

**Space Needs Analysis Report**

**SNA Number: 34901-78-01**

**Agency: Safety & Homeland Security**

**County: SEVIER City: Sevierville**

**Employees: 15**

**SNA Date: 11-20-2025**

**Prepared By: ERM**

**Checked By:**

**Area Needed: 3,990**

**Major Circulation: 50% 1,995**

**Total Net Usable Needed: 5,985**

SNA Note: DL&THP. Report created from information supplied by Matt Harris on 11/10/2025

<i>Space Type</i>	<i>Standard</i>	<i>Description</i>	<i>Wall</i>	<i>Area</i>	<i>Count</i>	<i>Memo</i>
P	00000	Administrator	0	49	1	Quiet/Private Glass Cubicle near Reconciliation Room or Enclave
P	36922	DL Branch Supervisor	H	150	1	Assigned Office to have an observation window to view the Application Processing Area. Square footage includes a 30sf Secure Closet for a safe
P	36921	DL Examiner	None	0	4	DL Examiner will serve the public in this area. Depending on the layout, some hardwall construction and a secure door to separate this area from the waiting area may be required. Workspace to include shared equipment (camera, eye machine, photo digitizer, and printer) placed between Examiners. Each Examiner will have a computer terminal with a cash drawer mounted below the worksurface. Examiner Station(s) must have direct access to the Secured Staff Zone. At least one Examiner Station must have a direct view into the Testing Room for testing supervision. Each pairing of Examiner stations is to have a photo screen installed 5' in front of the station. One Examiner station must be ADA accessible.
P	38633	Lieutenant	H	120	1	Located in Trooper Hardwall Suite.
P	38632	THP Sergeant	H	120	1	Located in Trooper Hardwall Suite.
P	38631	THP Trooper	None	0	7	Workstations for 4 - Troopers. Space included in Trooper Hardwall Suite.

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S	APA	Application Processing Area	H	499	1	DL Examiner will serve the public in this area. Depending on layout, some hardwall construction and secure door to separate this area from the waiting area may be required. Workspace to include shared equipment (camera, eye machine, photo digitizer and printer) placed between Examiners. Each Examiner will have a computer terminal with cash drawer mounted below the worksurface. Examiner Station(s) must have direct access to the Secured Staff Zone. Atleast one Examiner Station must have direct view into the Testing Room for testing supervision. Each pairing of Examiner stations to have a photo screen installed 5' in front of the station. One Examiner station must meet ADA accessible.
S	HS	Hoteling Station	0	15	1	Used by Visitors
S	JC	Janitor Closet	H	50	1	
S	KS	Kiosk Station	0	16	1	Includes space for 4 stations.
S	MA	Mail Area	0	36	1	
S	MFP	Multi Function Printer	0	50	1	Used by DL. Includes space for mail area.
S	MPBR	Multi-Purpose Break Room	H	400	1	With base and wall cabinets, countertop with sink. Shared by DL/THP. Also will be used as a conference room.
S	RR	Reconciliation Room	H	120	1	Enclave table with 4 chairs
S	SLA	Staff Locker Area	0	4	10	Includes space for 10 - Locker Units. Used by DL staff
S	SS	Supply Storage	H	60	1	Used by THP. Includes floor-mounted drop box
S	SSR	Supply/ Storage Room	H	120	1	Used by DL.
S	TC	Telecom. Closet	H	80	1	For telephone and computer equipment. Room must be temperature controlled. Shared by DL/THP.
S	TR	Testing Room DL	H	250	1	Space for 4-computer testing stations ( 100 sf) and 6- Paper testing stations (150 sf). Lessor to provide 120V/20amp dedicated circuits w/ isolated neutrals for agency-supplied testing machines. Requires observation window to Application Processing Area. Requires Waiting Area access and Application Processing Area access.

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S	THS	Trooper Hardwall Suite	H	276	1	Suite includes space for 6 - Trooper Hoteling Stations (90 sq.ft.) 1 - Multi-Function Printer (50 sq.ft.) 1 - Interview Room (120 sq.ft.), 2 - Lateral File Cabinets (16 sq.ft.)
S	WA	Waiting Area	0	1,539	1	Seating for 75 (1,500 sf). Will need direct access to client restrooms. Client and staff restrooms will be separate and may not share the same plumbing wall. Space to include 1- check-in Kiosk (4sf), 3-IPAD/customer kiosk (12sf), 1- bookcase (8sf), 1- Stationary Navigator Station with power/data.

Suggested Range	Min.	Max.
Usable:	6,000	6,600
Rentable:	6,600	7,300