website, call 615-741-7171.

Contact Information

Gary Farley
Director of Contract Inspection Services
Gary.Farley@tn.gov
615-532-5805

Tawana Irvin
Administrative Secretary
Tawana.N.Irvin@tn.gov
615-741-7171